In this lesson, you will learn how to:

- Customize display options in your Gradebook
- Customize the course roster in your Gradebook

### Customize display options in your Gradebook

In this lesson, you will customize your Gradebook spreadsheet view by selecting the assignments for viewing and changing the score display.

1. **Open the Show/Hide Assignments page.**
   
   In the Gradebook, select **Show/Hide Assignments** from the More Gradebook Tools dropdown list. On the Show/Hide Assignments page, you will see the list of all assignments in your course.

   ![Show/Hide Assignments](image)

   - **Legend**:
     - H: Hidden
     - A: Assigned
     - Q: Quizzes
     - T: Tests
     - O: Other

   - **Select the assignments to hide.**
     
     For this lesson, check the box in the **Hide** column for the first two assignments. Click **Update** to confirm your choices. Click **OK** in the pop-up alert box, then click **Cancel/Done** to return to the Gradebook. Click **All Assignments** to open the spreadsheet view of the Gradebook. The hidden assignments are no longer displayed in the instructor Gradebook,
and a note is displayed above the spreadsheet to indicate that you have hidden assignments.

![Change Weights | Add/Edit Student IDs | More Gradebook Tools](image)

Note: The hidden assignments will continue to show in your students’ Gradebook.

Tip: Hide assignments that you create for student practice only or that are used as templates for other assignments to minimize the number of assignments displayed in the Gradebook and to enable quicker access to relevant student results.

3. Select the score display mode.
   In the Gradebook, select **Set Scoring Options** from the **More Gradebook Tools** dropdown list. In the Score Display section of the Set Scoring Options page, you can choose to display overall scores and category scores in the Gradebook as Percentages or Points. For this lesson, select **Points**.

   ![Score Display]

   Click **Update** to confirm your choices. Click **OK** in the pop-up alert box, then click **Cancel/Done** to return to the Gradebook. Click **All Assignments** to open the spreadsheet view of the Gradebook. The Overall Score is now displayed as points.

   ![Class Roster]

   Note: Only the overall score is displayed as points. The assignment scores continue to display as percentages.
When students self-enroll in your MyMathLab course, they are listed in the course roster, as well as in your Gradebook. In this lesson, you will customize the course roster by adding student IDs and changing a student's status in your course.

1. **Add student IDs to the Gradebook.**
   In the Gradebook, click *Add/Edit Student IDs* in the toolbar. On the Add/Edit Student IDs page, enter Student IDs for the first two students. Check the **Show Student IDs in Gradebook** box to display the IDs in the spreadsheet view of your Gradebook.

   ![Add/Edit Student IDs](image)

   **Note:** Click *Upload Student IDs* to upload Student IDs from a spreadsheet. You can also check the first box if you want students to enter their ID before working in the course.

Click **OK** to continue, and then click **OK** in the pop-up alert box. Click **Gradebook** at the top of the page to return to the Gradebook. Click **All Assignments** to open the spreadsheet view of the Gradebook. The Student IDs are displayed in a column to the right of the students' names.
Tip: If you teach more than one section of a course and each section has identical assignments and settings, you can create one MyMathLab course and have students from each section enroll in the same course. Enter the section number (or any unique ID) as the Student ID for students in that section. For example, you could enter "1" as the Student ID for students in the first section, and enter "2" as the Student ID for students in the second section. This allows you to quickly sort your Gradebook by section.

<table>
<thead>
<tr>
<th>Class Roster</th>
<th>Student ID</th>
<th>Overall Score</th>
<th># of Results</th>
<th>MML 6a (Sections 5.1 - 5.3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Average</td>
<td>87.8%</td>
<td>--</td>
<td>83.4%</td>
<td></td>
</tr>
<tr>
<td>Class Median</td>
<td>95.3%</td>
<td>--</td>
<td>94%</td>
<td></td>
</tr>
<tr>
<td># of Results</td>
<td>1179</td>
<td></td>
<td>59</td>
<td></td>
</tr>
</tbody>
</table>

2. Change a student's status to inactive.
   Click Course Tools in the course menu, and then click Course Roster. The course roster lists all of the students currently enrolled in your course. Click Active for the first student and select Inactive in the pop-up box. The student's access to the course will be disabled.
Note: A student's status is automatically set to Inactive if the student selected the Temporary Access option to access your course and did not pay for full access before the Temporary Access expiration date. The student's assignment results are saved in the Gradebook and will be restored once the student enters an access code and returns to Active status.

Close the box, then click **Save** in the Course Roster window. Notice that the inactive student's name is highlighted in the course roster. Click **Close** on the confirmation page to return to the course. Click **Gradebook** at the top of the page to return to the Gradebook. The student's name appears in gray at the end of the list of active students.

```
<table>
<thead>
<tr>
<th>Class Roster</th>
<th>All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training, Student 2</td>
<td></td>
</tr>
<tr>
<td>Training, Student 3</td>
<td></td>
</tr>
<tr>
<td>Training, Student 4</td>
<td></td>
</tr>
<tr>
<td>Training, Student 5</td>
<td></td>
</tr>
<tr>
<td>Training, Student 6</td>
<td></td>
</tr>
</tbody>
</table>
```

**Tip:** Change a student's status to Inactive when the student withdraws from the class.