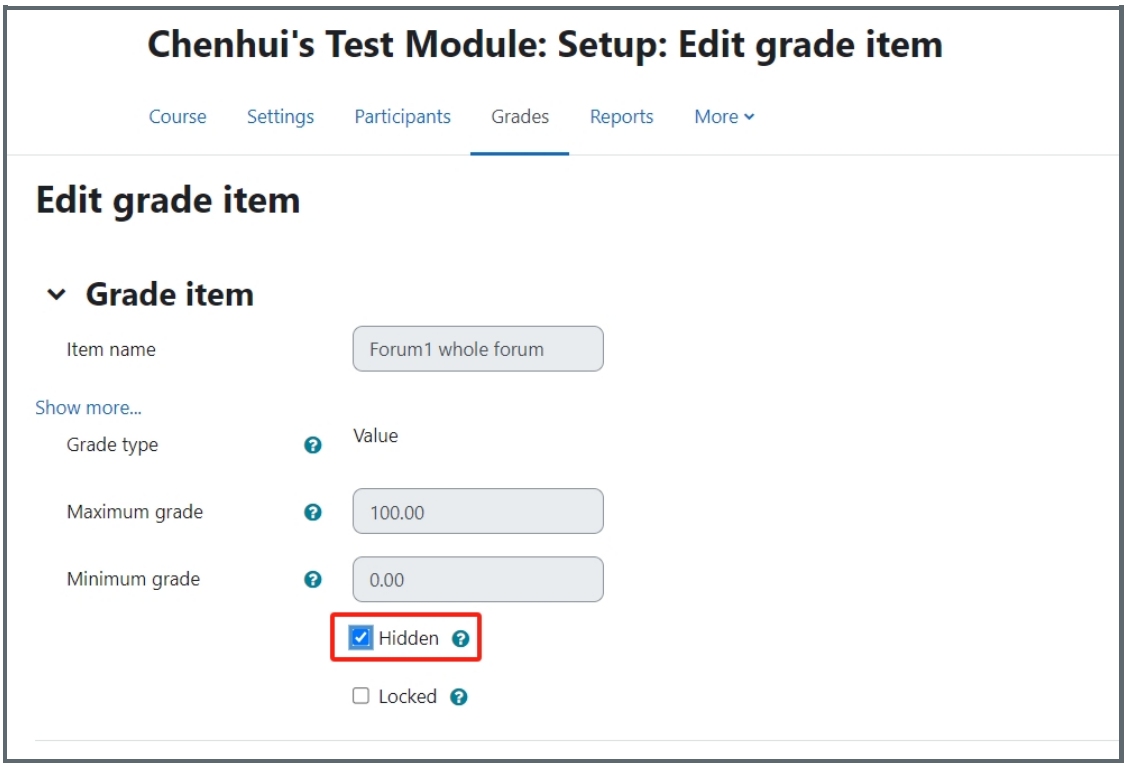
How to hide grades in the gradebook

253 Na Li Wed, Jan 10, 2024 Gradebook 67284 0



An example of hiding the grades in the gradebook

Overview:

This guide will provide step by step user guides about how to hide/show grade by using the gradebook on LM Core.

What to know:

The Gradebook is only accessible by module leaders, teachers and non-editing teachers. Students won't be able to access it.

