# Customizing the Instructor's Gradebook

Hiding items in the Grader Report Page

To *Hide* unwanted activities from appearing in the instructor's view of the *Gradebook*, the instructor needs to:
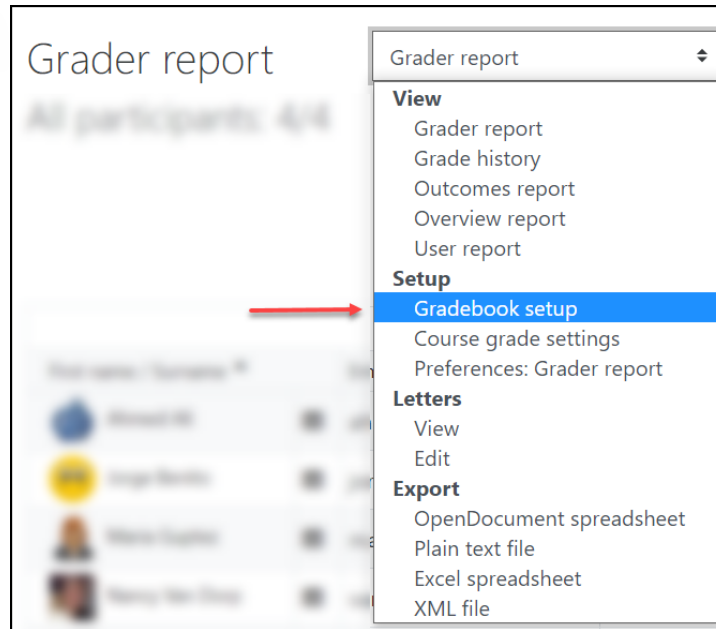
1. create a *Gradebook Category*,

2. move unwanted items into the new *Category*, and

3. *hide* the *Category*.

Creating a new Gradebook Category and Moving Items into It

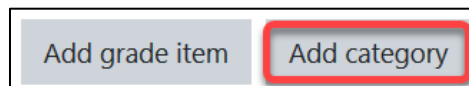1. Click to open the *Navigation drawer*.

2. Click on *Grades*.
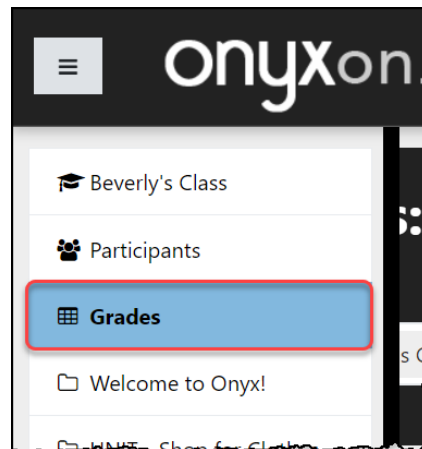
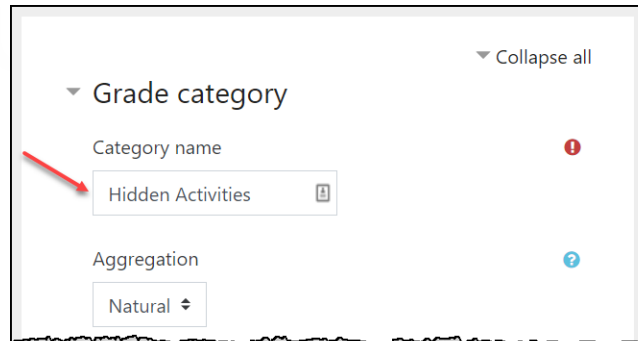3. Choose *Gradebook setup* from the *Grader report* drop down menu.

The *Gradebook setup* page appears.

4. Scroll to the bottom of the page.
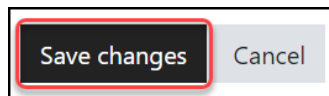
5. Click the *Add category* button.

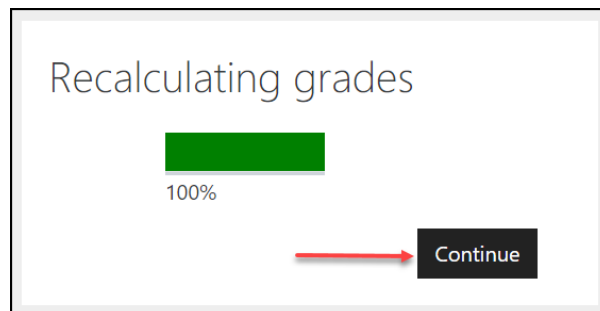The *Grade category* page is displayed.

