The Grade Center
Columns and Rows

All the Grade Center functions are initiated from the Grade Center page. This view is customizable, giving Instructors the ability to sort items in ways to maximize efficiency and to view student information with a minimum of scrolling.

The Grade Center, by default, lists Students’ Last and First Names first. Students may be listed by username or Student ID as well, depending on how the Grade Center has been organized. Columns for gradable items and calculations of sets of graded items appear across the page. Icons display in cells to signify the availability of students, the visibility of items to students, and the status of Gradable Items, providing a current view of the state of the Grade Center.

Showing and Hiding Users

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center, and can be revealed at any time.

1. Under Control Panel
   - Grade Center
   - Full Grade Center

2. Hover over the Manage button

3. Click Row Visibility
4. Check the box to the left of the user(s) to show or hide

5. Click **Hide Rows**

   -- OR --

   Click **Show Rows**

   (User rows that are hidden appear in italicized and grayed out text and do not appear in the Grade Center grid)

6. Click **Submit**

**NOTE:** You can also hide user rows from the Full Grade Center

1. Mouse over the student’s name

2. Click the down arrow (▼) to the right

3. Select **Hide Other Rows** to remove all but the user’s row from view

   -- OR –

   Select **Hide Row** to hide the user’s row.

When hiding one user’s row, a message appears stating that the row has been successfully hidden.

If you chose to hide all but one user’s row, show all rows again by selecting **Show All Rows**
Hiding and Showing Grade Center Columns

1. Mouse over the column to be hidden.

2. Click the down arrow (▼) to the right of the column title.

3. Select **Hide Column**.

--- OR ---

1. Click **Manage** in the Action Bar of the Grade Center.

2. Select **Column Organization** from the Action Link menu.
3. Select the check boxes to the left of the Grade Center columns to show or hide

4. Click Show/Hide button

5. Select Hide Selected Columns

-- OR --

Select Show Selected Columns

![Grade Center screenshot](image)

Hidden columns will appear italicized and grayed out in the Grade Center view.

6. Click Submit

**NOTE:** Hiding a column from the instructor’s view in the Grade Center does not hide the column from the student view in the My Grades area. To prevent a column from displaying in the student view in the My Grades area, follow the directions below.
Hiding Columns from Student’s My Grades View

1. Under **Control Panel**
   - **Grade Center**
   - **Full Grade Center**

2. Click the down arrow (▼) to the right of the column title

3. Select **Edit Column Information**

4. Scroll to Options of the **Edit Column Screen**.

5. Select **No** for **Show this Column to Students**

6. Click **Submit**