Faculty Quick Tips – “Hide” Student in Grade Center

Steps to follow on how to hide a student in Grade Center

1. Log into your course.
   - Select Grade Center, then Full Grade Center. (figure 1)
   - On the Grade Center: Full Grade Center screen, click on the down-arrow key next to Manage, a menu will be displayed.
   - Click on Row Visibility, and a list of all the students enrolled in the course will be displayed. (figure 2)
   - Select the student(s) who have a black dot next to their name and want to hide (figure 3).
   - Click on the Hide Rows button.
   - Click on Submit.

2. You will be taken back to your Grade Center: Full Grade Center screen. The students you have hidden will not display in Grade Center.
   - If you “hid” someone in error, follow the above steps, but instead, click on the Show Rows button
   - Click on Submit.

You will be taken back to their Grade Center: Full Grade Center screen. The student you hid in error, will now be displayed in Grade Center.