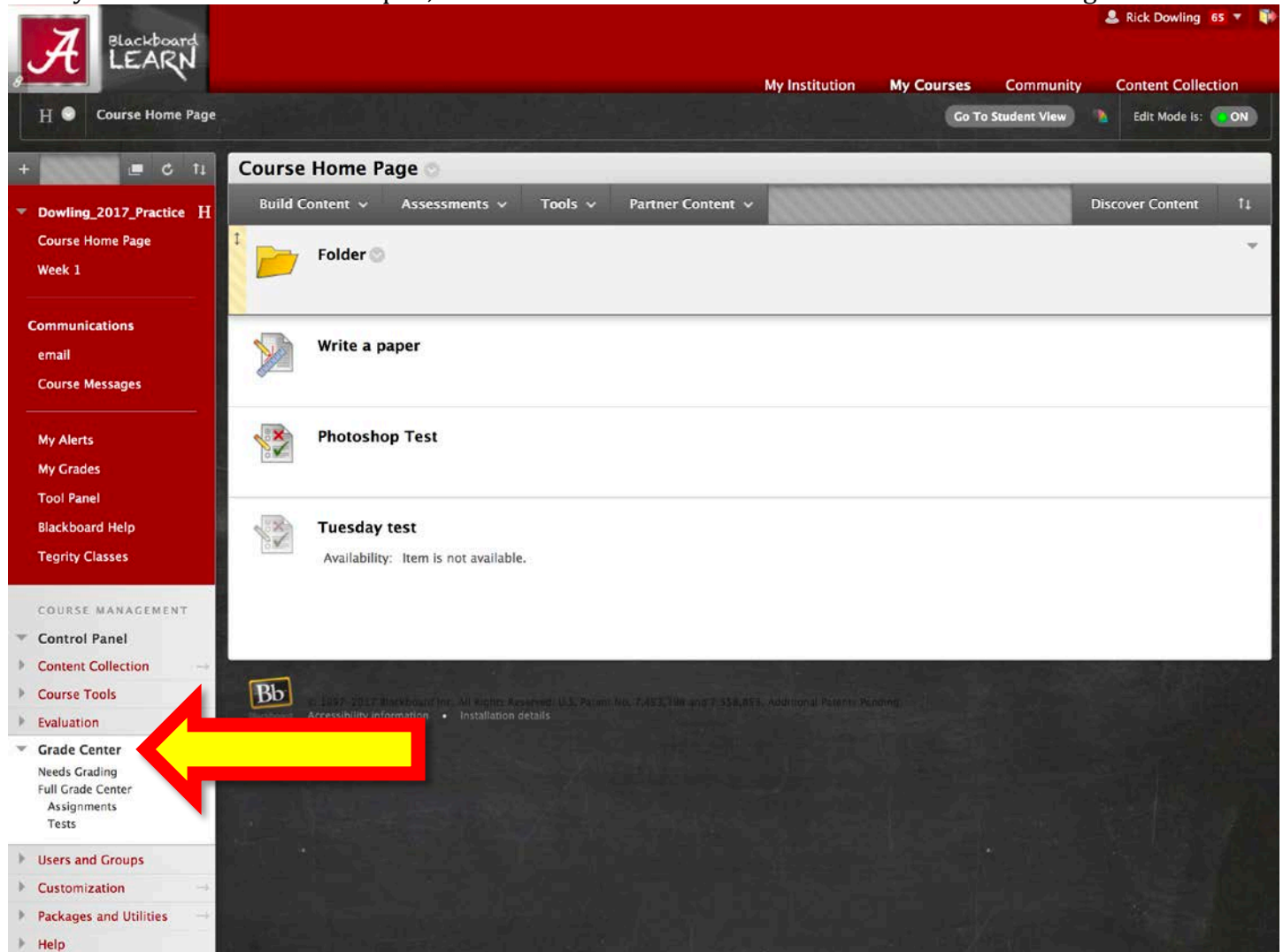


How to Hide the “Total” and “Weighted Total” Columns in Blackboard’s Grade Center from Students

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.

