
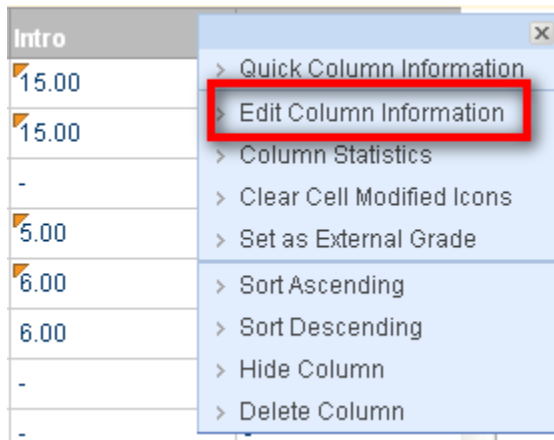




How do I modify a grade column?

To edit a grade column

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Place the cursor over the desired column header.
3. Click the **Action Link**. 
4. Select **Edit Column Information**.



5. A new page appears. Modify the information that you would like to change.

To hide a grade column from students, select **No** for **Show this Column to Students** on this page. You, as an instructor, can still see this column in your Grade Center.

Show this Column to Students Yes No

6. Click **Submit** when you are done.

Tip:

If you select **Hide Column** in the menu that appears when clicking the **Action Link** of a column header, you are only hiding the column from your own Grade Center. Students can still see this column.

The image shows a context menu for a column in a table. The menu is titled "Intrc" and has a close button (X) in the top right corner. The menu items are:

- > Quick Column Information
- > Edit Column Information
- > Column Statistics
- > Set as External Grade
- > Assignment File Cleanup
- > Assignment File Download
- > Clear Attempts for All Users
- > Sort Ascending
- > Sort Descending
- > Hide Column

The "Hide Column" option is highlighted with a red rectangle. The background of the menu is light blue. The table behind the menu shows a column with values: 15.00, 15.00, -, 5.00, 6.00, 6.00, -, -, and 4.00.