At the end of the training, the participants will be able to:

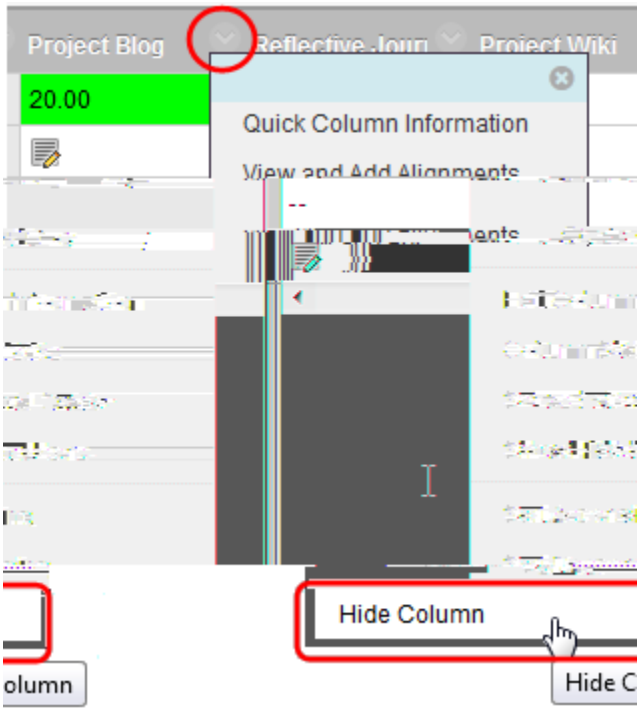
Control whether or not instructors see a column
Control whether or not students see a column in
Control which kinds of students see on a test
Use Test Options to control the of a test
Use to control the availability of a test

In the , instructors can control which columns are to:

Instructors (Student Assistants, etc.) in the
Students in

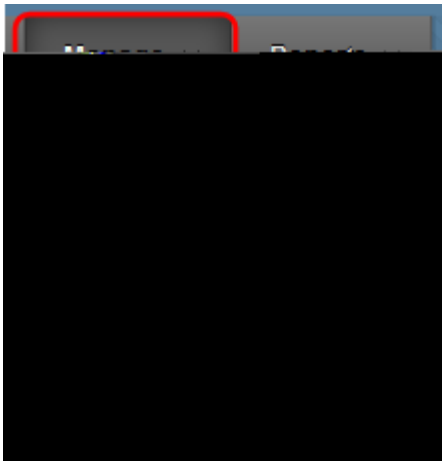
To hide a column from instructors in the Grade Center:

Click the for a column.
Click .

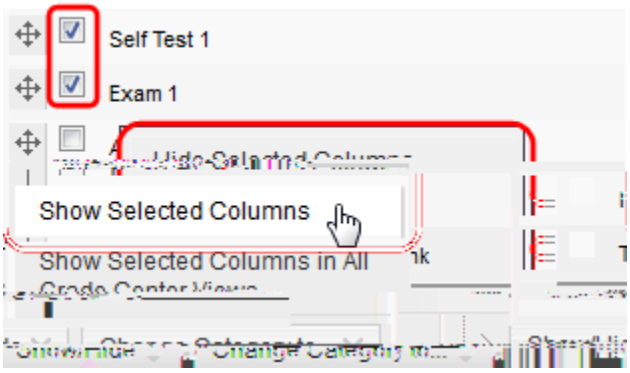


To hide or show columns from/to instructors in the Grade Center:

Point to .
Click .



Select the for the you want to hide or show in the Grade Center.
Point to .
Click the option to either or .
If a column is hidden, it will be out. If it is shown, it will be in black text.



Click to save the changes.

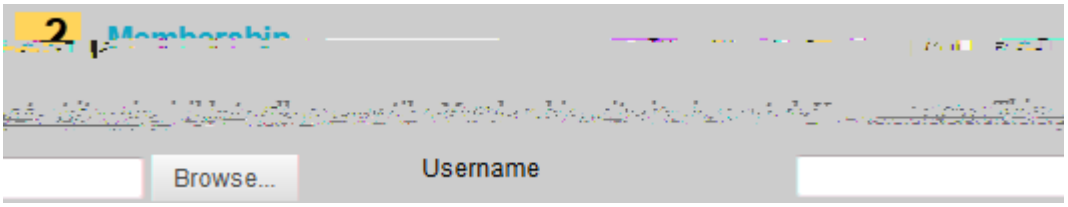
To show or hide a column to students in :

From the Grade Center, click the for the column.

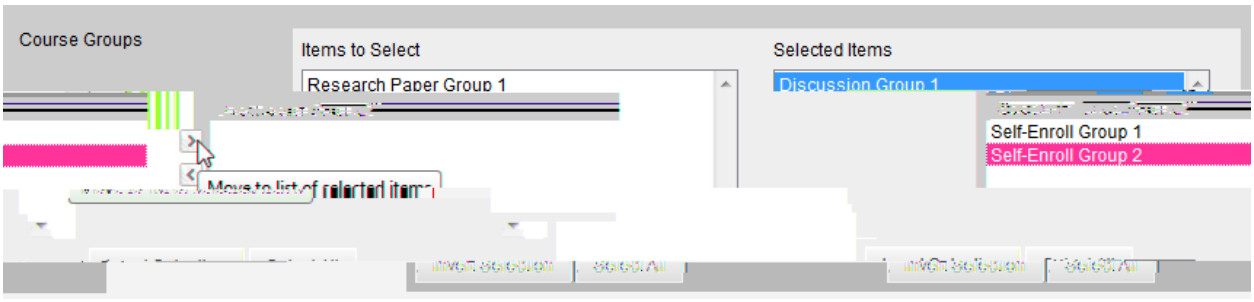
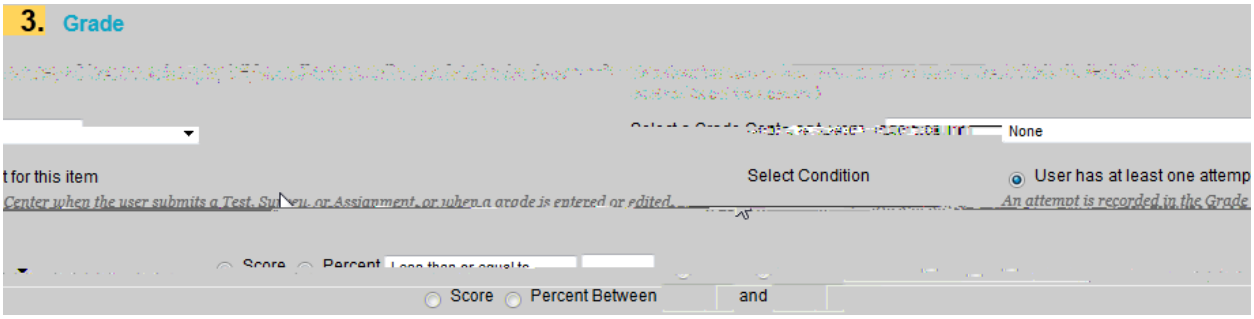
Click .

This works like a switch. If the column is shown, clicking this will

ς This allows instructors to release items to individual students or groups must be selected , with a comma between student IDs. You can browse for individual students as well.



can be chosen from a . Instructors can choose more than one group at a time.



ς This option allows instructors to identify a that students must complete being granted access to the being released. select the that you are selectively releasing as the . This will lock students out of the item.