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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How To Fix July 15 Inadvertent Hide Issue In New Grade Book.

On July 15, 2019, we discovered a bug with the new hide/post feature in Canvas. Instructure, the makers of Canvas, addressed this issue on July 16. We recommend that summer course instructors follow the steps below to insure all the columns in their grade book are not inadvertently hidden.

a) In the grade book, under an assignment column, click on the grading box for a student.

b) Click on the right arrow.

c) In the top right select Speed Grader.

d) In the top left, look for the eye symbol. -If the eye has a line through it, the grades, comments, peer reviews, etc. are hidden from students.

e) Click on the eye with a line through it and select Post Grades.
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.**