

## 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"/>
Actions <span style="font-size: small;">?</span>					$\Sigma$	$\Sigma$
<b>Label:</b>	<b>Last Name</b>	<b>First Name</b>	<b>User ID</b>	<b>Role</b>	<b>Midterm</b>	<b>Final</b>
<b>Type:</b>	Alpha	Alpha	Alpha	Alpha	<u>Calc</u>	<u>Calc</u>
<b>Alignment:</b>	L C R	L C R	L C R	L C R	L C R	L C R
<b>Released to Student:</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Grade Column:</b>	No	No	No	No	es	Yes
<b>Decimals:</b>						2
<b>Maximum value:</b>						
<b>Source:</b>						
<b>Release Statistics:</b>						

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**.