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Introduction

There are a number of ways to manage whether students can view their assessment grades on Brightspace. When grading an assessment, there is the option to **Save Draft** or **Publish**.

Saving as a draft saves the result and feedback, but does not make it available to the student. If you wish to transfer the grades from Brightspace to InfoHub Grade Entry, however, you *must* publish the grades in order for them to be available to transfer.

It is possible to publish the grades but still hide them from the students, in this case.

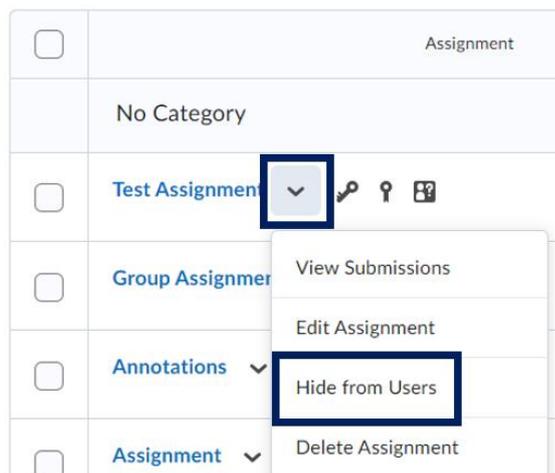
If you have created assessments whose grades are to be transferred to InfoHub Grade Entry, you will also need to have created a **grade item** as part of the [assignment/quiz](#). This will make it appear in the **Grades** section. Then, in order to keep the grade hidden from students when it is published, you will

need to hide **both** the assessment **and** its associated grade item separately.

Hiding an assessment

The same procedure applies for both assignments and quizzes.

- 1)** Navigate to either the **Quizzes** or **Assignments** section via **Assessments** in the module toolbar.
- 2)** Locate the quiz/assignment you wish to hide, and select the **downwards arrow** beside the heading.
- 3)** From the dropdown that appears, select **Hide from Users**.



- 4)** This will save, and then display a **crossed out eye icon** next to the assessment name to indicate it is hidden.

Test Assignment  

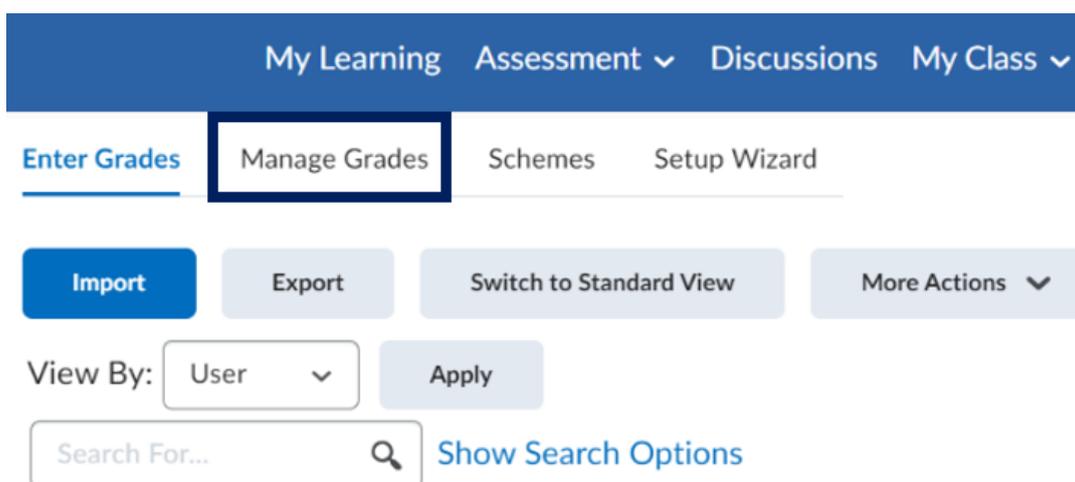
5) You can revert by repeating this process; the option you select will then be **Make Visible to Users**.

Hiding a grade item

In addition to accessing their grades via the **Assignments** or **Quizzes** sections, students can also access them in **Grades**, if you have created a grade item as part of the assessment. In order to hide their grades from them in this section, you will need to hide the grade item for the assessment.

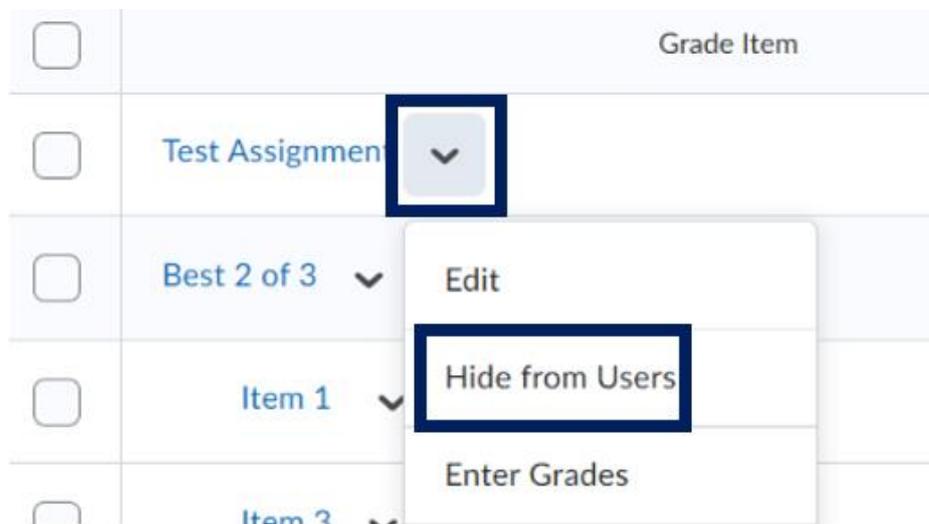
1) Navigate to **Assessments** and then **Grades**.

2) Select the **Manage Grades** tab.



The screenshot shows a navigation bar with 'My Learning', 'Assessment' (with a dropdown arrow), 'Discussions', and 'My Class' (with a dropdown arrow). Below this is a sub-navigation bar with 'Enter Grades', 'Manage Grades' (highlighted with a dark blue border), 'Schemes', and 'Setup Wizard'. Underneath are buttons for 'Import', 'Export', 'Switch to Standard View', and 'More Actions' (with a dropdown arrow). Below the buttons is a 'View By:' dropdown menu set to 'User' with an 'Apply' button. At the bottom is a search bar with 'Search For...' and a magnifying glass icon, followed by a link to 'Show Search Options'.

3) This will display a list of all the grade items within the module; select the **downwards arrow** next to the heading of the one you wish to hide and then select **Hide from Users** from the dropdown menu.



4) As with hiding an assignment/quiz, a **crossed out eye icon** will appear to indicate that the grade item is hidden.

5) Also similar to an assignment/quiz, you can make a grade item visible again by repeating the process and selecting **Make Visible to Users** from the dropdown.