Managing Grade Centre Columns

Hiding a Column from Student View

Introduction

This quick guide attempts to explain how to manage Grade Centre Columns so that students receive their mark at the same time.

Once a Grade Centre Column has been created, either automatically via an assessment tool or manually by the tutor, the column is set to available to students by default.

There is a 'Total' column that accumulates scores and displays to students. We recommend hiding this 'Total' column too.
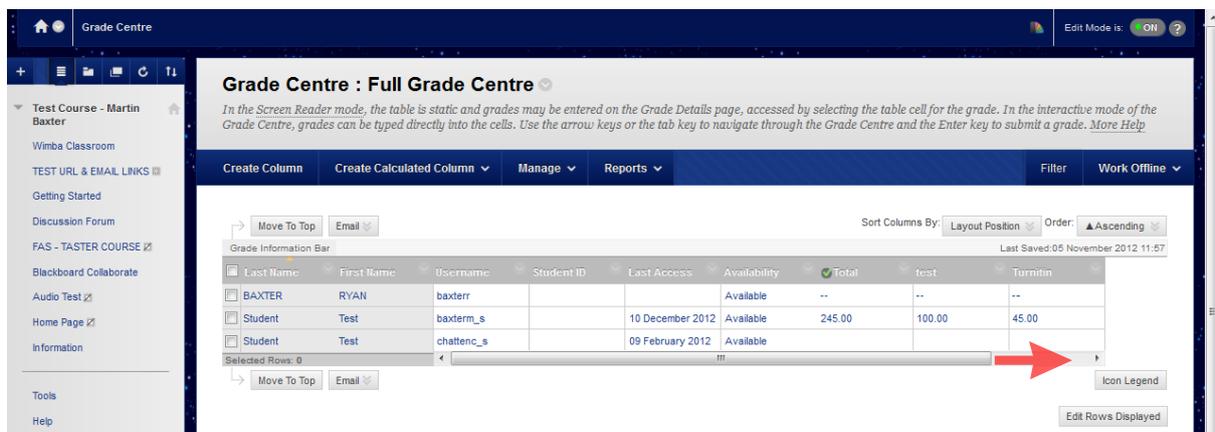
If using Turnitin, you will then need to hide the individual assignment columns until you require them – the settings in Turnitin do not transport through to the Blackboard Grade Centre and so if the columns are visible, even though the Turnitin 'Post Date' hasn't been reached, the marks will still be released to students.

Removing Grade Centre columns from the student view

Enter Grade Centre through the Control Panel and select the 'Full Grade Centre' link.
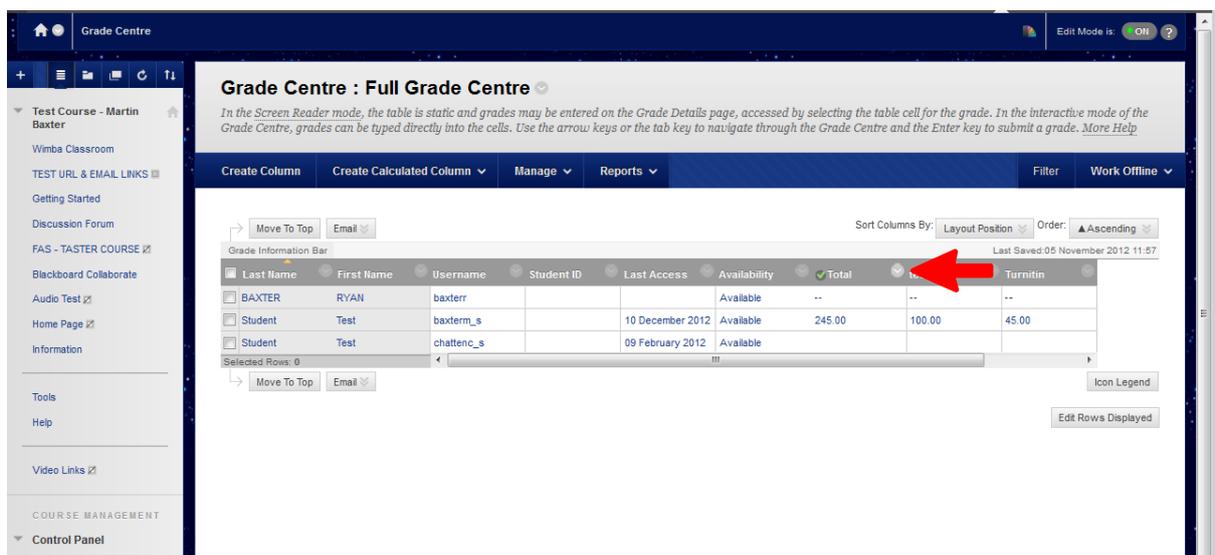
How to hide the 'Total' column

Each student is listed in the columns to the left with the assignment columns to right of the screen. You may need to move the slide bar to the right to access more assignment columns.

