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
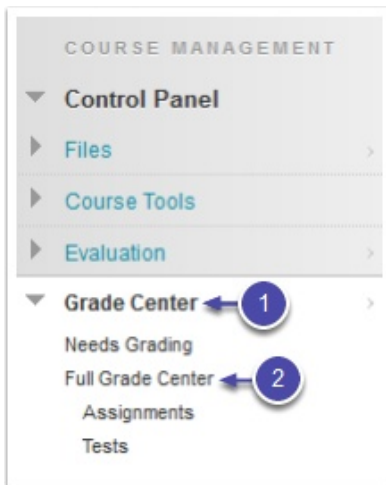
1.1 Log into Blackboard

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

1.2 Enter your course

Click on the name of your course to access it.
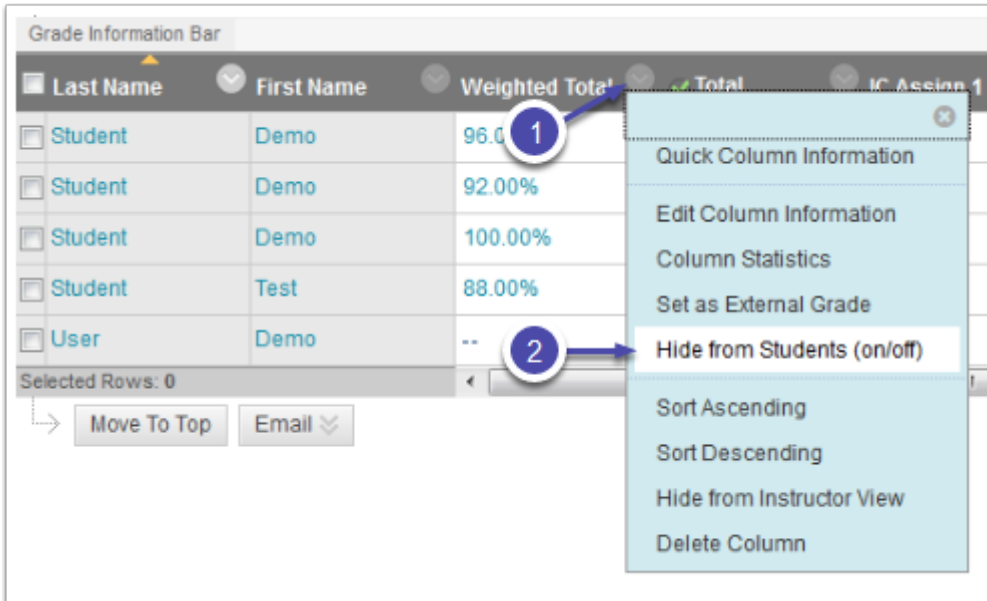
1.3 Access the Full Grade Center

In the Control Panel, click to expand the **Grade Center** section. Then click the **Full Grade Center** link.
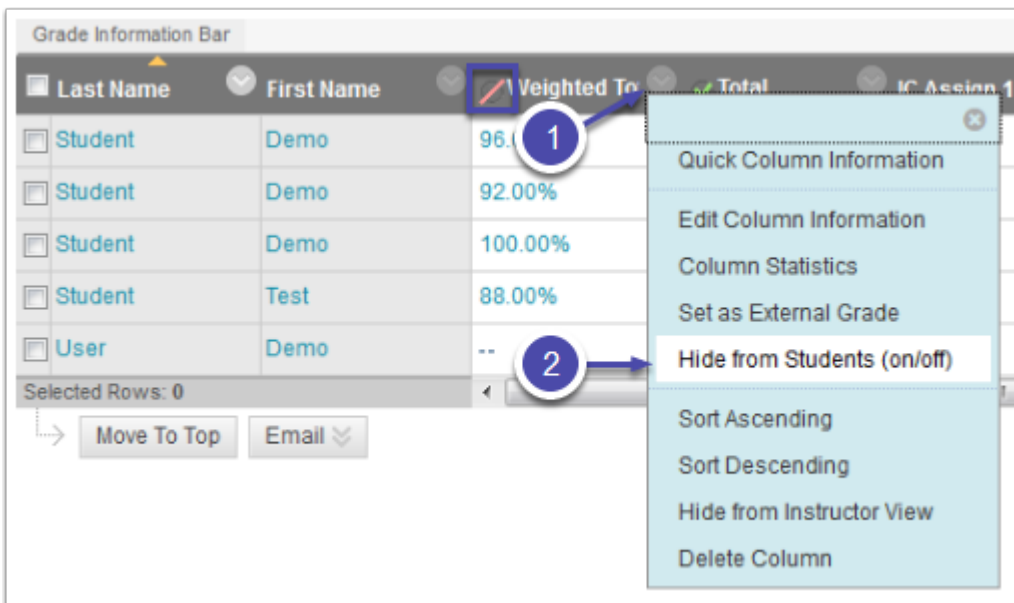
2. Show/hide columns from student view

