

Hiding Student Grades - Tips for Blackboard Learn


The following are quick tips for hiding student grades in the Grade Center. Additional resources, videos and handouts can be found at <http://www.gvtc.org/bblearn> under the guides and tutorials area.

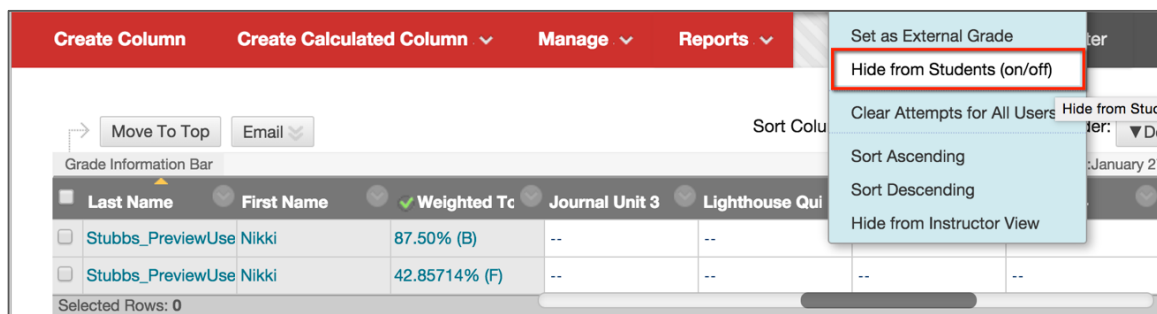
If an instructor needs to hide student grades, there are several items to consider before and during this process. Instructors can hide the Column/Grade from themselves, students, or both.

If an instructor needs to hide both the student's view as well as their view, they would need to complete **both Step 1** and **Step 2**, then continue to **Step 3** or **Step 4** depending on their Grade Center setup.

Step 1:

Hiding Grades from Students Only – This option hides the item in *My Grades* from the student. It does not hide the column from faculty in the Grade Center and will still calculate in the Grade Center. Instructors who want to *exclude* this item from calculating should continue to *Step 3 or 4* below.

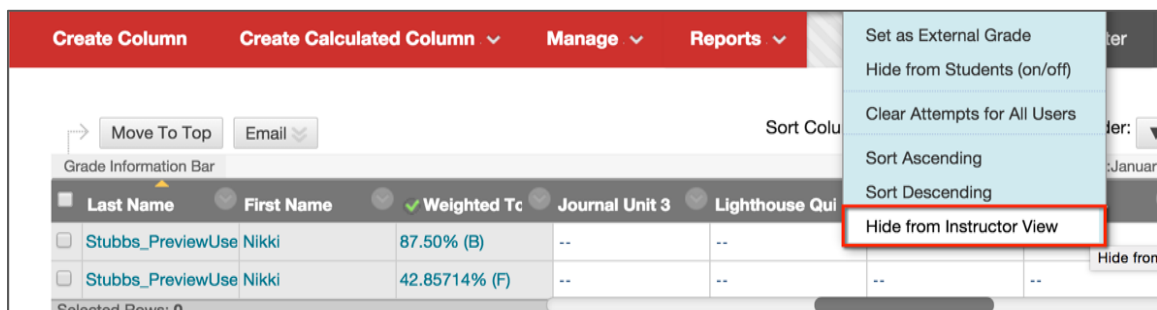
- In the Grade Center, click the contextual menu on the grade column you wish to hide, choose *Hide from Students (on/off)*.
- If the column is successfully hidden from students in the *My Grades* area you will see this icon  to the left of the grade column name.



Step 2:

Hiding Columns from Instructors Only – This option does not hide the item from students in *My Grades*. The item will still be calculated even though it is hidden from instructor view.

- In the Grade Center, click the contextual menu on the grade column you wish to hide, choose *Hide from Instructor View*.
- If the column is successfully hidden, it will disappear from the full view of the Grade Center.



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Step 3:

For Faculty Using a Total (Points) Grade Center - Make sure the item being hidden from students is not part of your total calculation. By default, the *Total Column* calculates all columns and the column would still be included if not removed.

- To edit the *Total Column* click on the contextual menu of the *Total Column* title and choose *Edit Column Information*. It is here, where you will adjust what is being calculated for your course's total score.

Step 4:

For Faculty Using a Weighted Total (Percentage) Grade Center - Make sure the item being hidden from students is not part of your *Weighted Total*.

- **Change the items' category** - Move the item you do not wish to include in the calculations to the *No Category* category. As long as you are not using this category as a weighted option in your Weighted Total Column, it will not be used in the calculation.
 - To edit the category in the Grade Center, choose *Manage* → *Column Organization*. Here you can select the item and change the category to *No Category*.
- If your item is an *Assessment* and you do not want it to be calculated, you can uncheck the *Include this Test in Grade Center score calculations* option under the *Edit Test Options* area. This will remove the item from that category's calculations. You will still need to hide the column from faculty and students if you choose.