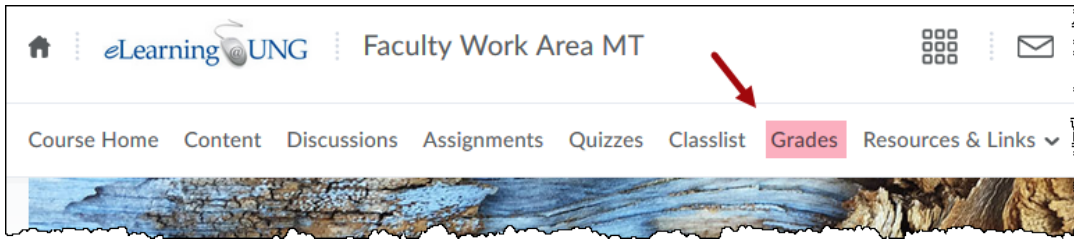


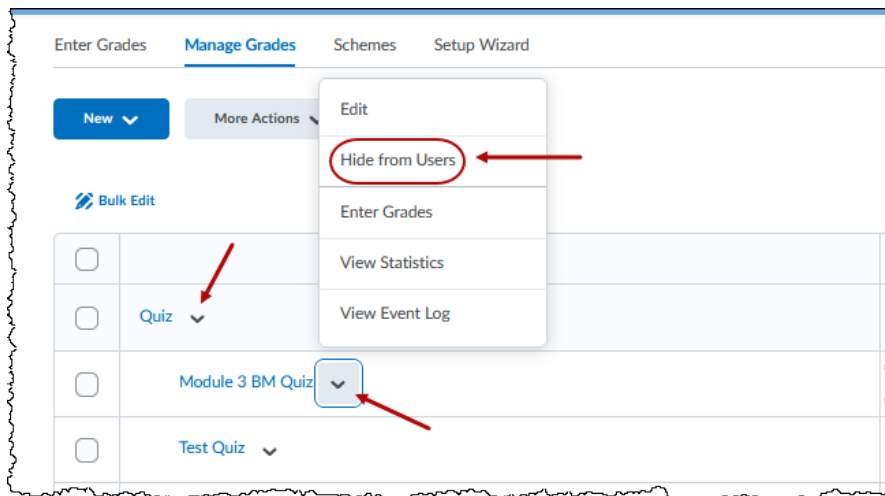
Hiding a Grade Item and a Category

1. Navigate to the Grades Tool:

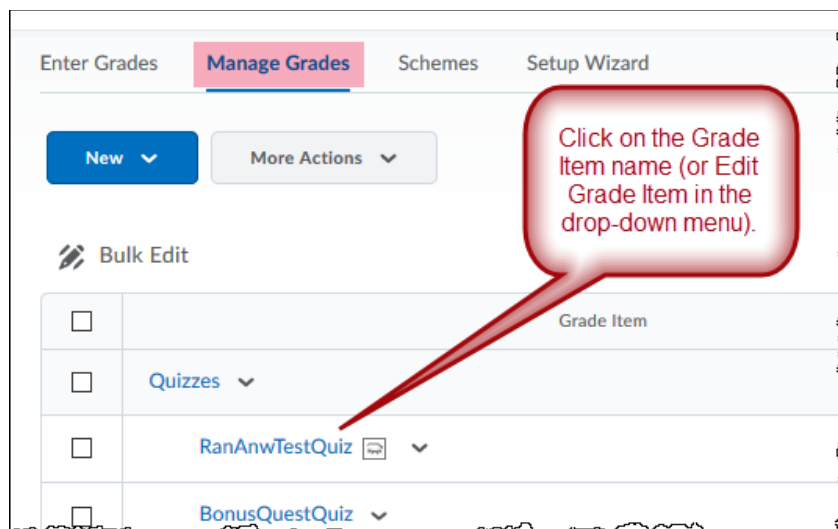


2. There are two ways to hide a Grade Item or Category:

a. Click on the category or item menu icon (down arrowhead) and select "Hide from Users" (this is a toggle that can be re-selected to make the item or category visible again):



b. Select "Manage Grades" at the top of the Grades Tool screen:



On the “Restrictions” tab, check the “Hide from Users” box or set a time window (Start and End) for visibility:

Edit Item: RanAnwTestQuiz

Properties **Restrictions** Objectives

Hide from Users Hidden from students if checked

Availability

Has Start Date

10/29/2019 3:19 PM Now

United States - New York

Has End Date Set visibility Start and/or End dates and times

11/5/2019 7:19 PM

United States - New York

Display In Calendar

Release Condition

Note: Remember to “Save and Close” when you have your settings as you want them. The same settings are available for a Category. Just click on the Category name as shown above for a Grade Item.