



Instructional Technology Support - VITRC 248.204.3750 [vitrc@ltu.edu](mailto:vitrc@ltu.edu)

## Blackboard Faculty FAQs

Topic: Blackboard Grade Center Hide Data	
<p><b>Question:</b> How do I make a column unavailable to students?</p>	<p><b>Question:</b> How do I hide a column?</p>
<p><b>Answer:</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Grade Center</b>, left-click the down arrows to the right of the desired <b>column heading</b>.</li> <li>2. From the drop-down box, select <b>Modify Column</b>.</li> <li>3. Scroll down to <b>Options</b>. Select <b>No</b> for the option to <b>Show this column in My Grades</b>.</li> </ol> <p><i>Note: The default is Yes.</i></p> <ol style="list-style-type: none"> <li>4. Click <b>Submit</b>.</li> </ol> <p><i>Note: a round circle with a red line in it will be in front of the column name, denoting the column is not visible to users.</i></p>	<p><b>Answer:</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Grade Center</b>, left-click the down arrows to the right of the desired <b>column heading</b></li> <li>2. From the drop-down box, select <b>Hide Column</b>.</li> </ol> <p><i>Note: the Grade Center takes a moment to load.</i></p> <p>The column can <i>no longer be seen</i> within the <b>Grade Center</b>. All information <b>is</b> saved related to the column.</p> <p><i>Note: Hiding columns that are not being used reduces the length of the grid, reducing the need for scrolling.</i></p>
<p><b>Question:</b> How do I hide a student user?</p>	<p><b>Question:</b> How do I display a hidden column?</p>
<p><b>Answer:</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Grade Center</b>, select <b>Manage</b> from the <b>Action Bar</b>.</li> <li>2. Select <b>Show/Hide Users</b> from the menu.</li> <li>3. Place a checkmark before the name/s to be hidden.</li> <li>4. At the top, <b>Select Hide Users</b>.</li> </ol> <p><i>Note: Users that are hidden will appear grayed out. And they will not appear in the Grade Center View.</i></p> <ol style="list-style-type: none"> <li>5. Click <b>Submit</b>.</li> </ol> <p><i>Note: Hidden users are not removed from the Grade Center, and can be revealed at any time.</i></p> <p><b>To show hidden users:</b></p> <ol style="list-style-type: none"> <li>6. Follow <i>steps 1 through 3 above</i></li> <li>7. At the top, select <b>Show Users</b>.</li> <li>8. Click <b>Submit</b>.</li> </ol> <p><i>Note: Users that are shown will appear in black text, and will appear in the Grade Center View.</i></p>	<p><b>Answer:</b></p> <ol style="list-style-type: none"> <li>1. In the <b>Grade Center</b>, Select <b>Manage</b> from the <b>Action Bar</b>.</li> <li>2. Select <b>Organize Grade Center</b>.</li> <li>3. Place a checkmark before the column name you want to display. Scroll Up.</li> <li>4. From <b>Show/Hide</b>, Click on <b>Show Selected Columns</b>.</li> <li>5. Click <b>Submit</b>.</li> </ol> <p><i>Note: The column is now displayed in the Grade Center.</i></p>

## For Further Support Please Contact

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