

## Hiding your Grades in Moodle

You'll probably want to hide your grades in your gradebook while you are grading your class. That way you can finish grading and revise the scores for all students in private before making it public to everyone.

Here is how you do this:

1. Click on the Grades tile to the left. Once you are in the Grader Report screen, click on View and then the Grader Report link directly below that. Next, click on the Turn Editing On button.

Rubric course: View: Preferences: Grader report

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Grade administration / Grader report

1. View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	written response 1	Written response 2	Written response 3	Written Responses total	short paper draft	short paper revision	short paper final
Reiley Noe	noe@hanover.edu							
Joe Student	studentj16@hanover.edu		87.00	95.00	91.00	Excluded	95.00	Excluded
Overall average	Overall average		87.00	95.00	91.00		95.00	

2. Notice the gears cascading down each column. Find the column for the grade item that you want to hide, then Click on the topmost gear that you see. Make sure that it is above any row with a student's name. This will ensure that this process will hide all of the scores for that grade item.

Rubric course: View: Preferences: Grader report

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Grade administration / Grader report

Turn editing off

Grader report

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All participants: 2/2

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	written response 1	Written response 2	Written response 3	Written Responses total	short paper draft	short paper revision	short paper final
Reiley Noe	noe@hanover.edu							
Joe Student	studentj16@hanover.edu		87.00	95.00	91.00	Excluded	95.00	Excluded
Overall average	Overall average		87.00	95.00	91.00		95.00	

Topmost Gear -- Not gear in row with student name

Save changes

3. Tick the box for Hidden and then click Save.

Rubric course: Setup: Edit grade item

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Grade administration / Setup / Gradebook setup / Edit grade item

Grade Item

Item name: Written response 3

Show more...

Grade type: Value

Maximum grade: 100.00

Minimum grade: 0.00

☒ Hidden

☐ Locked

Parent category

Extra credit

Grade category: Written Responses

Save changes Cancel

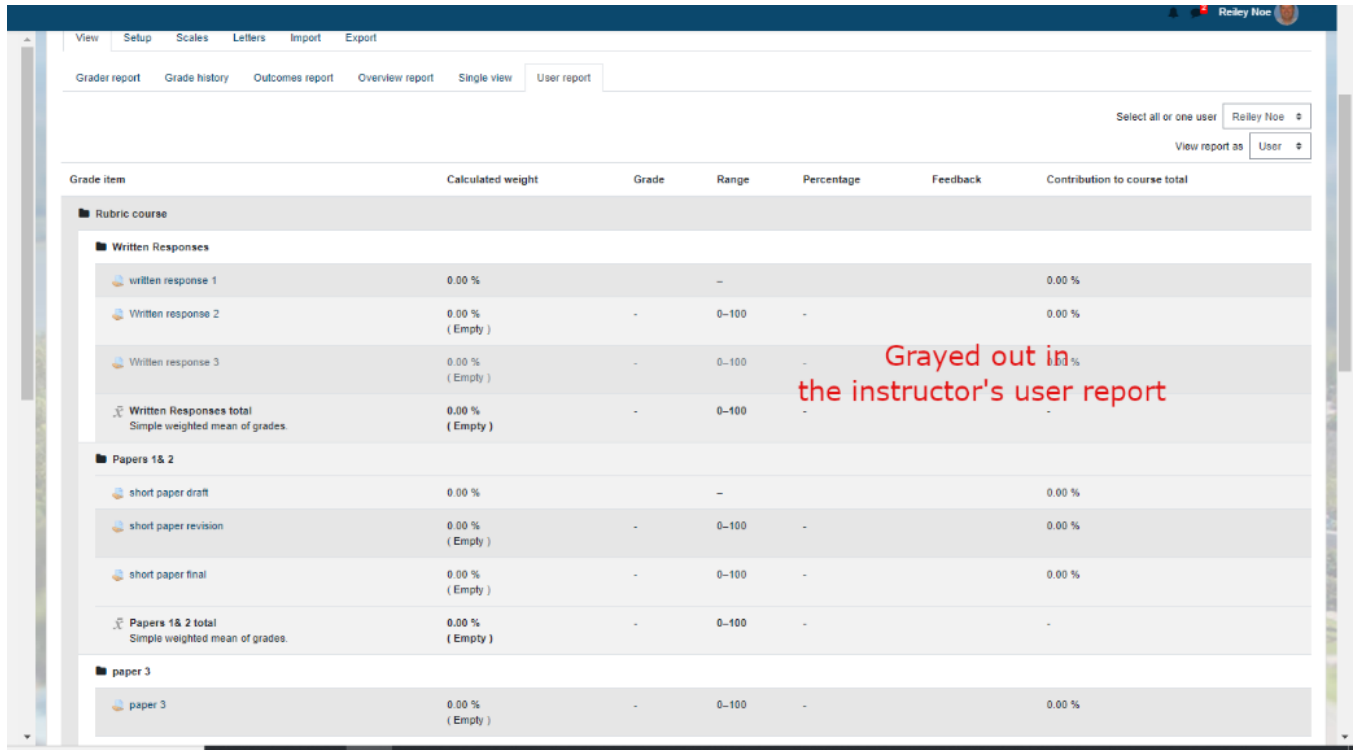
Tick Hidden

Then Save

4. Notice that that column for the grade item is grayed out. Click on the User Report tab – it's the one that is the furthest to the right.

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5. If you look on the User Report and move the topmost dropdown in the top right corner to show your name – the instructor – you'll notice that the grade item is grayed out.