The screenshot shows the Blackboard Learn interface for the Grade Center. The top navigation bar includes 'My Institution', 'My Courses', 'Community', and 'Content Collection'. The main header is 'Grade Center : Full Grade Center'. Below this is a table with columns: Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, and Total. The table contains two rows: 'Fictitious Student' and 'User Demo'. A red box highlights the 'Weighted Total' and 'Total' columns. A red arrow points to the 'Full Grade Center' option in the left sidebar menu.

Blackboard LEARN

My Institution My Courses Community Content Collection

Grade Center Go To Student View Edit Mode is: ON

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 Discover Content Work Offline

Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
Fictitious	Student	004cit_s		October 3, 2017	Available		
User	Demo	bb_demo_96638		November 2, 2017	Available	--	--

Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center**
 - Needs Grading
 - Full Grade Center
 - Assignments
 - Tests
- Users and Groups

Click on the chevron by the Weighted Total column and select Hide from Students (on/off).

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 Discover Content Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: November 1, 2017 3:06 PM

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
Fictitious	Student	004cit_s		October 3, 2017	Available	--	
User	Demo	bb_demo_96638		November 2, 2017	Available	--	

Selected Rows: 0

Contextual menu for Weighted Total column:

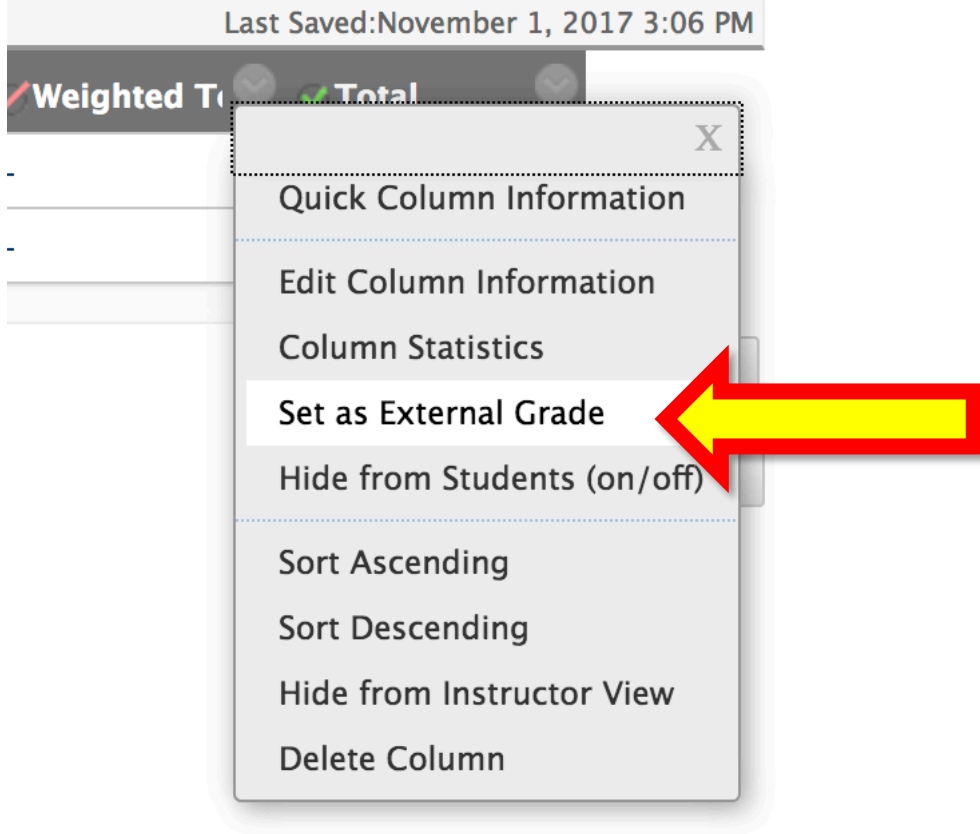
- Quick Column Information
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

The column will then display in the Grade Center with a red slash.

