

# CANVAS: How to show and hide student scores

## ~ Understanding Grade Posting Policy & Grade Visibility ~

Canvas does not allow you to hide/show grade columns. Instead, you decide whether to (1) hide/ show scores currently held in the column and (2) whether to hide/show future scores. These are two separate decisions.

- It is possible for a column to contain both hidden and showing scores!
- If a header cell contains a **visibility icon** (  ), there is at least one hidden grade in the column.

A **Grade Posting Policy** affects the display of future grades. i.e. grades added after the policy is put in place. **A grade posting policy does not indicate whether currently posted grades are visible or hidden!**

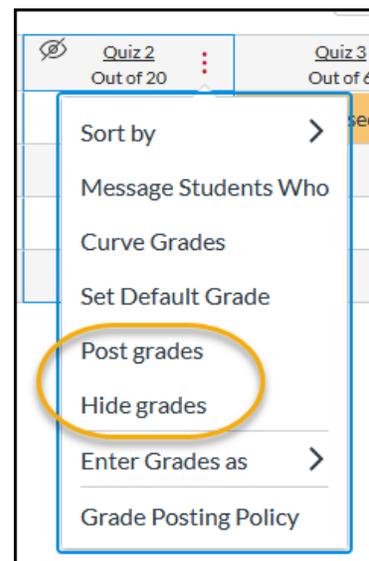
- Each account has a course level Grade Posting Policy, accessed from the gear in the top right corner of the Grades screen.
- The default course policy is “Automatically Post Grades”, i.e. show all new grades to students.
- The alternate option is “Manually Post Grades”, i.e. hide all new grades from students.



Each assignment column can have its own column grade posting policy. It overrides the course policy. The column grading policy is **accessed from the grade column's header cell menu** (click the 3 vertical dots).

Use the **“Hide/Post grades”** header cell menu options to affect visibility of currently stored grades:

- If all grades are currently showing, you only have the option to **“Hide grades”**.
- If all grades are currently hidden, you only have the option to **“Post grades”**.
- If a column contains both hidden and displayed grades, you'll see both grade visibility options in the header cell menu.



### Example: A column containing a mix of hidden and visible grades

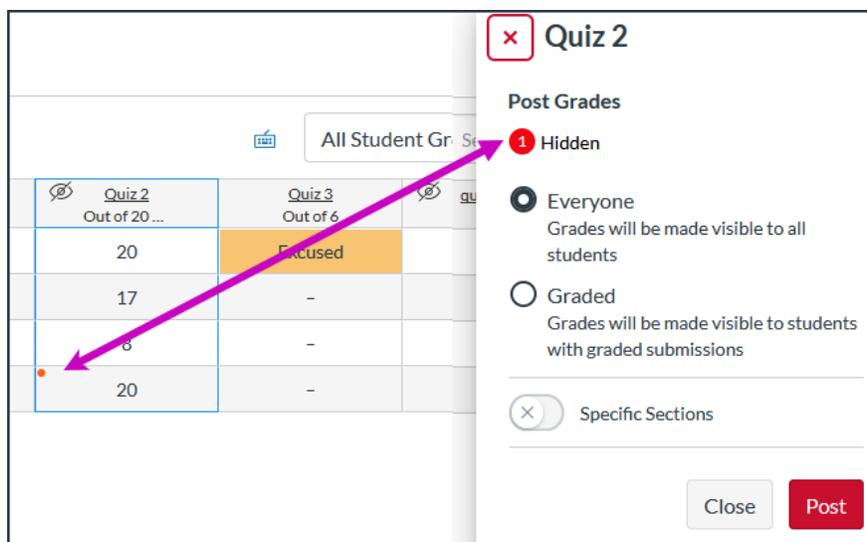
The **visibility icon**, , in the assignment column header cell indicates there is at least one hidden grade in the column.

Hover over the header cell, then click on the 3 vertical dots that appear on the right side of the cells to expand the column menu.

Since the column contains both hidden and visible grades, you see both options: “Post grades” and “Hide grades”.

If you select “Post grades”, you’ll see which grades are currently hidden to student view but only while the side menu is visible . In the side tray/menu:

- Any grade hidden to student view has a **red dot** on its left side
- You must select whether all future grades should be posted also (“Everyone”) or only currently stored grades should be posted (“Graded”)



If a column has a grade posting policy set to “MANUALLY”, the word “MANUAL” appears in the column header text ... however you often won’t the label unless you drag the column wider.

