Hide a Column

1. Access the Full Grade Center

2. Select the dropdown arrow on the assignment you wish to hide and select Hide Column
Reveal a Column

1. In the Full Grade Center click on Manage, then Column Organization
2. Now click the checkbox next to the hidden column you wish to reveal

3. Under the Show/Hide button click **Show Selected Columns**

4. Then hit **Submit** to record your changes.

Having trouble following the instructions in this PDF? Contact the IT Service Center via **Live Chat** or by phone at 859-572-6911.