



## New Grade Book: Hide (mute) and Post (un-mute) Grades in a Column

In the new Canvas grade book, instructors can hide (mute) grades in a column from students. When grades are hidden, students do not see grades, grader comments and do not receive any notifications related to the grades in that column.

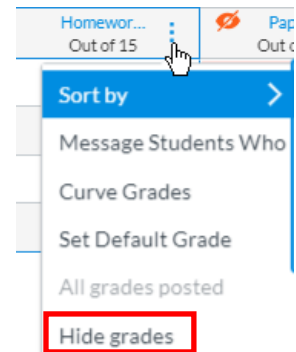
Instructors can then Post (un-mute) grades in a column so they can be seen by students.

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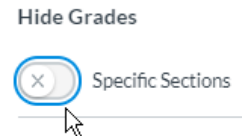
### I. HIDE (PREVIOUSLY MUTE) GRADE BOOK COLUMN GRADES

*Note: There must be at least one grade entered in the column before you can select the “Hide Grades” feature.*

- a) To the right of a grade book column, *click* the **three dot option menu** and *select* **Hide grades**.



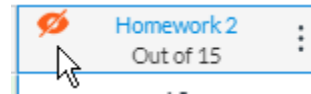
You can hide grades for one of more sections of a course.



- b) At the bottom right *click* **Hide**.

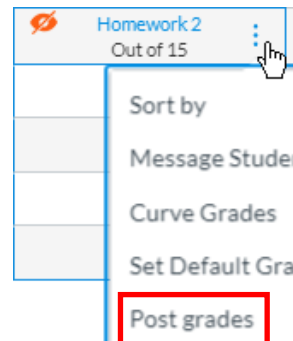


The red **eye with a line through it symbol** indicates the grades in this column are **hidden from students**.



## II. POST (PREVIOUSLY UNMUTE) GRADE BOOK COLUMN GRADES.

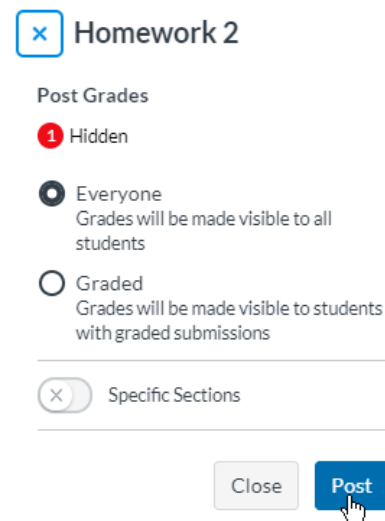
a) To the right of a grade book column, *click* the **three dot option menu** and *select Post grades*.



b) *Click post* to show the grades to students.

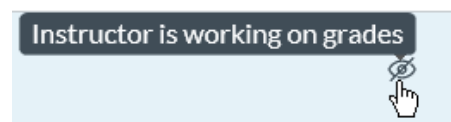
If you had hidden grades from specific sections, you could post/show the grades for specific sections.

The eye with the line through it symbol will now be gone from the top of the column and the grades will be visible to students.



## III. WHAT A STUDENT SEES

For a student, if a column is hidden in the grade book, they see an eye with a line through it. When they hover over the eye they see “Instructor is working on grades”.



## IV. SET COURSE WIDE GRADE POSTING POLICY

The default setting is Automatically show grades to students when they are entered into the gradebook. You can manually “hide” selected columns.

You can change to Manually Post Grades, which would hide grades in All Columns from students. You would then manually go to a column in the grade book and “post” the grades so the students could see them.

In the **top right of the grade book** *click* on the **gear icon**.



*Click* on the **Grade Posting tab**.

[Late Policies](#) [Grade Posting Policy](#)

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Individual Assignment Grade Posting

Automatically Post Grades  
Assignment grades will be visible to students as soon as they are entered.

Manually Post Grades  
Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

If you change the policy to “**Manually Post Grades**”, **all columns in the grade book will have a black eye with a line through it, indicating that the column’s grades are hidden from students.**



## V. CANVAS HELP / SUPPORT

Canvas Help Web Site

<http://info.canvas.colostate.edu>

Canvas Guides

<https://community.canvaslms.com/community/answers/guides>

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Central Canvas Support

[canvashelp@colostate.edu](mailto:canvashelp@colostate.edu)