

Releasing a Column for Student View

By default, new columns are automatically marked for student release. You have the ability to not release the column during the creation process or after it is created.

Step 1. Click the **Teach** tab.

Step 2. Click the **Grade Book** button in the menu bar.

Step 3. Click **Grade Book Options** and select **Column Settings**.

Column Settings

Create Column ⌵

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Actions</i> ?					Σ	Σ
Label:	Last Name	First Name	User ID	Role	Midterm	Final
Type:	Alpha	Alpha	Alpha	Alpha	Calc	Calc
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No	es	Yes
Decimals:						2
Maximum value:						
Source:						
Release Statistics:						

Delete
 Release
 Do Not Release

- Align - ▶
 - Decimals - ▶
 - Grade: - ▶

This link toggles between yes release to students and no don't release to students.

Step 4. In the row for **Released to Student**, click the value to change it from **Yes** to **No**, or from **No** to **Yes**.

Academic Technology Services