Show/Hide Columns from Instructor View

**Hiding Columns from Instructor View**

1. Navigate to [https://blackboard.towson.edu/](https://blackboard.towson.edu/).
2. Enter the desired course.
3. In the left-hand menu, click Grade Center.
4. Select Full Grade Center.
5. Along the top menu, select Manage.
6. In the drop down menu, select Column Organization.
7. Click the check box next to columns you wish to hide.
8. Select Show/Hide.

![Figure 1](image)

9. In the menu that appears, select Hide Selected Columns.

**Note:** To show the hidden columns after hiding them, follow steps 8-15, then continue here:

10. In the menu that appears, select Show Selected Columns.