

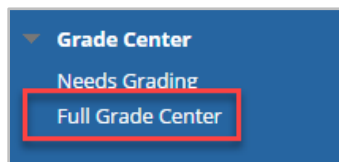
# HIDE STUDENT IN GRADE CENTER

Occasionally, there may be a need to hide a student from your Grade Center view. This might be a student who has withdrawn from the course or a demo student you have requested.

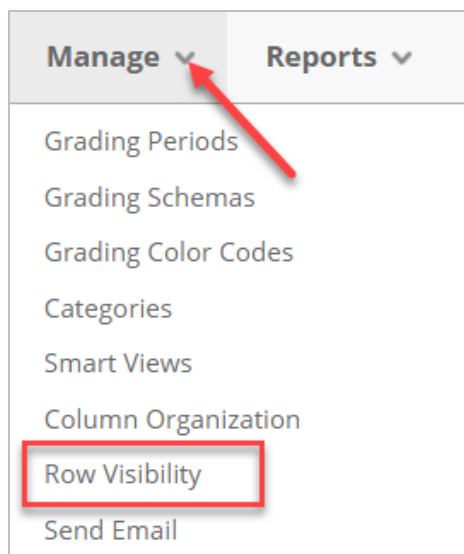
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## Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. Click the **Manage** menu and then select **Row Visibility**.



3. The Row Visibility screen lists all of the students in the class with their full names, user names, and their visibility status. To hide a student, check the box next to the name(s) of the students to change and click on the **Hide Rows** button.

## HIDE STUDENT IN GRADE CENTER

**SET ROWS VISIBILITY**

Hide Rows Show Rows

<input type="checkbox"/>	LAST NAME	FIRST NAME
<input checked="" type="checkbox"/>	Wayne	John

4. Click **Submit** to save the change.

Cancel Submit

5. To show a hidden student, repeat steps 1-3, **check** the box next to the name of the student to show and click on the **Show Rows** button then click **Submit** to save the change.