# Customizing the Teacher's Gradebook

Hiding items in the Grader report page

To hide unwanted activities from appearing in a teacher's view of the gradebook, the teacher needs to:
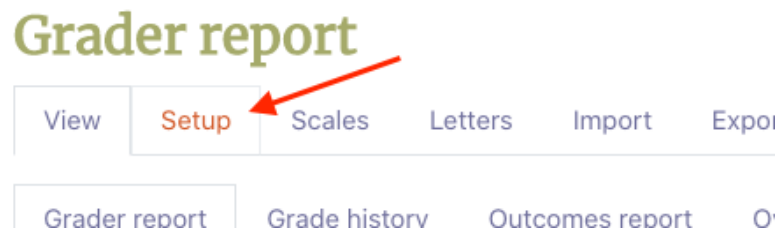
1. create a gradebook category,
2. move unwanted items into the category book, and
3. hide the category.

Creating a new Gradebook category and moving items into it

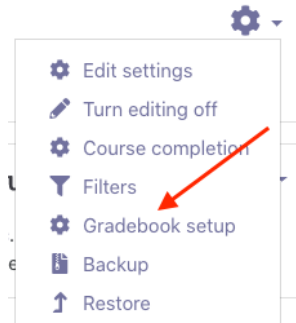1. Click on **Grades** in the **Navigation Drawer**.
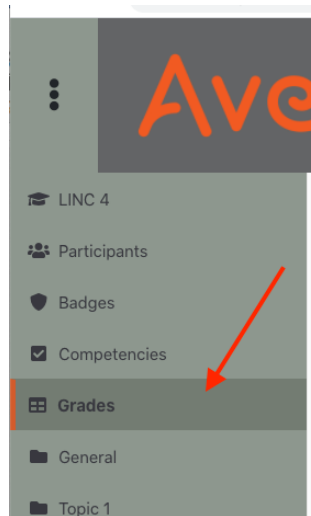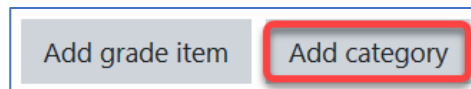

2. Click on the **Setup** tab

The Gradebook setup page is displayed

(Alternatively,, click **Gradebook setup** under the **Actions menu** at the top right of your course.

The Gradebook setup page is displayed)

3. Scroll to the bottom of the page.

4. Click the **Add category** button.

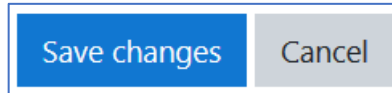The **New category** page is displayed.

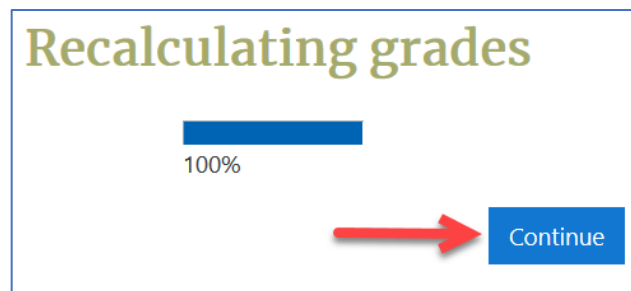5. Type a descriptive name for the category, e.g. Hidden activities.

6. Click the **Save changes** button.

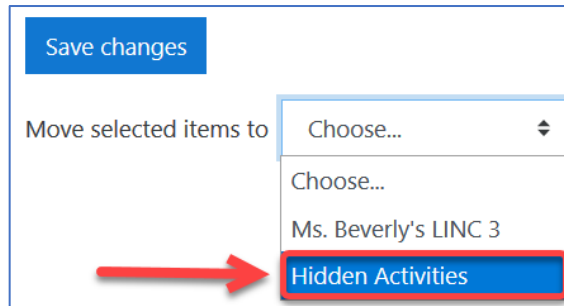A message may appear. Click the **Continue** button.

The **Gradebook setup** page re-appears.