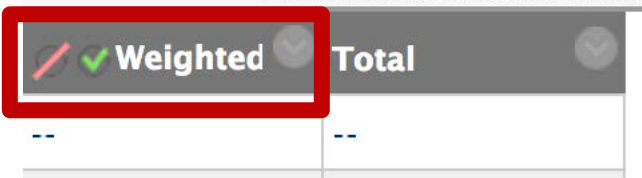
Availability	Weighted Total	Total
Available	--	--
Available	--	--

Icon Legend

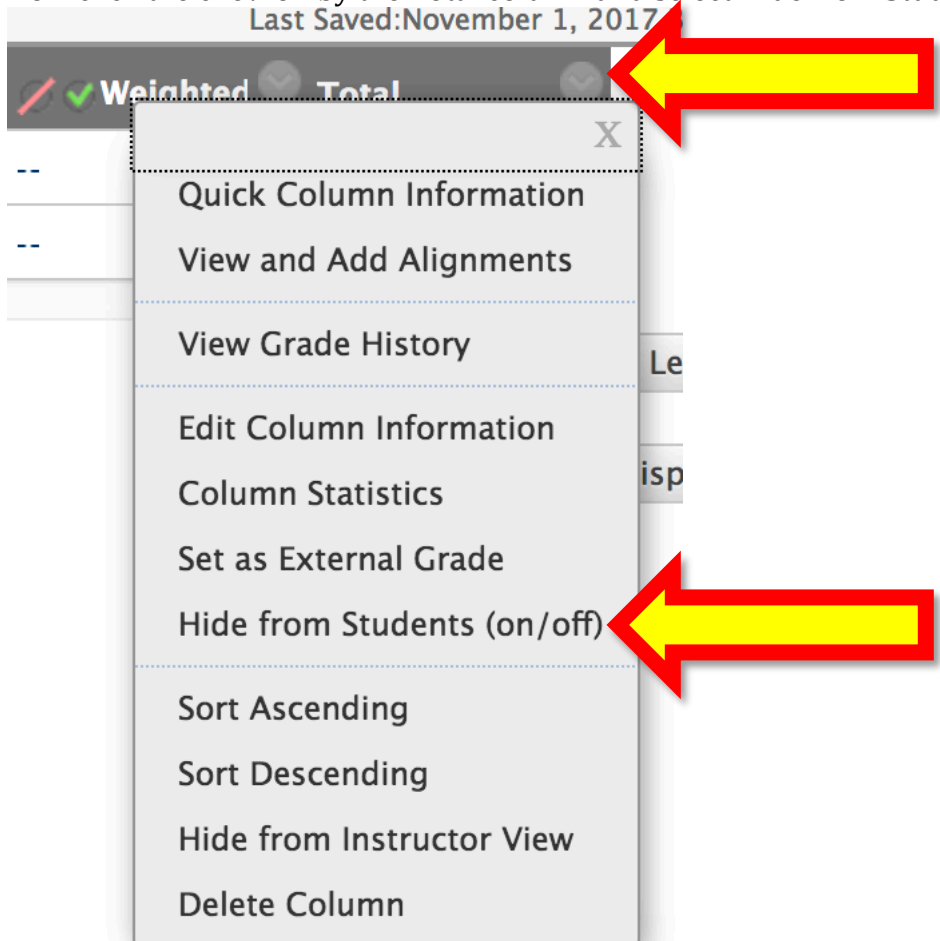
Click the chevron by Weighted Total again, and choose Set as External Grade.



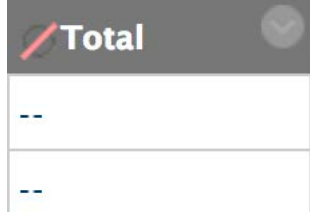
A green checkmark will appear beside the red slash by the Weighted Column name.



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.

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 Discover Content Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Weighted Grade | Possible: up to 0 (may vary by student) | Weighted Total Last Saved: November 1, 2017 3:06 PM

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
Fictitious	Student	004cit_s		October 3, 2017	Available	--	Column Not Visible to Users
User	Demo	bb_demo_96638		November 2, 2017	Available	--	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

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>.

Last updated 9 November 2017