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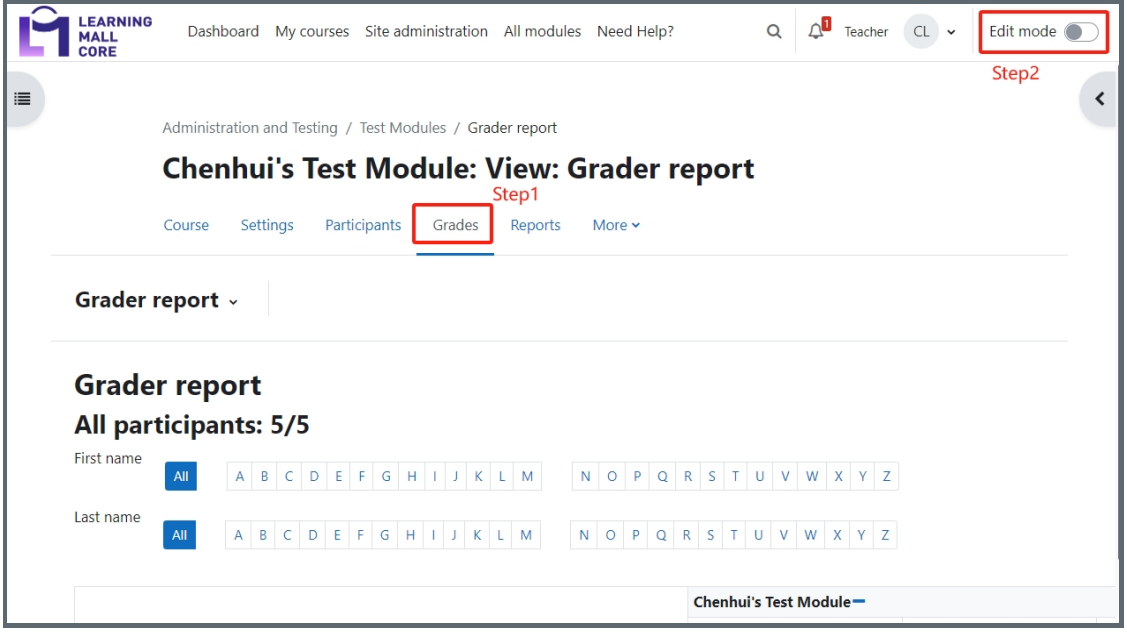
Step 1: Access to the Gradebook

All the grades for each student in your module can be found in the module gradebook. You can access the gradebook by clicking the "Grades" tab on the course-level menu inside your LM Core module page.

Turn the Edit mode on.



Step 2: Hide the grades

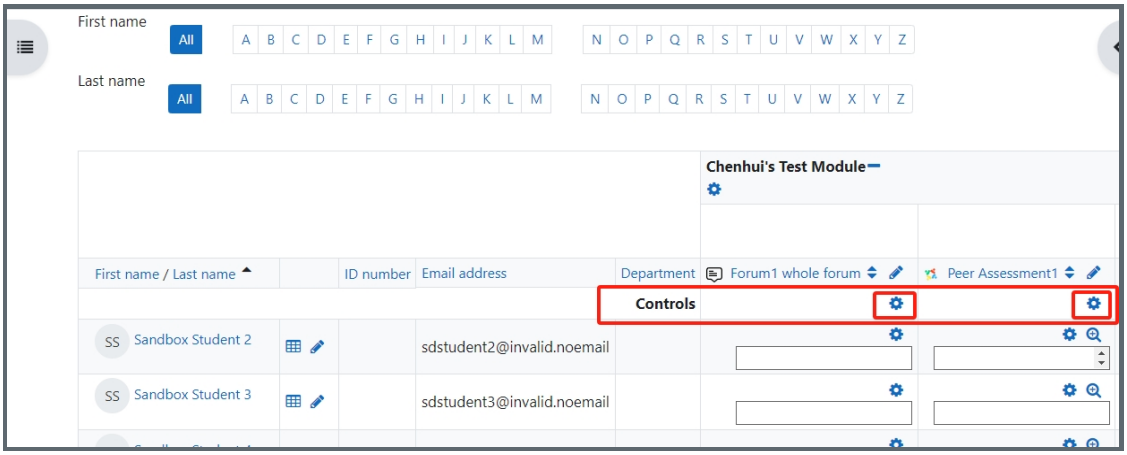
If you decide to hide grades and feedback until marking is completed and finalized, and then release them all at once, please read the following details.
Although Marking Workflow allows this (and is particularly helpful where there are several multiple markers) it is sometimes quicker to simply hide the grades in the Grader Report until it is time to release them. This section explains how to do that.