7. Select the items that you want hidden in the **Grader report** by using the check boxes on the right side.
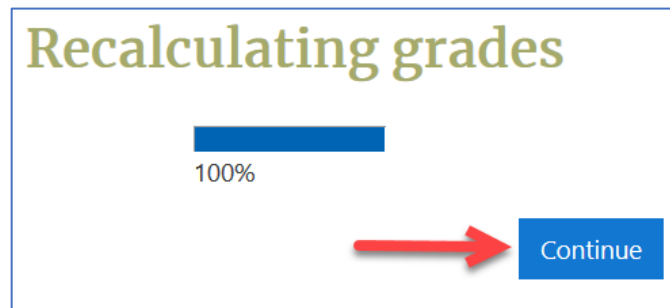
8. Scroll to the bottom of the page.

9. Navigate to the **Move selected items to** menu and click on the arrow. Select the name of the new category added in step 5.

Note: By default, all gradebook items are placed in a category identified by the course short name.
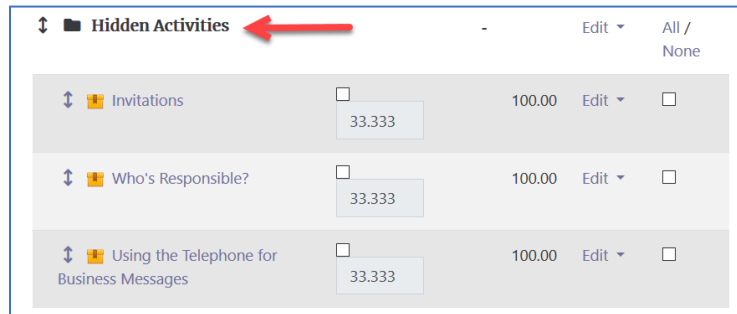
The page refreshes after clicking on a category and a message may appear.

10. Click the **Continue** button.

The **Gradebook setup** page re-appears.

11. Scroll down the page to see the updated contents of the category. Items selected in step 7 can be seen under that category.

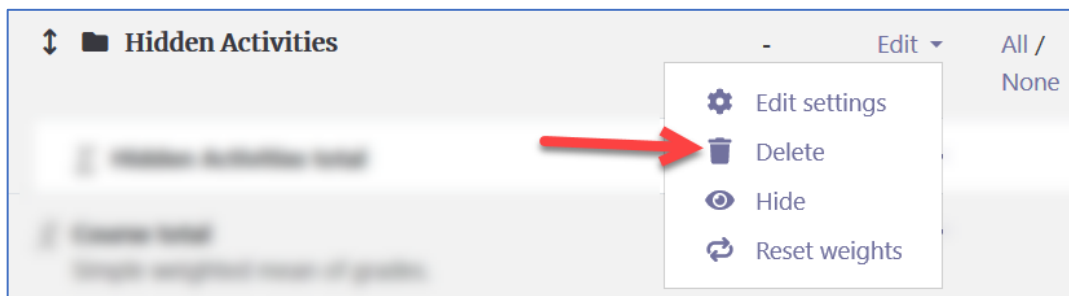Scroll back up the page again if needed.

How to delete a Category

Any category except the default category with the course short name can be deleted by clicking the delete icon next to it in the drop down editing menu on the **Gradebook setup** page.
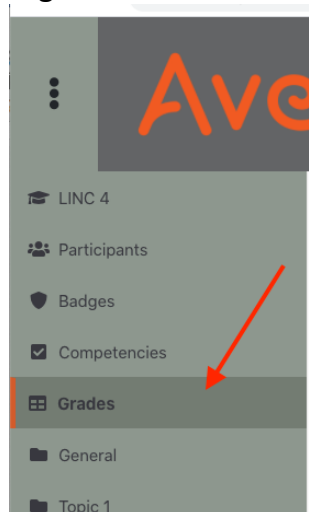
To confirm deleting the category click **Yes.**

This returns all activities from that category into the default category. They will be located at the end of the report and can be moved as required.

Hiding a Category and all of its contents on the Grader report page

1. If you are in Gradebook Setup, click the View tab.

Otherwise, click on **Grades** in the **Navigation Drawer**.

2. Scroll to the right until the name of the new category appears. It will be displayed above the first item in that category.

3. Click the **Aggregates only** icon next to the category name.

If necessary, click it more than once to find the **Aggregates only** icon. The icon will change to the **Grades only** icon (plus sign).

All items in that category have been hidden in the **Grader report** view.

Displaying Hidden items on the Grader report page

A gradebook item in a category that is hidden can be displayed on the **Grader report** page again by removing it from the hidden category. Follow these steps.

