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. 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

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 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.
III. Set Course Wide Grade Posting Policy

The default setting is Automatically show grades to students. You can change to Manually Post Grades, which would hide grades you enter for students by default. 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.*

<table>
<thead>
<tr>
<th>Late Policies</th>
<th>Grade Posting Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Assignment Grade Posting</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Automatically Post Grades" /></td>
<td>Assignment grades will be visible to students as soon as they are entered.</td>
</tr>
<tr>
<td><img src="image" alt="Manually Post Grades" /></td>
<td>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.</td>
</tr>
</tbody>
</table>