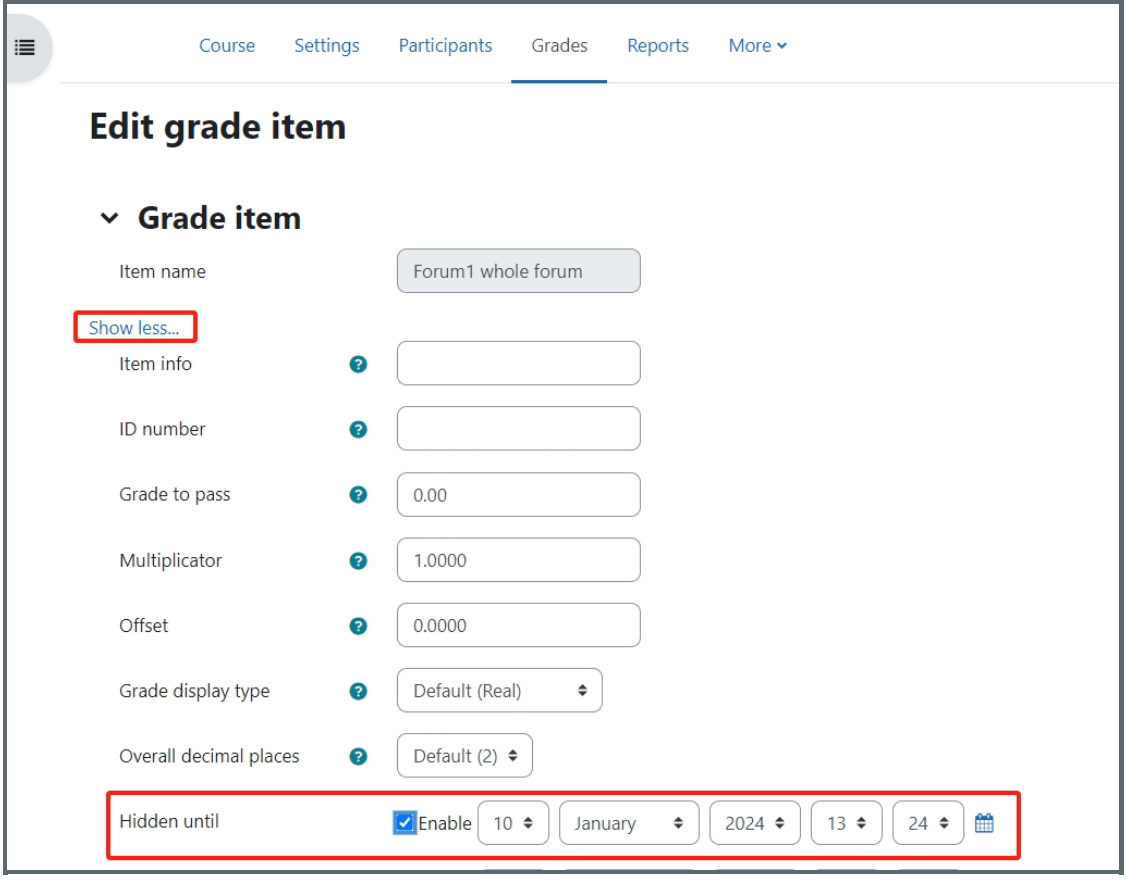
Note: Using Show/Hide for an Assignment on the module front page has no effect on whether its grades are shown or hidden for students. The assignment and its grades are entirely independent of each other, so the grades must be shown or hidden independently.
Note: If you are using the Grader Report to calculate final grades, do ensure those activities are not hidden when you carry out the calculation.

Step 3: Automatically hide grades and feedback until a set date

This is useful if you have agreed on a fixed date to reveal marks and feedback to students. You can manually change the date if you need to.

1. In the Grader Report, turn editing on; further settings and controls display.
2. In the activity's column, in its Controls row, click the Edit icon; a settings page displays.
3. For the Hidden until setting, click its Enable checkbox; it becomes editable.
4. Type in the date and time to reveal the marks and feedback.
5. Save.