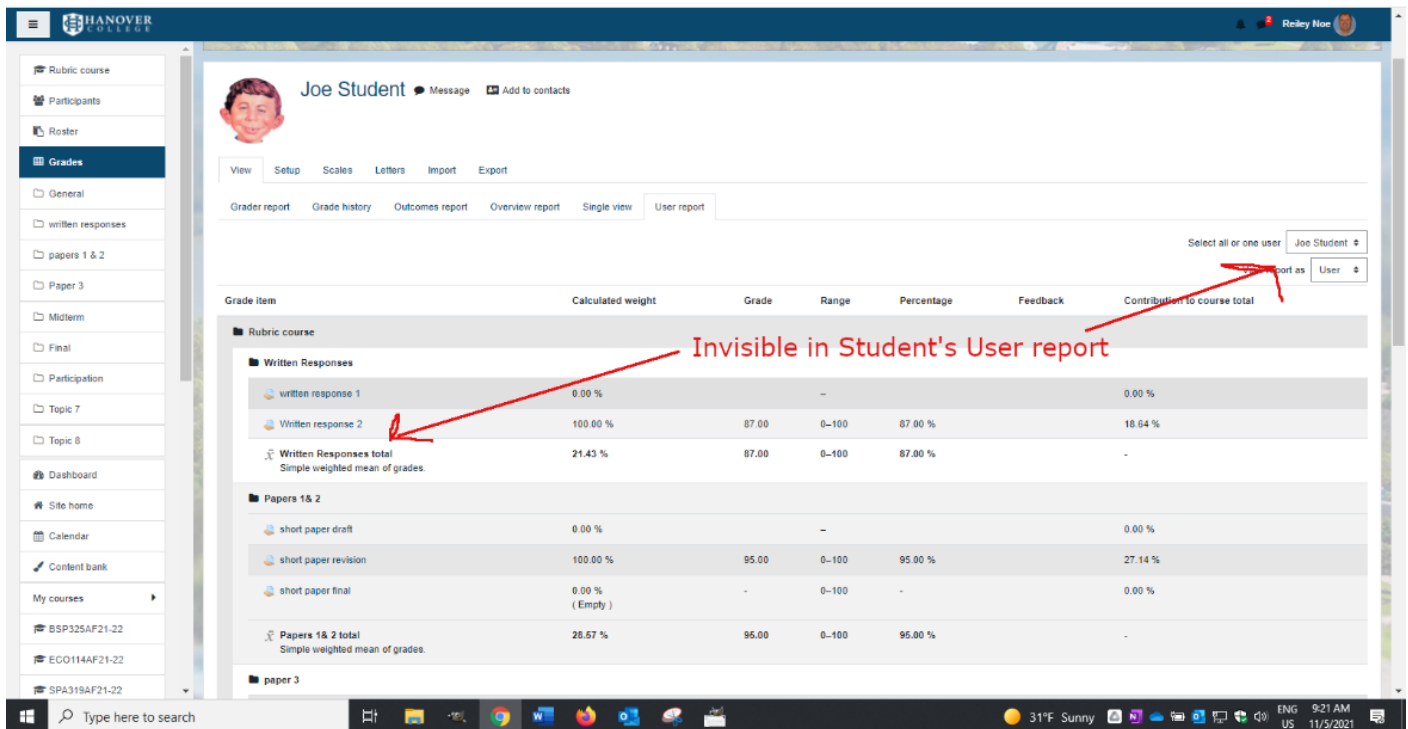
Select all or one user: Reiley Noe

View report as: User

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Rubric course</b>						
<b>Written Responses</b>						
written response 1	0.00 %	-	-	-	-	0.00 %
Written response 2	0.00 % ( Empty )	-	0-100	-	-	0.00 %
Written response 3	0.00 % ( Empty )	-	0-100	-	-	0.00 %
Written Responses total Simple weighted mean of grades.	0.00 % ( Empty )	-	0-100	-	-	0.00 %
<b>Papers 1&amp; 2</b>						
short paper draft	0.00 %	-	-	-	-	0.00 %
short paper revision	0.00 % ( Empty )	-	0-100	-	-	0.00 %
short paper final	0.00 % ( Empty )	-	0-100	-	-	0.00 %
Papers 1& 2 total Simple weighted mean of grades.	0.00 % ( Empty )	-	0-100	-	-	0.00 %
<b>paper 3</b>						
paper 3	0.00 % ( Empty )	-	0-100	-	-	0.00 %

Graded out in the instructor's user report

6. If you move that drop-down menu to a student's name, like Joe Student – and change the other drop-down menu to View the Report as the User, you'll see what students see when they check their grades. Note that the grade item is completely invisible.



Select all or one user: Joe Student

View report as: User

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Rubric course</b>						
<b>Written Responses</b>						
written response 1	0.00 %	-	-	-	-	0.00 %
Written response 2	100.00 %	87.00	0-100	87.00 %	-	18.64 %
Written Responses total Simple weighted mean of grades.	21.43 %	87.00	0-100	87.00 %	-	-
<b>Papers 1&amp; 2</b>						
short paper draft	0.00 %	-	-	-	-	0.00 %
short paper revision	100.00 %	95.00	0-100	95.00 %	-	27.14 %
short paper final	0.00 % ( Empty )	-	0-100	-	-	0.00 %
Papers 1& 2 total Simple weighted mean of grades.	28.57 %	95.00	0-100	95.00 %	-	-
<b>paper 3</b>						

Invisible in Student's User report

7. Now when you are finished, remember to show the grades that you have hidden by doing the reverse of this process. Go to the Grades tile, Click on View and then User Report, turn on the Editing, Find the grade item. Click on the topmost gear and un-check the Hidden box and then Save. This will make the grades visible again.

## More Information

[Grade Hiding](#) -- from the MoodleDocs.

[Grade Hiding](#) – Carleton College

[Hide Grades from Students](#) – University of New South Wales