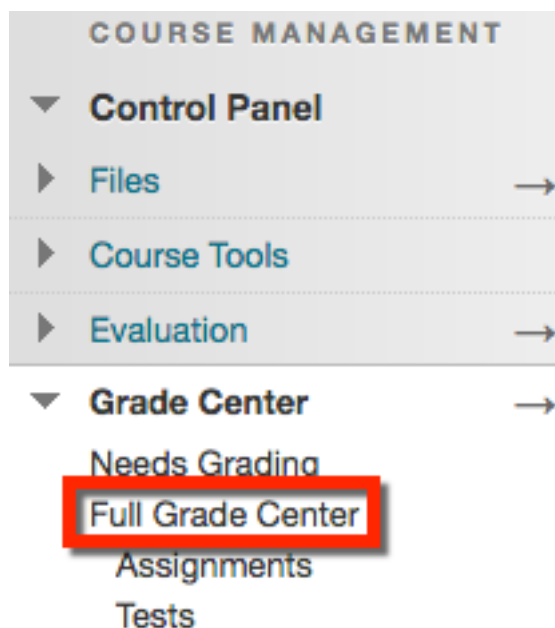


How to Hide/Show Rows

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**.

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 ▼

Grade Information Bar

☐	Last Name	First Name	Username	☐	Total	Course Blogs
☐	Claymaker	Van	vclaymaker	☐	--	--
☐				☐	--	--
☐				☐	--	--
☐	Runnings	Miles	mrinnings	☐	--	--

Grading Periods
Grading Schemas
Grading Color Codes
Categories
Smart Views
Column Organization
Row Visibility
Send Email
McGraw-Hill Connect Reports
McGraw-Hill Connect To Do List

Layout Position ▼ Order: ▲Ascending ▼
Last Saved: August 26, 2016 9:06 AM

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**.

Hide Rows Show Rows

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input checked="" type="checkbox"/>				Shown
<input checked="" type="checkbox"/>				Shown
<input checked="" type="checkbox"/>				Shown
<input type="checkbox"/>	Runnings	Miles	mrunnings	Shown
<input type="checkbox"/>	Claymaker	Van	vclaymaker	Shown

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

Hide Rows Show Rows

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input type="checkbox"/>				Hidden
<input type="checkbox"/>				Hidden
<input type="checkbox"/>				Hidden
<input type="checkbox"/>	Runnings	Miles	mrunnings	Shown
<input type="checkbox"/>	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

<input type="checkbox"/>	Last Name	First Name	Username	Last Access	Weighted Total	Total
<input type="checkbox"/>	Claymaker	Van	vclaymaker	August 26, 2016	--	--
<input type="checkbox"/>	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**.

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 ▼

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username
<input type="checkbox"/>			
<input type="checkbox"/>	Claymaker	Van	vclaymaker
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	Runnings	Miles	mrunnings

- Grading Periods
- Grading Schemas
- Grading Color Codes
- Categories
- Smart Views
- Column Organization
- Row Visibility**
- Send Email
- McGraw-Hill Connect Reports
- McGraw-Hill Connect To Do List

Layout Position ▼ Order: ▲Ascending ▼

Last Saved: August 26, 2016 9:06 AM

<input type="checkbox"/>	Total	Course Blogs
<input type="checkbox"/>	--	--
<input type="checkbox"/>	--	--
<input type="checkbox"/>	--	--
<input type="checkbox"/>	--	--
<input type="checkbox"/>	--	--

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**.

Hide Rows **Show Rows** 2

<input type="checkbox"/>	Name	First Name	Student ID	Status
<input checked="" type="checkbox"/>				Hidden
<input type="checkbox"/>	Claymaker	Van	vclaymaker	Shown
<input checked="" type="checkbox"/>				Hidden
<input checked="" type="checkbox"/>				Hidden
<input type="checkbox"/>	Runnings	Miles	mrunnings	Shown

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

Hide Rows Show Rows

<input type="checkbox"/>	Last Name	First Name	Student ID	Status
<input type="checkbox"/>				Shown
<input type="checkbox"/>	Claymaker	Van	vclaymaker	Shown
<input type="checkbox"/>				Shown
<input type="checkbox"/>				Shown
<input type="checkbox"/>	Runnings	Miles	mrunnings	Shown

Blackboard Questions? Contact the Center for Online Teaching and Learning

Email: blackboard@govst.edu Phone: (708) 534-4115

You have successfully shown all rows.

Success: All Rows are now visible.

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

<input type="checkbox"/>	Last Name ▾	First Name ▾	Username ▾	Last Access ▾	Weighted Total ▾	Total ▾
<input type="checkbox"/>				June 23, 2015	--	--
<input type="checkbox"/>	Claymaker	Van	vclaymaker	August 26, 2016	--	--
<input type="checkbox"/>				May 6, 2016	--	--
<input type="checkbox"/>				May 7, 2014	--	--
<input type="checkbox"/>	Runnings	Miles	mrunnings	May 5, 2016	--	--