

## Blackboard Learn:

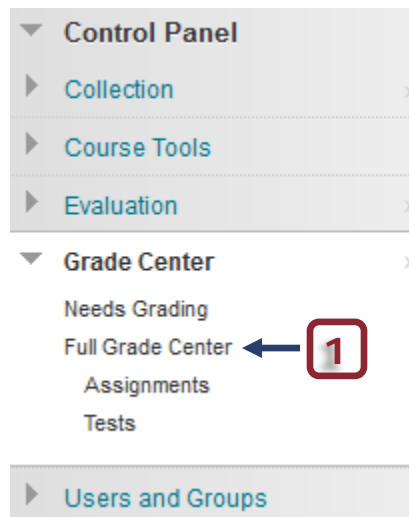
### How to hide a Grade Center Column before grading ?



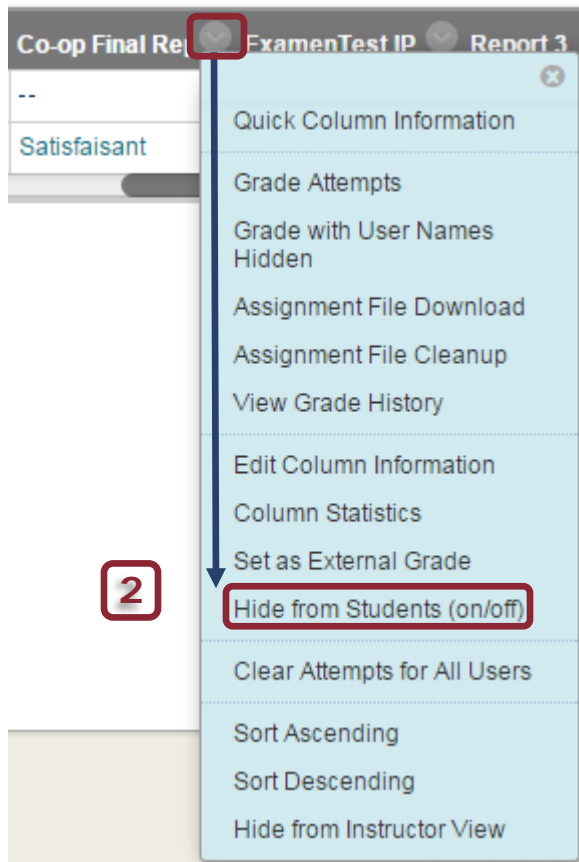
#### Hiding a Column before grading

Before starting grading, you may want to **hide the column** to keep the grades unavailable to students. It is recommended to hide Grade Center columns from students until all marks have been entered and checked for accuracy.

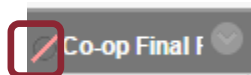
- 1) Access the **Full Grade Centre** from the **Control Panel**.



2) Click on the action link next to a **column header you want to hide**. Click **Hide from Students (on/off)** in the drop down menu.



3) An icon appears in front of the column header (🚫):



### Need help?

Abdul Kane  
 Instructional Designer  
 Desmarais hall, Office 5128  
 (613) 562-5800 (8639)  
[abdul.kane@telfer.uOttawa.ca](mailto:abdul.kane@telfer.uOttawa.ca)

Or Call : 613) 562-5800 (6555)  
 Centre for Mediated Teaching and Learning)  
 Vanier Hall, room 1022  
 136, Jean-Jacques Lussier Ottawa ON K1N 6N5  
[Computer Assistance Request Form](#) (Choose  
 Blackboard/Virtual Campus in the menu)