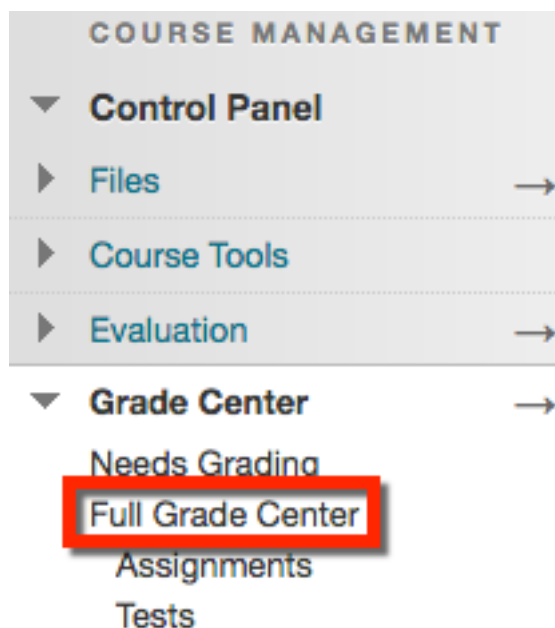# How to Hide/Show Rows

Enter a Blackboard course and select **Full Grade Center** under **Grade Center** in the **Control Panel**.

Hide Rows:
Hover your mouse over the **Manage** action button to open a drop down menu. Select **Row Visibility**.

1. Check which students you wish to hide from the grade center
2. Once you are done checking which students to hide, select **Hide Rows**.

	Last Name	First Name	Student ID	Status
☑				Shown
☑				Shown
☑				Shown
☐	Runnings	Miles	mrunnings	Shown
☐	Claymaker	Van	vclaymaker	Shown

The **Status** column will change from **Shown** to **Hidden**. Click **Submit** to save the changes.

	Last Name	First Name	Student ID	Status
☐				*Hidden*
☐				*Hidden*
☐				*Hidden*
☐	Runnings	Miles	mrunnings	Shown
☐	Claymaker	Van	vclaymaker	Shown

You have successfully hidden grade center rows.

Success: Rows now hidden: 3.

Grade Center : Full Grade Center ⌄

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help*

Create Column   Create Calculated Column ⌄   Manage ⌄   Reports ⌄   Filter   Work Offline ⌄

Move To Top   Email ⌄   Sort Columns By: Layout Position ⌄ Order: ▲Ascending ⌄

Grade Information Bar   Last Saved:August 26, 2016 9:06 AM

■ Last Name	First Name	Username	Last Access	Weighted Total	Total
☐ Claymaker	Van	vclaymaker	August 26, 2016	--	--
☐ Runnings	Miles	mrunnings	May 5, 2016	--	--

Show Rows:

Hover your mouse over the **Manage** action button to open a drop down menu. Select **Row Visibility**.

1. Check which students you wish to show in the grade center
2. Once you are done checking which students to show, select **Show Rows**.

The **Status** column will change from **Hidden** to **Shown**. Click **Submit** to save the changes.

You have successfully shown all rows.

Grade Center : Full Grade Center

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center.* More Help

| Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ | | Filter | Work Offline ⌄ |

| Move To Top | Email ⌄ | | Sort Columns By: Layout Position ⌄ | Order: ▲Ascending ⌄ |

Grade Information Bar   Last Saved: August 26, 2016 9:06 AM

■ Last Name	First Name	Username	Last Access	Weighted Total	Total
☐			June 23, 2015	--	--
☐ Claymaker	Van	vclaymaker	August 26, 2016	--	--
☐			May 6, 2016	--	--
☐			May 7, 2014	--	--
☐ Runnings	Miles	mrunnings	May 5, 2016	--	--