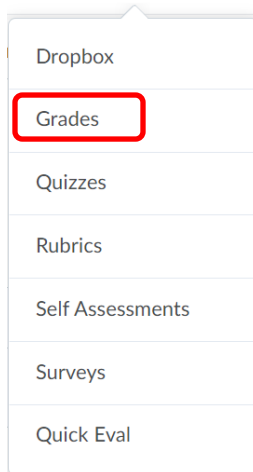


How to hide a grade item

1. In your D2L course navigate to Assessments from the navigation bar along the top.

Course Home Content Calendar Discussions Communication ▾ **Assessments ▾** My Tools ▾ Edit Course

2. Select Grades from the dropdown menu.



3. Select Manage Grades from the task bar.

Course Home Content Calendar Communication ▾ Assessments ▾ My Tools ▾ Edit Course Zoom


Enter Grades **Manage Grades** Schemes Setup Wizard

Continued on next page...

4. Select the drop-down arrow beside the grade item you wish to hide and click on Hide from Users.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾			20	70
<input type="checkbox"/>	Quiz 1 ▾	Numeric	Quizzes ?	10	50
<input type="checkbox"/>	Quiz 2 ▾	Numeric	Quizzes ?	10	50
<input type="checkbox"/>	Midterm Exams ▾			20	15
<input type="checkbox"/>	Midterm Exam 1 ▾	Numeric	-	10	50
<input type="checkbox"/>	Midterm Exam 2 ▾	Numeric	-	10	50
<input type="checkbox"/>	Final Exam ▾			10	15
<input type="checkbox"/>	Final Exam ▾	Numeric	-	10	100
<input type="checkbox"/>	Final Calculated Grade ▾			50	100
<input type="checkbox"/>	Final Adjusted Grade ▾				

5. A crossed-out eye symbol will appear beside the grade item to indicate that it has been successfully hidden. To unhide the grade item, repeat the steps above and select Make Visible to Users from the drop-down beside the grade item.

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾			20	70
<input type="checkbox"/>	Quiz 1 ▾ 	Numeric	Quizzes ?	10	50
<input type="checkbox"/>	Quiz 2 ▾	Numeric	Quizzes ?	10	50
<input type="checkbox"/>	Midterm Exams ▾			20	15
<input type="checkbox"/>	Midterm Exam 1 ▾	Numeric	-	10	50
<input type="checkbox"/>	Midterm Exam 2 ▾	Numeric	-	10	50
<input type="checkbox"/>	Final Exam ▾			10	15
<input type="checkbox"/>	Final Exam ▾	Numeric	-	10	100
<input type="checkbox"/>	Final Calculated Grade ▾			50	100
<input type="checkbox"/>	Final Adjusted Grade ▾				