

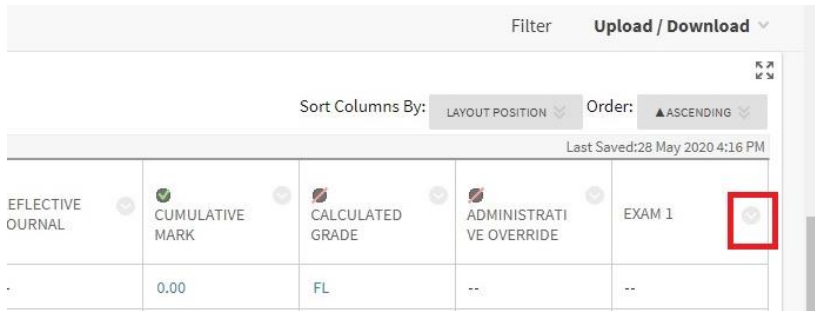
Hide Exam Grade Centre Column

User Guide

Before grading an exam it best practice to hide the column from students until grading has been completed.

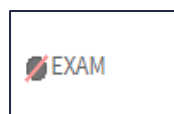
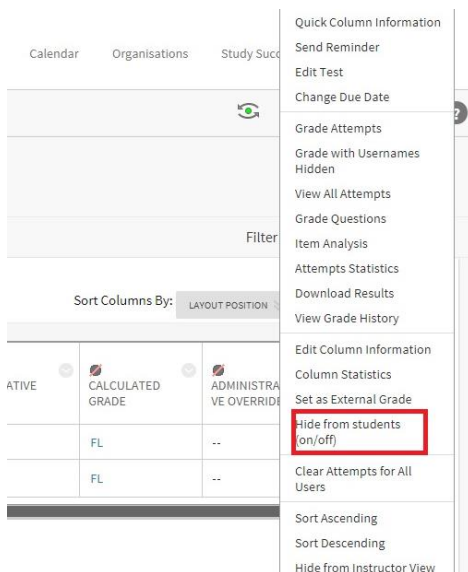
Step 1

Next to the exam title is a down arrow and when clicked on will display a drop down menu



Step 2

In the drop down menu click on “Hide from Students (on/off)”. A black circle with a red line through it will appear next to the exam title indicating that the column is now hidden from students.



Column hidden from students