6. Type a descriptive name for the *Category*, e.g., Hidden activities.

7. Scroll down and click the *Save changes* button.

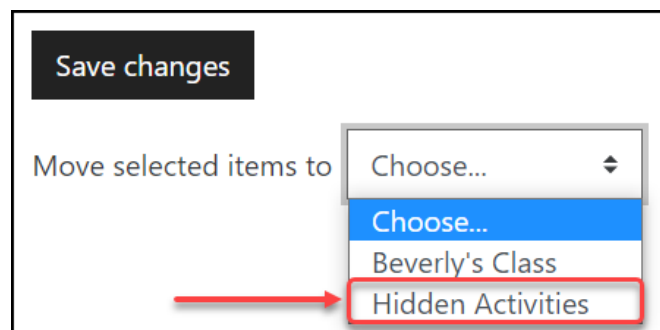A message appears. Click the *Continue* button.

The *Gradebook setup* page re-appears.

8. Select the items that you want to move in this *Category* by using the check boxes on the right side.

| Name	Weights ?	Max grade	Actions	Select
📁 Beverly's Class	-		Edit ▾	☐ All
↕ 🐞 Face to Face	☐ 2.576	100.00	Edit ▾	☐
↕ H5P Introduction to teaching a course on Onyx	☐ 0.258	10.00	Edit ▾	☐
↕ H5P What can you find on Onyx? A scavenger hunt	☐ 2.576	100.00	Edit ▾	☑
↕ H5P Learning Online: Vocabulary Cards (CLB 1-3)	☐ 0.258	10.00	Edit ▾	☑
↕ H5P Learning Online: Vocabulary Practice (CLB 1-3)	☐ 0.258	10.00	Edit ▾	☐
↕ H5P Learning with Onyx (CLB 1-3)	☐ 0.258	10.00	Edit ▾	☑
↕ H5P Strategies for Learning Online (CLB 1-3)	☐ 0.258	10.00	Edit ▾	☐

9. Scroll to the bottom of the page.

10. Navigate to the *Move selected items to* menu and click on the arrow. Select the name of the new *Category* added in step 6.

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 appears.

11. Click on the **Continue** button.
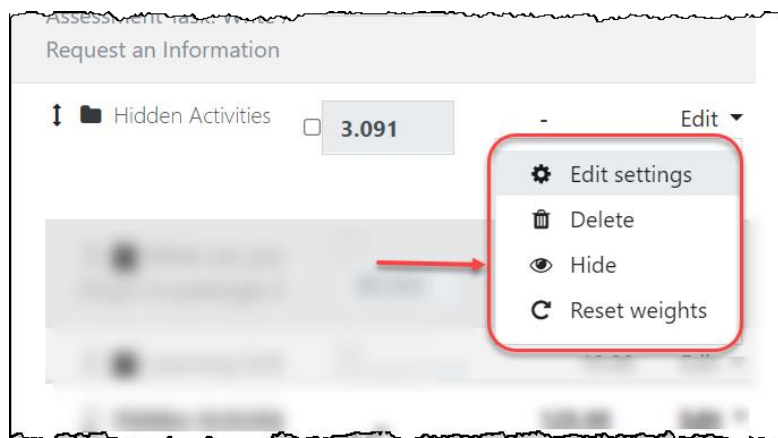
Recalculating grades

100%

Continue
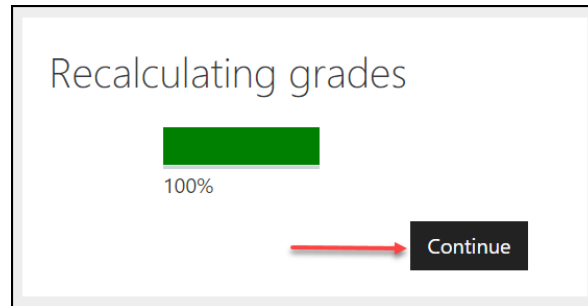
The *Gradebook setup* page re-appears.