To remove a column from the student view, whilst still being able to see and edit it from within the Full Grade Centre, click on the 'action link (*arrow*)' to the right of the column title to reveal the options menu, click the 'Edit Column Information link'.
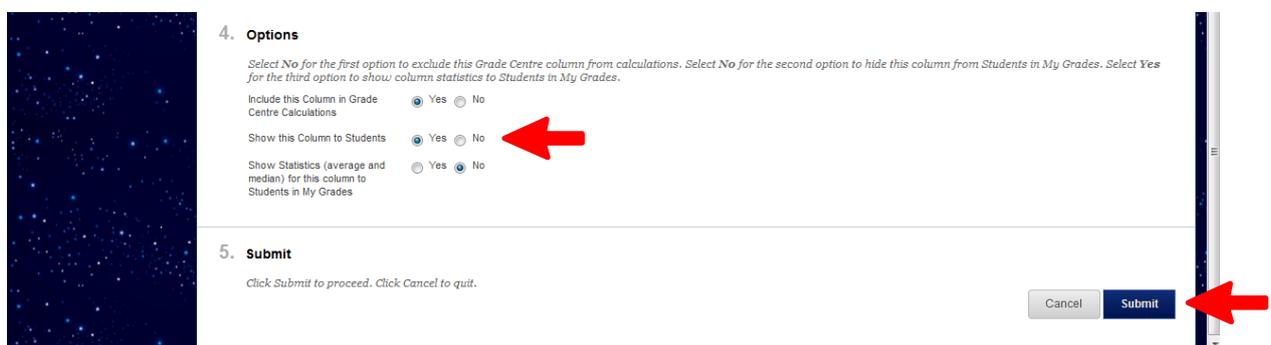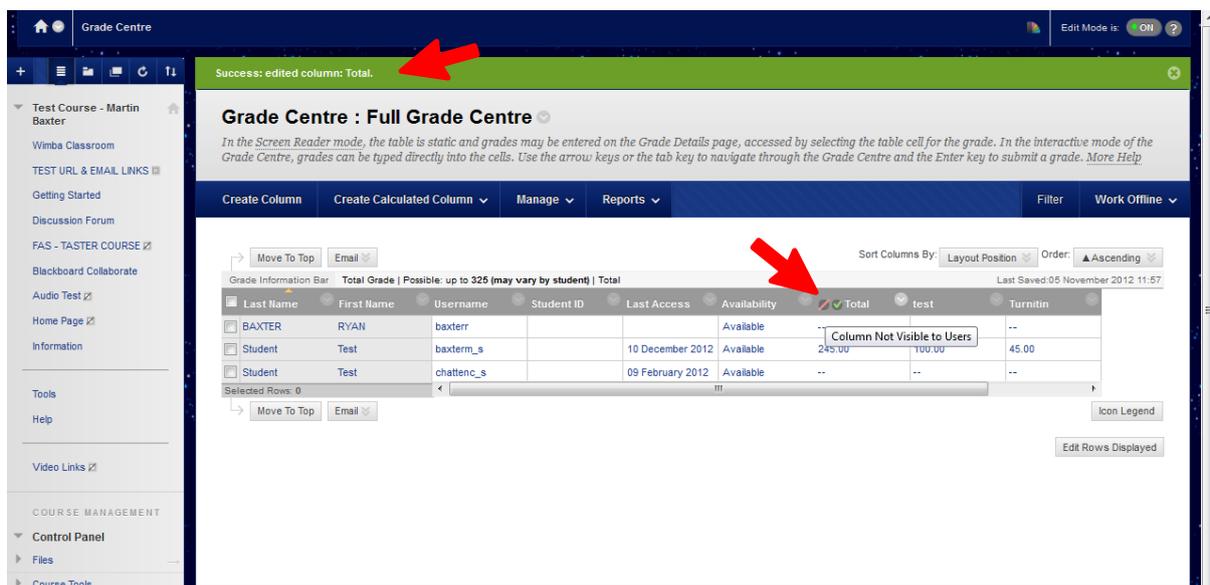
Click the Edit Column Information link

A new window will open from here you can edit the setting for that particular column (i.e. the Totals column). To hide a column from the student view, scroll down to point 4 (Options) and select 'No' for 'Show this column to students'. When done press 'Submit'.

On completion you will see a green bar at the top of the content page with a message "Success: edited column: column title".

In addition, you will notice next to the column title a circle has appeared with a red line going through it, hover your mouse over the new symbol this will reveal a message to confirm "Column Not Visible to Users".

How to hide individual assignment columns

These steps apply to those using Turnitin.

- In the Grade Centre click on the 'action link' (arrow) to the right of the column title of the marks you wish to hide
- In the menu, click on 'Hide from Students (on/off)'.
- When you are ready to release the grades and marks, repeat step 2 above.