

Office of Teaching & Learning 2500 University Drive NW Calgary, AB, Canada T2N 1N4

## How to hide a grade item

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



2. Select Grades from the dropdown menu.



3. Select Manage Grades from the task bar.

Course Home	Content	Calendar	Com	munication 🗸	Assessments $\checkmark$	My Tools 🗸	Edit Course	Zoom
Enter Grades	Manage Gra	des Sche	mes	Setup Wizard				

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## HASKAYNE SCHOOL OF BUSINESS



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- Grade Item Туре Association Max. Points Weight Quizzes 🗸 20 70 Quizzes 📀 Quiz 1 Numeric 10 50 ~ Quiz 2 Quizzes 😧 50 Edit Numeric 10 Hide from Users Midterm Exa 20 15 Enter Grades 50 Midter Numeric 10 **View Statistics** Midter Numeric 2 10 50 View Event Log Final Exam 🗸 10 15 Final Exam 🗸 100 Numeric -10 Final Calculated Grade 🗸 🗸 50 100 Final Adjusted Grade 🛛 🗸
- 4. Select the drop-down arrow beside the grade item you wish to hide and click on Hide from Users.

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.

Grade Item	Туре	Association	Max. Points	Weight
Quizzes 🗸			20	70
Quiz 1 🗸 🗯	Numeric	Quizzes 🕗	10	50
Quiz 2 🗸	Numeric	Quizzes 🕗	10	50
Midterm Exams 🗸			20	15
Midterm Exam 1 🗸	Numeric	17	10	50
Midterm Exam 2 🗸	Numeric	8	10	50
Final Exam 🗸			10	15
Final Exam 🗸	Numeric	-	10	100
Final Calculated Grade 🗸			50	100
Final Adjusted Grade 🗸				