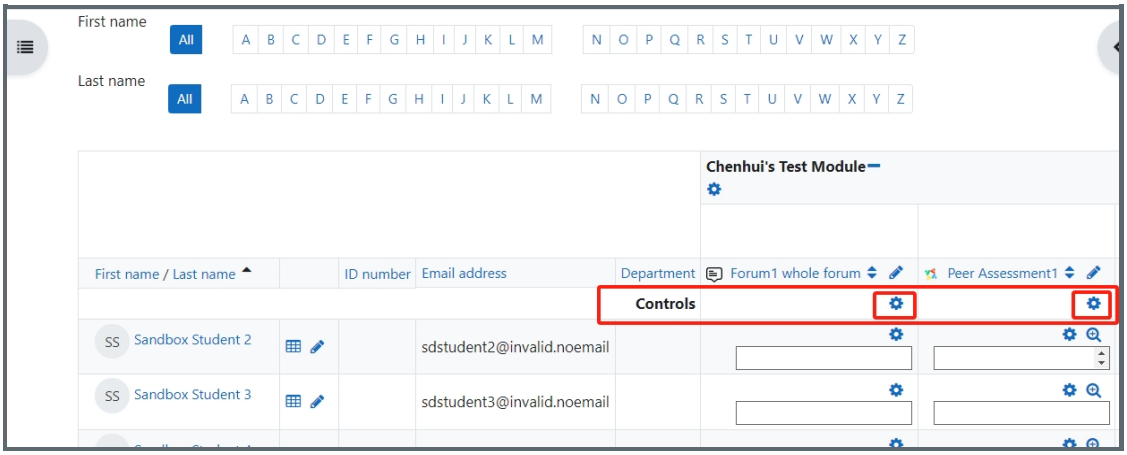


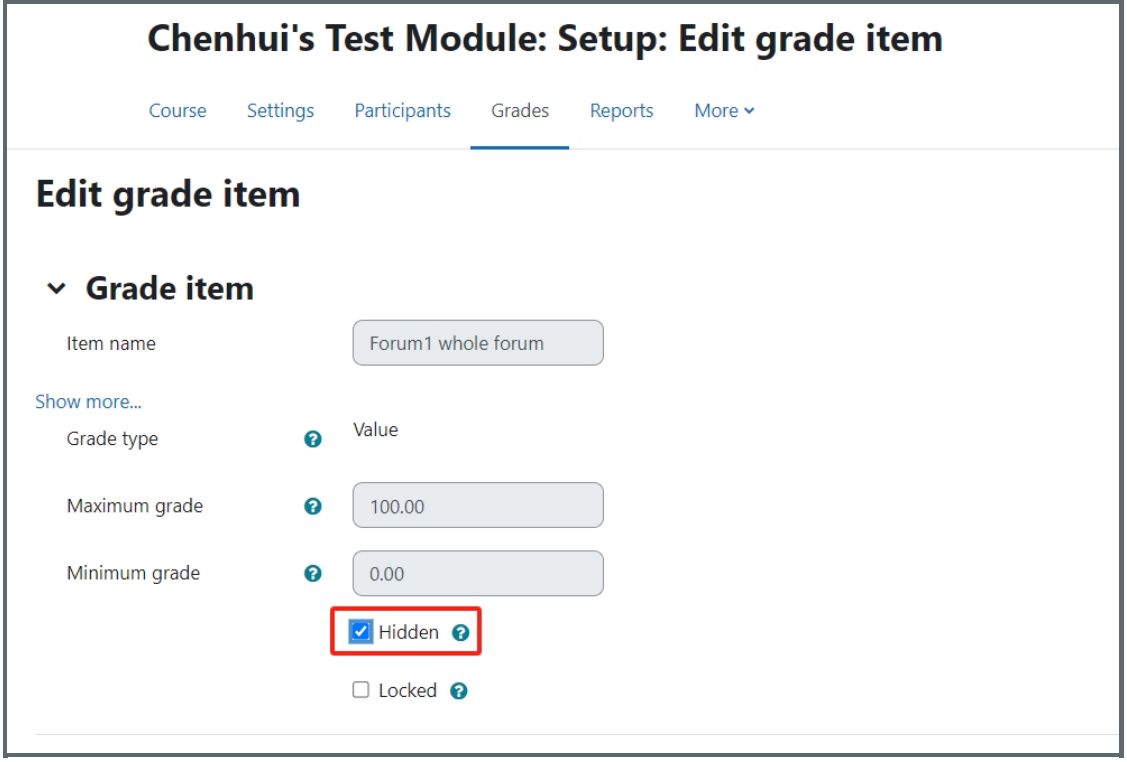


Step 4: Manually hide grades and feedback

This is best used if you never want students to see the grades or feedback, or if you are unsure of the date on which they need to be revealed.