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.
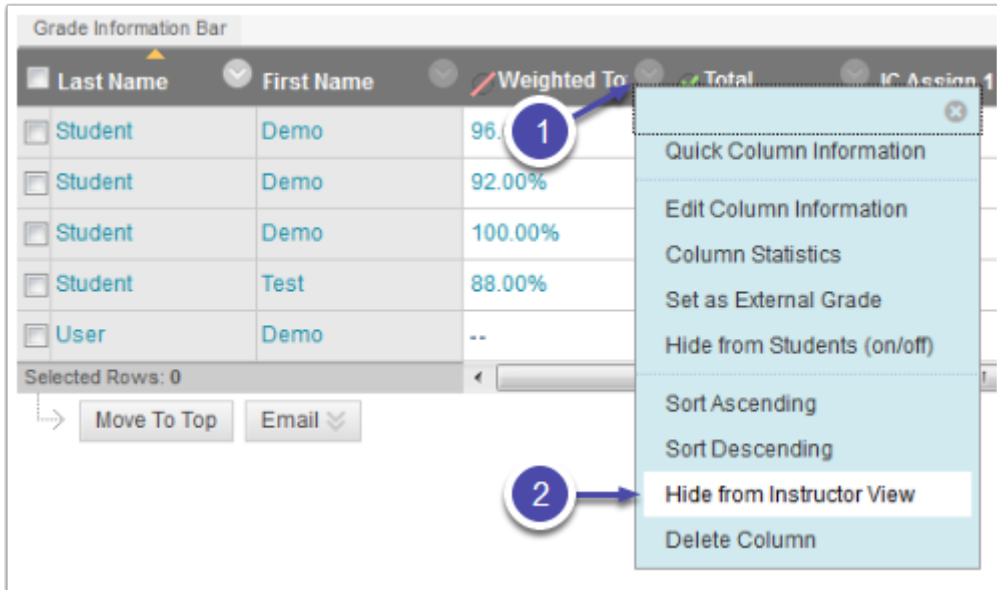

2.2 Show column to students

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.
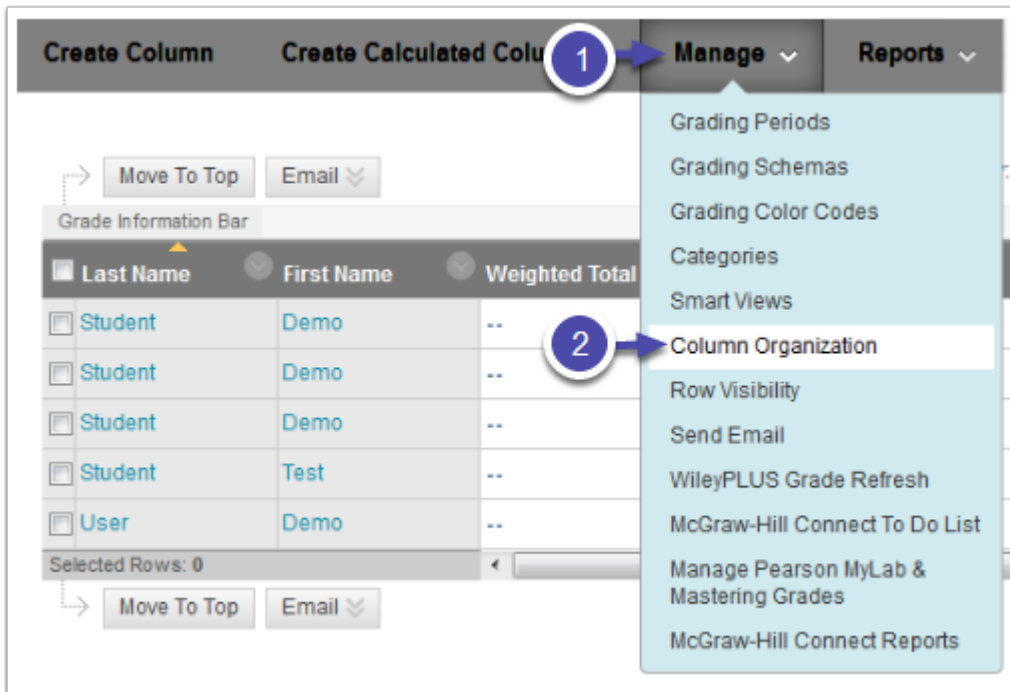
3. Show/hide columns in instructor view

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.

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.

3.3 Select columns

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

3.4 Show selected columns

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

3.5 Submit

Click the **Submit** button to finish.