Show/Hide Grade Columns in Blackboard

You can control which grade columns are visible to your students on the My Grades page as well as which columns are visible in your own Grade Center view.

Note: There are separate functions for showing and hiding columns from students and from the instructor. If you want to hide the column from both students and the instructor view, you must first hide the column from students and then hide it from the instructor.

1. Access the Grade Center

1.1 Log into Blackboard

Log into Blackboard Learn at https://interbb.blackboard.com.

1.2 Enter your course

Click on the name of your course to access it.

1.3 Access the Full Grade Center

In the Control Panel, click to expand the Grade Center section. Then click the Full Grade Center link.



2. Show/hide columns from student view

2.1 Hide column from students

Locate the column in the Grade Center. Click the Action Link (drop-down arrow) in the column heading, then select Hide From Students (on/off) from the menu.

Grade Information B	lar		
🗖 Last Name	📀 First Name	Weighted Tota	C Assian
Student	Demo	96.0	Ouick Column Information
Student	Demo	92.00%	Edit Ooluma Information
Student	Demo	100.00%	Column Statistics
Student	Test	88.00%	Set as External Grade
🔲 User	Demo	·· (2)_	Hide from Students (on/off)
Selected Rows: 0			Ded Assessing
→ Move To Top Email 😣		Son Ascending	
			Sort Descending
			Hide from Instructor View
			Delete Column

2.2 Show column to students

Columns hidden from students display a crossed-out circle icon in the column heading. To show the column, click the **Action Link (drop-down arrow)** in the column heading, then select **Hide From Students** (on/off) from the menu.

Grade Information Bar				
🗖 Last Name 🛛 😪	First Name 🛛 💿	Veighted To	🔍 🖉 Total 🛛 🔍 IC Assian	1
Student	Demo	96.(1	Quick Column Information	Γ
Student	Demo	92.00%	Edit Column Information	
Student	Demo	100.00%	Column Statistics	
Student	Test	88.00%	Set as External Grade	
User 📃	Demo	·· (2)	Hide from Students (on/off)	L
Selected Rows: 0			Sort According	F.
Move To Top	Email 💝		Soft Ascending	
			Sort Descending	
			Hide from Instructor View	
			Delete Column	

3. Show/hide columns in instructor view

3.1 Hide column from instructor view

Locate the column in the Grade Center. Click the **Action Link (drop-down arrow)** in the column heading, then select **Hide From Instructor View** from the menu. The column will disappear from your Grade Center.

Grade Information Bar			
Last Name	🕏 First Name	S //Weighted To	r 🔍 🖉 Total 👘 🔍 IC Assign
Student	Demo	96.	Ouick Column Information
Student	Demo	92.00%	Edit O characterization
Student	Demo	100.00%	Edit Column Information
Student	Test	88.00%	Set as External Grade
User 📄	Demo		Hide from Students (on/off)
Selected Rows: 0		٠	
→ Move To Top Email ⊗			Sort Ascending
			Sort Descending
		2	Hide from Instructor View
		\bigcirc	Delete Column

3.2 Show hidden columns

Click on the **Manage** button in the Action Bar across the top of the Grade Center. Then select **Column Organization** from the drop-down menu.

Create Column	Create Calcul	ated Colu	Manage 🗸 Reports 🗸	
		\sim	Grading Periods	
Move To Top	Email 🛛		Grading Schemas	
Grade Information Bar			Grading Color Codes	
Last Name	First Name	Weighted Total	Categories	
Student	Demo		Smart Views	
Ctudent	Domo	2	Column Organization	
Sideni	Demo		Row Visibility	
Student	Demo		Send Email	
Student	Test		WileyPLUS Grade Refresh	
🔲 User	Demo		McGraw-Hill Connect To Do List	
Selected Rows: 0		•	Manage Pearson MyLab &	
Move To Top	Email 😣		Mastering Grades	
			McGraw-Hill Connect Reports	

3.3 Select columns

Select the checkboxes next to the column(s) that you want to show.

Name 🗸	Grading Period	Category 🗸
🕀 🔽 Weighted Total (Hidden)	Not in a Grading Period	Calculated Grade
💠 🔲 Total (External Grade)	Not in a Grading Period	Calculated Grade
1 IC Assign 1	Not in a Grading Period	Assignment
🕀 🔟 IC Assign 2	Not in a Grading Period	Assignment
+‡+ 🛄 Test 1	Not in a Grading Period	Test
+‡+ 🛄 Test 2	Not in a Grading Period	Test
Discussion 1	Not in a Grading Period	Discussion

3.4 Show selected columns

Click the Show/Hide button at the bottom of the page, then select Show Selected Columns from the menu.

Name 📎	Grading Period	
Weighted Total (Hidden)	Not in a Grading Period	Calculated Grade
+++ Total (External Grade)	Not in a Grading Period	Calculated Grade
🕂 📃 IC Assign 1	Not in a Grading Period	Assignment
💠 📃 IC Assign 2	Not in a Grading Period	Assignment
+ T Hide Selected Columns	Not in a Grading Period	Test
2 Show Selected Columns	Not in a Grading Period	Test
Show Selected Columns in All Grade Center Views	Not in a Grading Period	Discussion
1 Show/Hide 😸 Change Category to 😒	Change Grading Period to \otimes	

3.5 Submit

Click the **Submit** button to finish.