

## Show/Hide Columns from Instructor View

### Hiding Columns from Instructor View

1. Navigate to <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**.

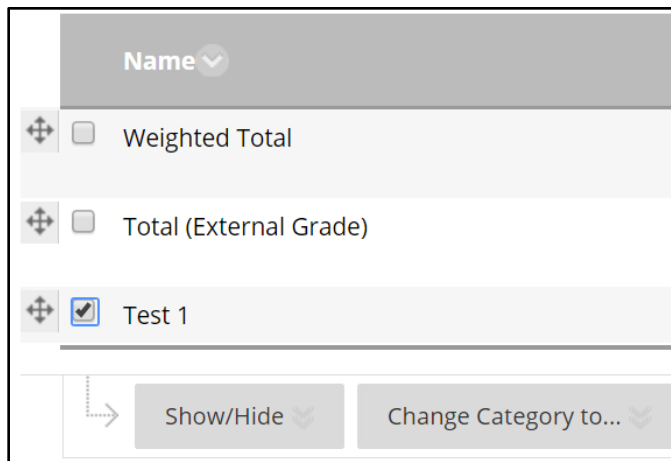


Figure 1

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**.