



Hiding and Showing Columns in the CE6 Grade Book

NOTE: Hiding Columns in the Gradebook only Hides the column from you, the Instructor, so that you can read other columns without having to scroll so far. "Releasing" a Column is how to show/hide a column to students via their "My Grades" Tool. See "Releasing Columns to Students" tutorial at:

http://training.edison.edu/webct/ce6/grade_book_tool/index.php

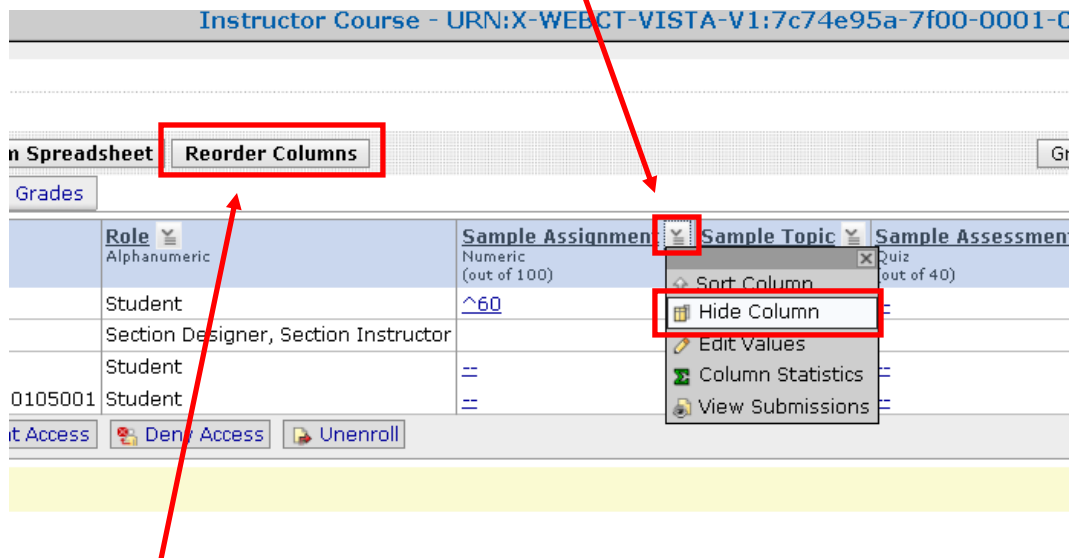
1. To hide a column from your Grade Book, first select a Gradebook Tab (Grades, View All, or Custom View Tab).

NOTE: Each Tab has its own column order and hidden columns

The screenshot shows the CE6 Grade Book interface. At the top, there are tabs for 'Build', 'Teach', and 'Student View'. Below these, the 'Grade Book' section is visible. A toolbar contains buttons for 'Create Column', 'Enroll Members', 'Import from Spreadsheet', and 'Reorder Columns'. Below the toolbar, there are tabs for 'Grades', 'Members', 'View All', 'Custom View', and 'SCORM Grades'. The 'Grades' tab is selected and highlighted with a red box. Two red arrows point to the 'Grades' and 'View All' tabs. Below the tabs is a table with columns: 'Last Name', 'First Name', 'User ID', 'Role', and 'Sample A'. The table contains four rows of student data. At the bottom, there are buttons for 'Send Mail', 'Export to Spreadsheet', 'Grant Access', 'Deny Access', and 'Unenroll'. A legend at the bottom explains the symbols: '(XX)' for partial or not complete grades, and '^XX' for overridden grades.

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Sample A Numeric (out of 100)
<input type="checkbox"/>	Hochmeister	Erich	_ehochmeister	Student	^60
<input type="checkbox"/>	Hochmeister	Erich	ehochmeister	Section Designer, Section Instructor	
<input type="checkbox"/>	One	Student	student1	Student	=
<input type="checkbox"/>	Student	Demo	webct_demo_32580105001	Student	=

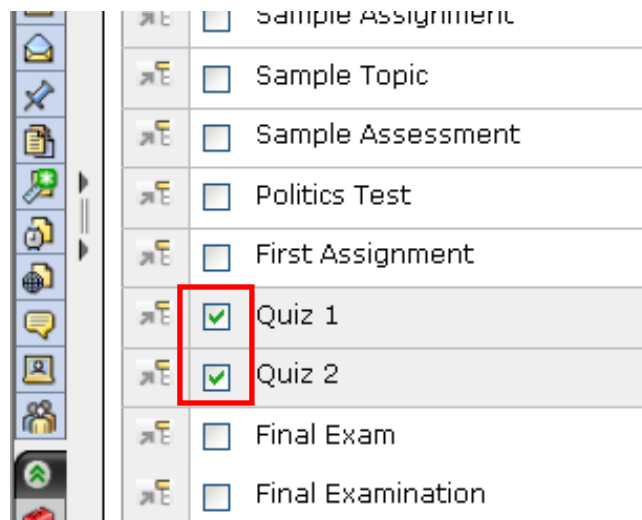
2. Click the action link for the column to hide and select "Hide Column"



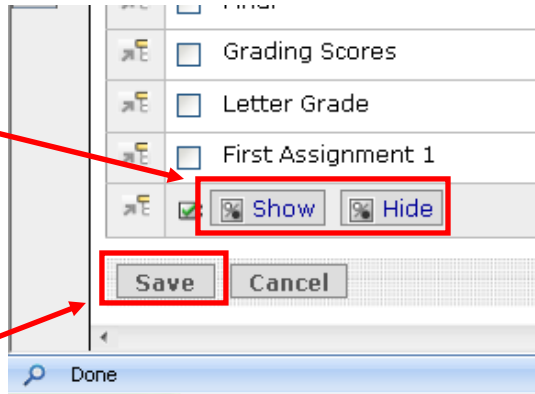
3. Alternately, to hide a column or show a previously hidden column, click the "Reorder Columns" button.

NOTE: The "Reorder Columns" button is the only way to show a hidden column!

4. From the "Reorder Columns" screen, click the check box(es) of those columns you wish to hide or re-show



5. Click the corresponding button at the bottom (scroll down) to “Show” or “Hide” the checked columns



6. When complete, click the “Save” button to apply the changes