How to Hide Users in Grade Center

1. Make sure Edit Mode is ON.
2. If Control Panel is not expanded, please click on the words Control Panel to expand it.
3. Click Evaluation.
4. Click Grade Center.
5. Click Manage on the Grade Center menu.
6. Click Student Visibility.
7. In Section 1: Set Users Visibility, click the check box to the left of the student(s) you would like to hide.
8. Click Hide Users button.
9. Click Submit.