

Hide rows in Grade Centre

Updated: 2019-09-06

This manual explains **how to hide rows**, i.e. students, in Full Grade Centre

Grade Centre : Full Grade Centre ▼

The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼

Move To Top Email ▼

Mark Information Bar

<input type="checkbox"/>	EFTERNAMN ▼	FÖRNAMN ▼	ANVÄNDARNA MN ▼	ASSIGNMENT ONTOLOGY ▼	<input checked="" type="checkbox"/> SIMILARITY - ASSIGNMENT ONTOLOGY ▼	HOW TO ACTIVATE URKUND ▼	<input checked="" type="checkbox"/> SIMILARITY - HOW TO ACTIVATE URKUND ▼
<input type="checkbox"/>	Boström_PreviewU	Maria	mbm_previewuser	--	--	--	--
<input type="checkbox"/>	Florén_PreviewUse	Henrika	hfn_previewuser	<input checked="" type="checkbox"/>	0.0	<input checked="" type="checkbox"/>	MULTI
<input type="checkbox"/>	Olsson_PreviewUse	Daniel	dos_previewuser	--	--	<input checked="" type="checkbox"/>	--
<input type="checkbox"/>	Rockner_PreviewUs	Pär	pro_previewuser	--	--	<input checked="" type="checkbox"/>	0.0
<input type="checkbox"/>	Svensson	Joacim	jse	--	--	--	--
<input type="checkbox"/>	Svensson_PreviewL	Joacim	jse_previewuser	--	--	--	--

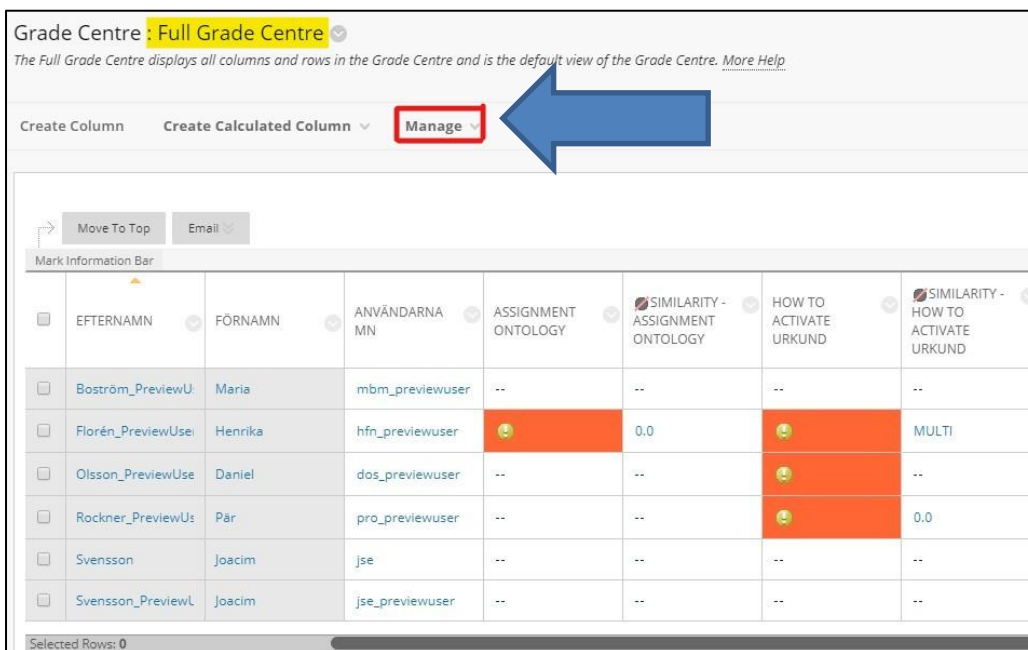
Selected Rows: 0

1. Go to "Grade Centre" and choose "Full Grade Centre"



That will take you to the column view in Grade Centre

2. Now open the menu for “Manage”



Grade Centre : Full Grade Centre

The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre. [More Help](#)