1. Go to **Grades** in the **Navigation Drawer** and click the **Setup** tab (or click **Gradebook setup** under the **Actions menu** icon at the top right of your course.)

2. Scroll to the bottom of the page.

3. Locate and select the item(s) under the **Hidden category** to be removed from the category.
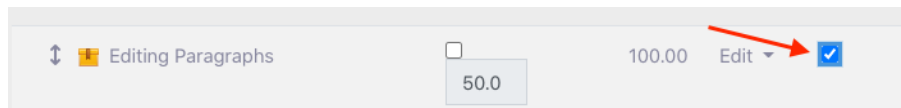
4. Click on the arrow on the **Move selected items** drop-down menu.

5. Click the category with the course short name.

6. If the **Recalculating grades** window displays, click the **Continue** button.

   The items are moved out of the category and appear at the top of the gradebook items list.

7. Move the items as desired.

Moving an item on the Grader report page

1. Go to **Grades** in the **Navigation Drawer** and click the **Setup** tab (or click **Gradebook setup** under the **Actions menu** icon at the top right of your course.

2. Click on the small arrows to the left of the item to be moved to relocate it up or down to the desired location.
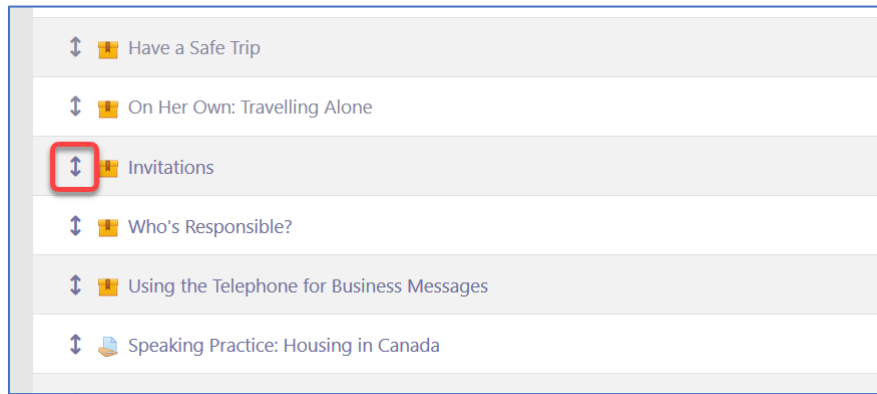
3. Click on the **Move to here** rectangle to move the item to a new location.
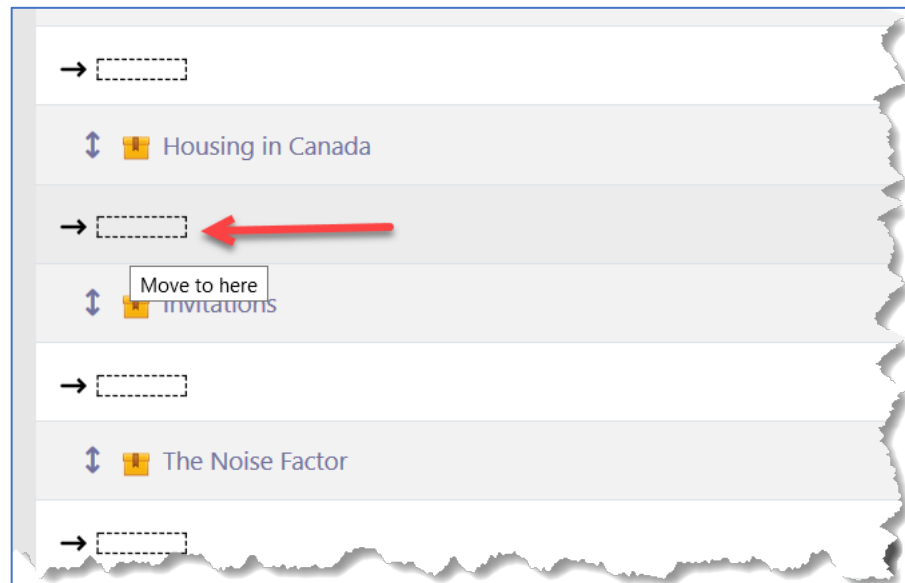
The page automatically reloads and the item is moved to the new location.