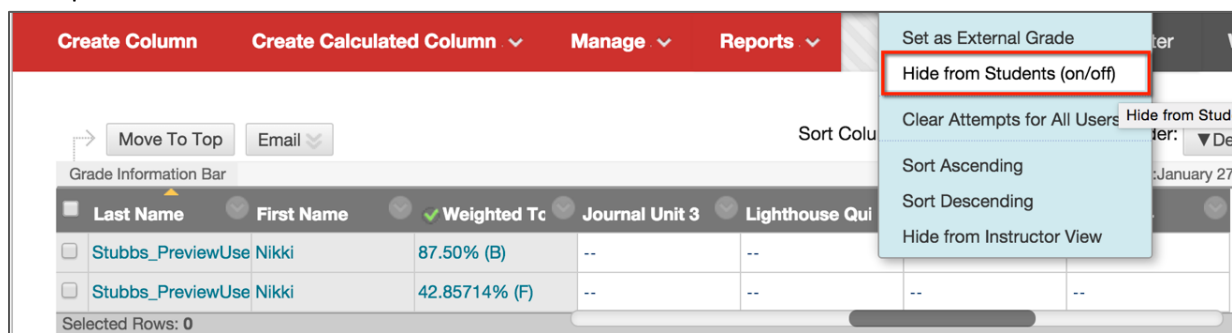# Grade Center – Grades – Hiding Grades from Students

Hide Grade Column from Students

This option hides the column in My Grades from the student. It does not hide the column from faculty in the Grade Center and will still factor in the Grade Center calculations.

- In the Grade Center, select the contextual menu on the grade column to be hidden, choose **Hide from Students (on/off)**.
- If the column is successfully hidden from students the Column Not Visible to Users (a round gray circle with a red slash) will appear in the column's header.
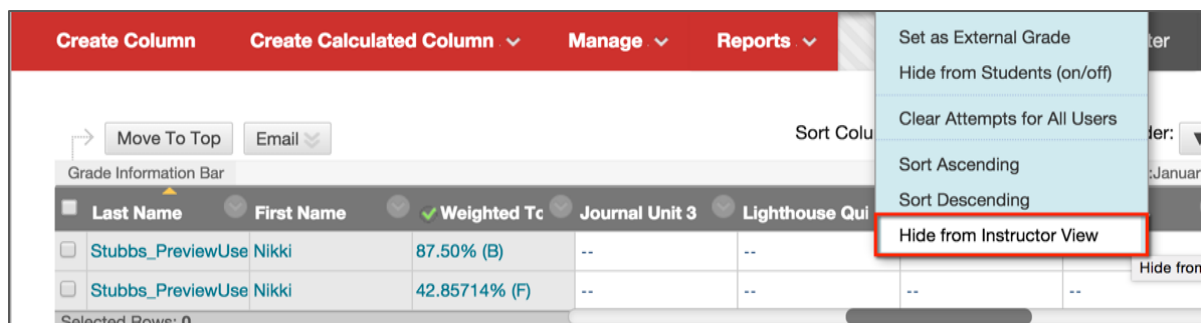 Example Icon: ⊘

Hide Grade Column from Instructor (Optional)

This option does not hide the column from students in My Grades and it cannot be hidden from students if it is hidden from the instructor first. The item will still factor in the Grade Center calculations.

- In the Grade Center, select the contextual menu on the grade column to be hidden, choose **Hide from Instructor View**.
- If the column is successfully hidden, it will disappear from the full view of the Grade Center for the instructor.
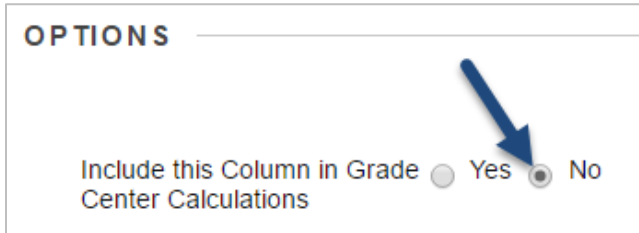
Check Final Grade Calculation

If the hidden column should not count towards the student's final course grade make sure that it is not part of the gradebook calculation. Reference the method below that is appropriate for the gradebook type.

Excluding a Column from Final Grade Calculations (Points or Percentage Gradebook)

1. Locate the desired column in the main grade center view.
2. Select the contextual menu arrow in the column's header and select **Edit Column Information**.
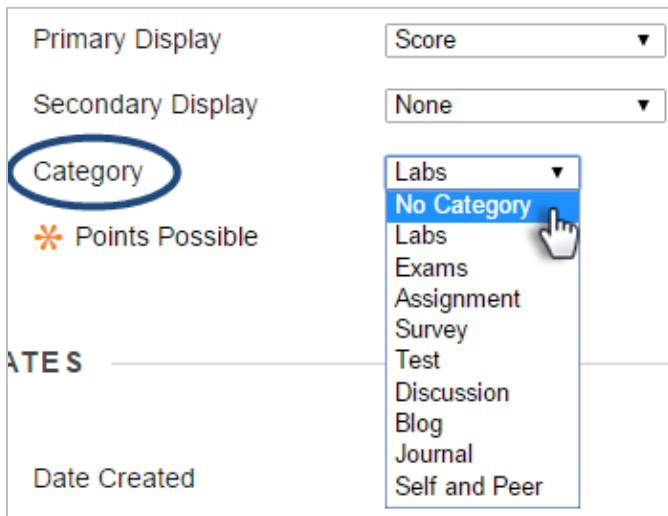3. Locate the **Options** section and change **Include this Column in Grade Center Calculations** to **No**.

4. Select **Submit** at the top or bottom of the page to save the new setting.

Move the Column into the 'No Category' Category (Percentage Gradebook)

This method requires that the No Category option not be used by the instructor for any other purpose.

NOTE: This method will not work with a point based gradebook that is using the default *all columns* setting to determine the final grade as it will include items without a category. If the points based gradebook is designed to use categories; this method will work.

1. Locate the desired column in the main grade center view.
2. Select the contextual menu arrow in the column's header and select **Edit Column Information**.
3. Locate the **Category drop-down menu** and change the selection to **No Category**.

4. Select **Submit** at the top or bottom of the page to save the new setting.