12. Scroll down the page to see the updated contents of the *Category*. Items selected in step 8 can be seen under that *Category*.


12a. CLB 5 Writing Assessment Task: Write An Email to Request an Information Interview	0.258	10.00	Edit ▾	
12b. CLB 6 Writing Assessment Task: Write An Email to Request an Information Interview	0.258	10.00	Edit ▾	
Hidden Activities	3.091	-	Edit ▾	Hidden Activities
What can you find on Onyx? A scavenger hunt	83.333	100.00	Edit ▾	
Learning Online: Vocabulary Cards (CLB 1-3)	8.333	10.00	Edit ▾	
Learning with Onyx (CLB 1-3)	8.333	10.00	Edit ▾	
Σ Hidden Activities total		120.00	Edit ▾	
Σ Course total		3882.00	Edit ▾	

To *Hide* the *Category*, click on the *Edit* drop down menu in the same row as the *Category* name, and choose *Hide*.

Assessment Task: Write An
Request an Information

Hidden Activities   3.091   -   Edit ▾

⚙ Edit settings
🗑 Delete
👁 Hide
C Reset weights

Hiding a Category and all of its Contents on the Grader Report Page

1. Scroll back to the top of the page and click on the *Gradebook setup* drop down menu.

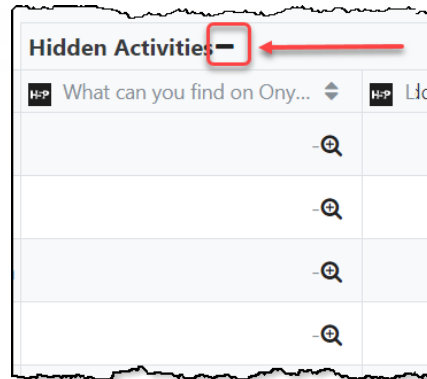2. Click on *Grader report* under the *View* section.
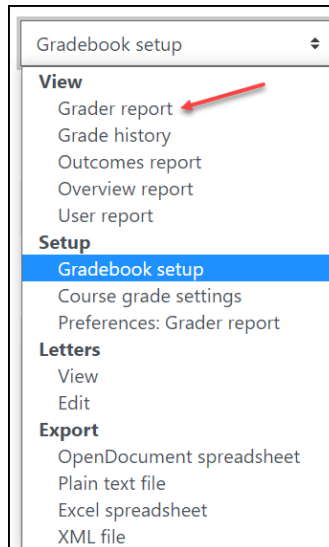
3. Scroll to the right until the name of the new *Category* appears. It will be displayed above the first item in that category.
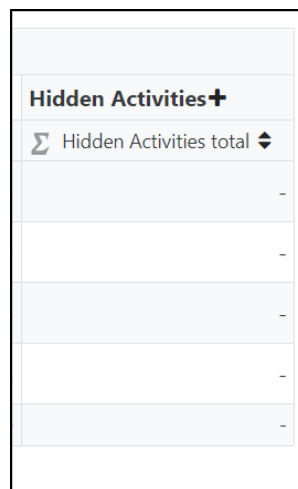

4. Click the *Change to aggregates only* icon next to the *Category* name.

All items in that *Category* will be hidden in the *Grader report* view.

If necessary, click on the *Change to grades only* button (marked with a **+**), to view all grades again.

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 by removing it from the hidden category. Follow these steps.

1. Scroll to the top of the page and choose *Gradebook setup* from the *Grader report* drop down menu.
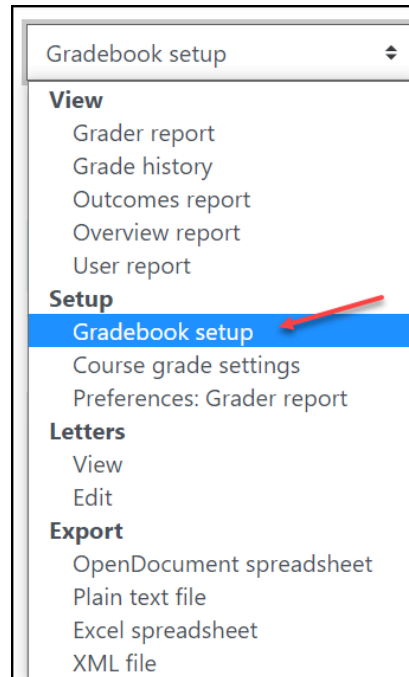
2. Scroll to the bottom of the page.

