

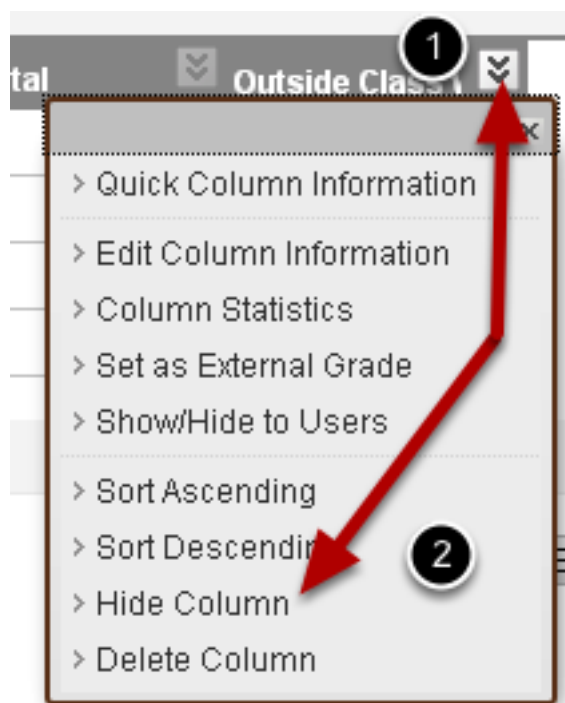
## Grade Center Column Organization: Hide Column In Grade Center

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Instructors have the ability to hide any column from the Grade Center view. Hiding a column in the GC keeps all information associated with the column, but keeps it from being seen in the Grade Center. Hiding columns helps reduce the length of the Grade Center, which reduces the need for continuous horizontal scrolling.

**NOTE:** Hiding columns will **NOT** hide them from students. They will only be hidden in the Grade Center. Making columns unavailable to the students is accomplished with a different method.

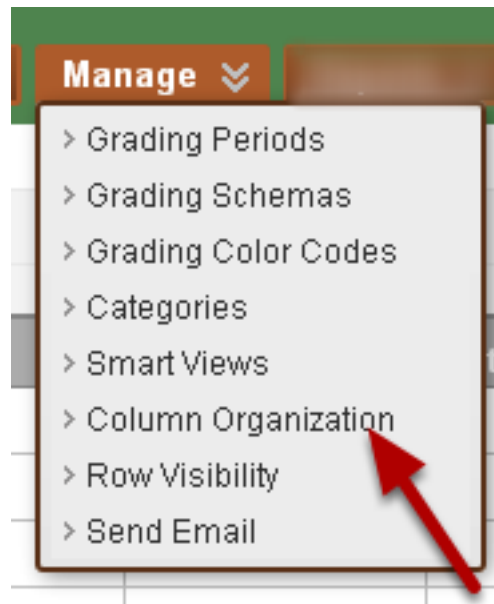
### METHOD 1 (Best for hiding individual columns)



1. Move the cursor over the column to be hidden.
2. Click on the button to open the **Action Menu** and click **Hide Column**.

### METHOD 2 (Best for hiding multiple columns at once)

## 1. Column Organization Menu Option



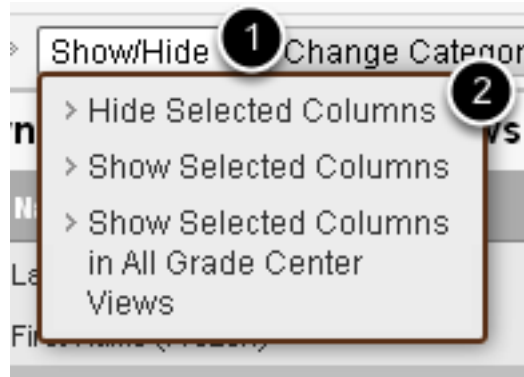
Hover over the Manage menu and select Column Organization.

## 2. Choose Columns To Hide

<input checked="" type="checkbox"/>	Weighted Total	Not in a Grading Period	Calculated Grade
<input type="checkbox"/>	Total (External Grade)	Not in a Grading Period	Calculated Grade
<input checked="" type="checkbox"/>	Outside Class Work	Not in a Grading Period	Assignment

Select the check boxes of the columns to be hidden.

## 3. Hide Columns



With the boxes checked: 1) hover over the **Show/Hide** menu and 2) select **Hide Selected Columns**.

**Submit**

Click **Submit** when finished to save changes.