1. In the Grader Report, turn editing on; further settings and controls display.
2. In the activity's column, in its Controls row, click the Edit icon; a settings page displays.
3. Check the Hidden option
4. Save changes.





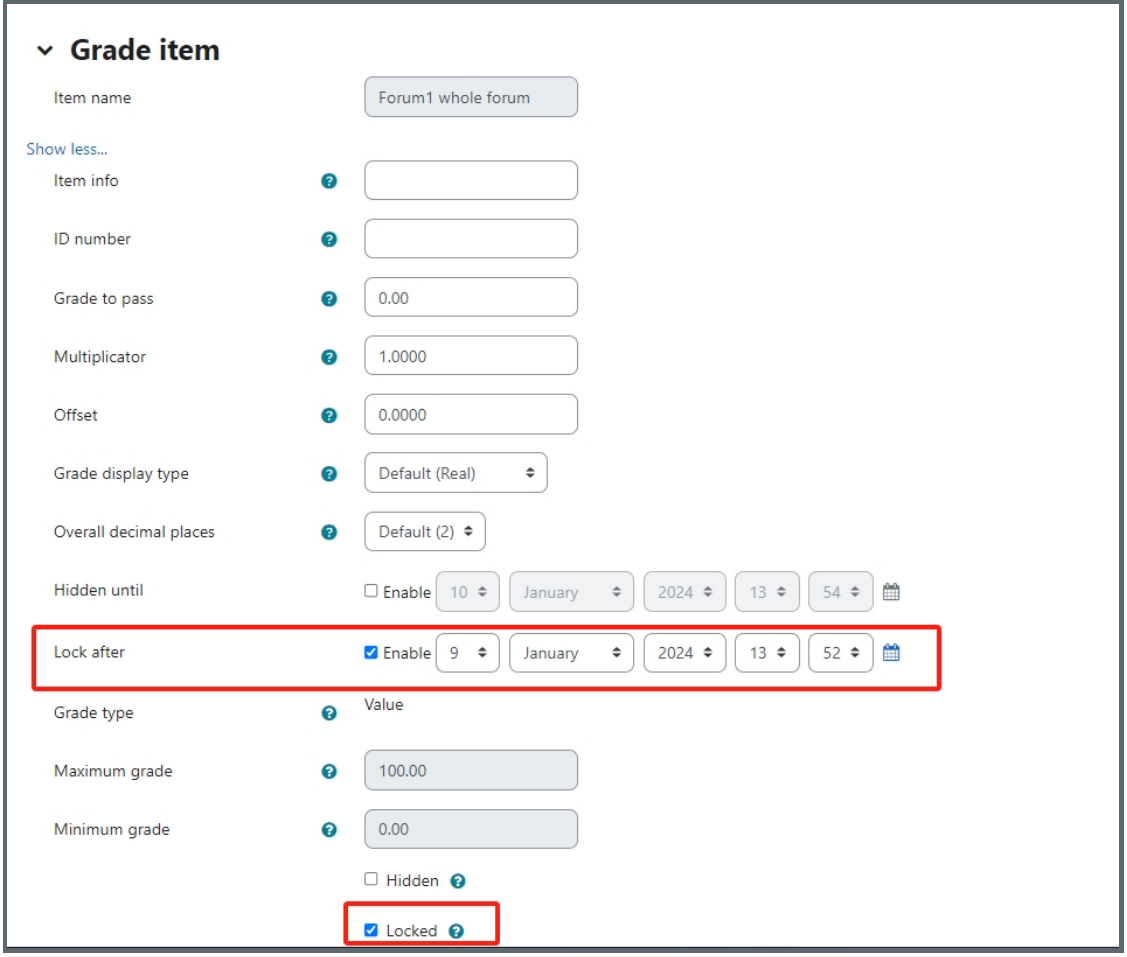
Step 5: An example of how hiding grades might be used

The below screenshot shows the recommended settings in different situations as a reference for you.

Hidden: the hidden function mentioned in step 3

Locked: As the second screenshot shows, you can lock the grade so that no one can change the grades. Similar to the hidden function, you can set a time period to control the grade lock automatically.

Phase	Hidden	Locked
Before the due date; participant submissions	Yes	No
Due date and beginning of grading/feedback	Yes	Yes
End of grading/feedback, release of grades	No	Yes



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