3. Locate and select the item(s) that you wish to remove from the given C*ategory*.

4. Scroll down and click on the arrow on the *Move selected items* drop-down menu.

5. Click the *Category* with the course short name.

6. In the *Recalculating grades* window, click the *Continue* button.

The items are moved out of the *Category* and appear in the main course's *Gradebook* items list.

7. Click on the small arrows to the left to relocate each grade up or down to the desired location.
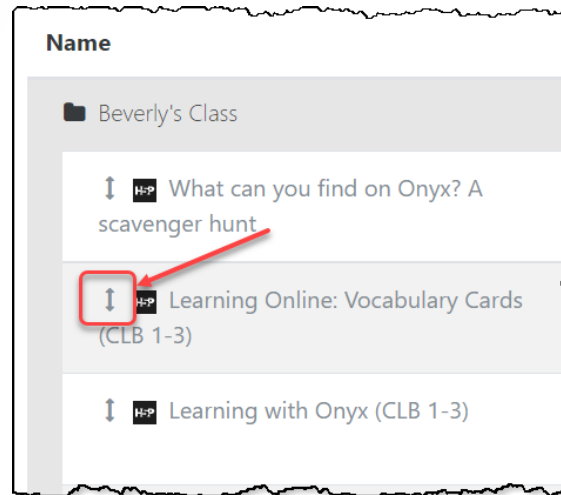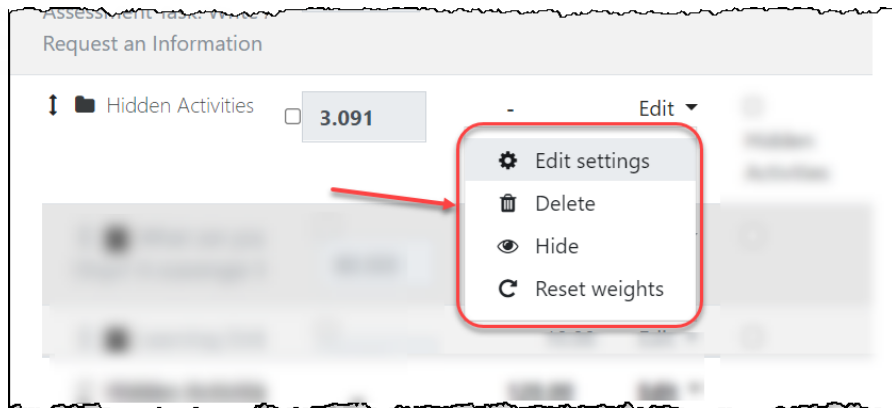
8. Click on the *Move to here* rectangle to move the item to a new location.
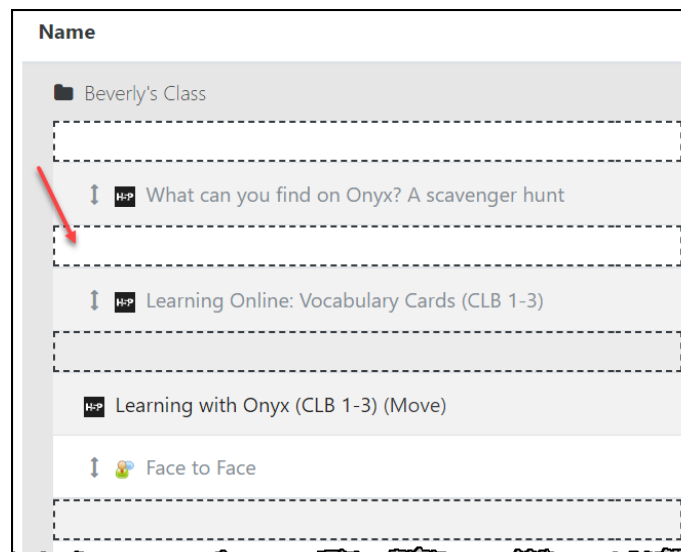
The page automatically reloads, and the item is moved to the new location.

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 *Edit* menu on the *Gradebook setup* page.

To confirm deleting the category click *Yes*.