How to Hide the “Total” and “Weighted Total” Columns in Blackboard’s Grade Center from Students

By default, new Blackboard courses have a “Total” and Weighted Total” column in the Grade Center. It is possible to hide them so they won’t be visible to your students.

With your Blackboard course open, click on the Grade Center link under the Course Management menu.
This will reveal the options within the Grade Center. Click on Full Grade Center. This will open the Full Grade Center. Note that there are columns called Weighted Total and Total, and they are visible by default.
Click on the chevron by the Weighted Total column and select Hide from Students (on/off).

The column will then display in the Grade Center with a red slash.
Click the chevron by Weighted Total again, and choose Set as External Grade.

A green checkmark will appear beside the red slash by the Weighted Column name.
Now click the chevron by the Total column and select Hide from Students (on/off).

A red slash will now appear by the Total column name.
Red slashes now appear by both the Weighted Total and Total columns, indicating that they are not visible to users.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu or visit our website at http://frc.ua.edu.

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