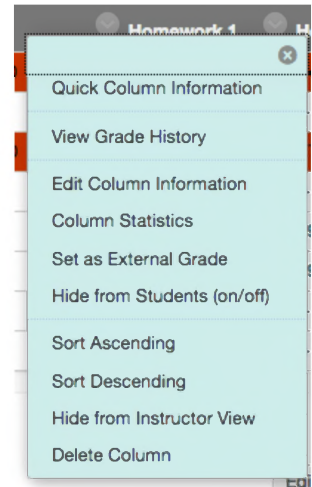


### How do I hide a column from my students?

There are two ways to hide a column from your students. The fastest option is to use the “Hide from Students (on/off)” option in a column's menu to hide a column from your students' My Grades pages. When you hide a column from your students, you will still see it in your grade center spreadsheet view. To tell if a column is hidden from the students, there will be a circle with a red slash shown in the column header.

The second option for hiding a column from your students is to access the Edit Column Information link in the column menu. Then under the Options section, choose “No” for ‘Show this Column to Students’.

If your column is set to be an External Grade column, you will need to use the second option above to change the column visibility for the students.



### What is the External Grade column?

It is the column that is noted with a green check mark in the column header. The grades shown in the external grade column are shared with your students in the My Grades module on the My UM page of Blackboard. In new courses, the default Total column is the default external grade column, and the External Grade icon appears in the column header. You cannot delete the default Total column until you set another column as the external grade.

✓ Total	Unit 2 Quiz
70.00	30.00
10.00	--
80.00	30.00

To set the external grade, access a column's menu and select Set as External Grade. The External Grade icon will then appear in the column header you chose and no icon will be displayed in the default total column header.

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### For More Information

For additional information about how to use Blackboard, On Demand videos are located under the Help section of the course Control Panel. How-to guides on various topics are also available on the Blackboard Help Pages at [www.olemiss.edu/blackboard](http://www.olemiss.edu/blackboard).