Create Column Create Calculated Column **Manage**

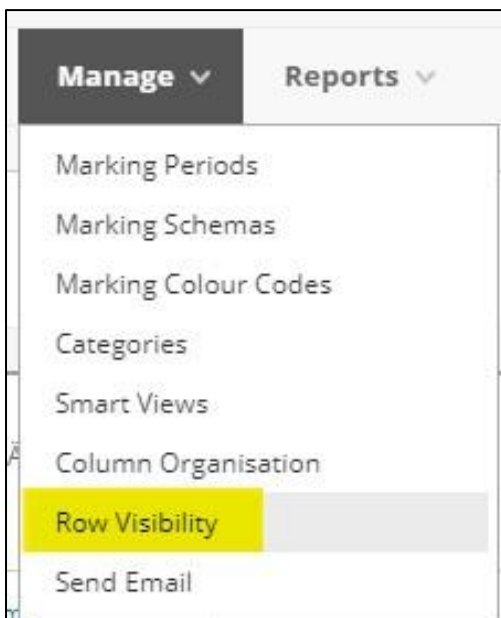
Move To Top Email

Mark Information Bar

	EFTERNAMN	FÖRNAMN	ANVÄNDARNAMN	ASSIGNMENT ONTOLOGY	SIMILARITY - ASSIGNMENT ONTOLOGY	HOW TO ACTIVATE URKUND	SIMILARITY - HOW TO ACTIVATE URKUND
<input type="checkbox"/>	Bostrom_PreviewU	Maria	mbm_previewuser	--	--	--	--
<input type="checkbox"/>	Florén_PreviewUse	Henrika	hfn_previewuser	🟡	0,0	🟡	MULTI
<input type="checkbox"/>	Olsson_PreviewUse	Daniel	dos_previewuser	--	--	🟡	--
<input type="checkbox"/>	Rockner_PreviewUs	Pär	pro_previewuser	--	--	🟡	0,0
<input type="checkbox"/>	Svensson	Joacim	jse	--	--	--	--
<input type="checkbox"/>	Svensson_PreviewL	Joacim	jse_previewuser	--	--	--	--

Selected Rows: 0

3. Below “Manage” you then choose the alternative “Row Visibility”.



Manage Reports

- Marking Periods
- Marking Schemas
- Marking Colour Codes
- Categories
- Smart Views
- Column Organisation
- Row Visibility**
- Send Email

4. Now you can hide inactive students from Grade Centre. Please NOTE, the students do not disappear from the course rooms and can be made visible at any time. Choose the students you wish to hide and click “Hide Rows”.


SET ROW VISIBILITY

Select the desired rows and choose to Hide them from the Grade Centre View. Show rows th

Hide Rows Show Rows

EFTERNAMN	FÖRNAMN
<input type="checkbox"/> Florén_PreviewUser	Henrika
<input type="checkbox"/> Rockner_PreviewUser	Pär
<input type="checkbox"/> Olsson_PreviewUser	Daniel
<input checked="" type="checkbox"/> Svensson	Joacim
<input checked="" type="checkbox"/> Svensson_PreviewUser	Joacim
<input checked="" type="checkbox"/> Boström_PreviewUser	Maria

Hide Rows Show Rows



Save with "Submit"

SET ROW VISIBILITY

Select the desired rows and choose to Hide them from the Grade Centre View. Show rows that have been hidden by selecting them and clicking Show.

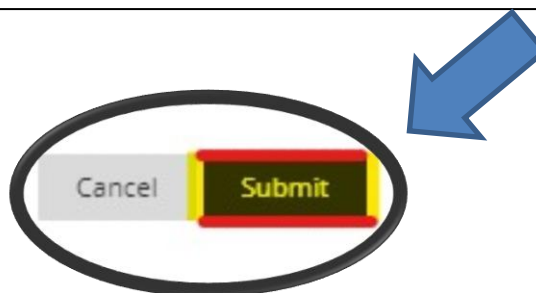
Hide Rows Show Rows

<input type="checkbox"/>	EFTERNAMN	FÖRNAMN	DELTAGAR-ID	STATUS
<input type="checkbox"/>	Florén_PreviewUser	Henrika	hfn_previewuser	Shown
<input type="checkbox"/>	Rockner_PreviewUser	Pär	pro_previewuser	Shown
<input type="checkbox"/>	Olsson_PreviewUser	Daniel	dos_previewuser	Shown
<input checked="" type="checkbox"/>	Svensson	Joacim	jse	Shown
<input checked="" type="checkbox"/>	Svensson_PreviewUser	Joacim	jse_previewuser	Shown
<input checked="" type="checkbox"/>	Boström_PreviewUser	Maria	mbm_previewuser	Shown

Hide Rows Show Rows

Click Submit to proceed.

Cancel **Submit**



- Now only the students you want to be shown are visible in full Grade Centre.

<input type="checkbox"/>	EFTERNAMN	FÖRNAMN	ANVÄNDARNA MN
<input type="checkbox"/>	Florén_PreviewUser	Henrika	hfn_previewuser
<input type="checkbox"/>	Olsson_PreviewUse	Daniel	dos_previewuser
<input type="checkbox"/>	Rockner_PreviewUs	Pär	pro_previewuser

Selected Rows: 0

Dalarna University

NGL Centre



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NGL-centre

This manual was made by the NGL-centre. Should you find any mistakes or discrepancies, please let us know. Contact: support@du.se