

Hiding Grade Center Columns from Students

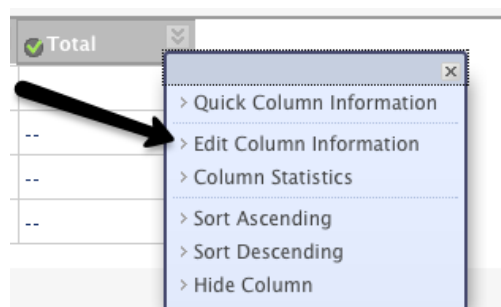
Grade Center is a powerful reporting tool that helps you display grades to your students throughout the semester. There are occasions when the columns in Grade Center create confusion or are not needed by students. Remember, WebAdvisor is the official grade of record for students and not Blackboard. The two systems are not integrated.

Follow the steps below to ensure that certain Grade Center columns are hidden from student when appropriate for your class. Please note that using the **Show/Hide** feature in Column Organization only shows and hides the column from the instructor view.

1. Find the Down Arrow or Chevron on the column you wish to not display to students.



2. Choose **Edit Column Information** from the menu.



3. From the **Options** section (#4), make sure the *Show this Column to Students* option has **No** selected.

4. Options

Select **No** for the first option to exclude this Grade Center column from calculations.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Yes No
Students in My Grades

****Note - This option exists when creating a column originally.**