How to Hide Grades while Grading

To hide grades while grading, you need to select a "manual" grade posting policy per individual assignment. You can only set the policy from Gradebook. You cannot set the post policy from SpeedGrader. If an assignment has the Automatic Post Policy applied and you hide grades, it is only hiding the grades that exist at the time you click Hide Grades.

**You must hide grades before students submit the assignment. Otherwise students will see their grades even though it says manual.**

Click Grades

1. Click Grades from the course navigation menu.

Navigate to the assignment in which you want to hide grades.

2. Navigate to the assignment in which you want to hide grades.

Click on Grade Posting Policy

3. Click on Grade Posting Policy.

By default, grades post automatically (unless you set a course-wide posting policy).

When automatically posted, students will see grades as soon as they are entered.

* If you select the Automatically Post Grades option after you have already hidden grades, previously hidden grades will remain hidden.
To hide grades as you work on grading, select "Manually."

When the Manually option is selected, grades are hidden by default and must be posted to be viewed by students.

Click the "Save" button.

A pop-up will confirm the update.

When a manual posting policy has been applied, the assignment heading displays an Invisibility icon.

This icon indicates that a manual posting policy is in place and future grades are hidden from student view.

The outlined invisibility icon only displays when entered grades need to be posted.
Enter your grades.
If you are entering grades from SpeedGrader, Canvas will alert you that the grades are hidden.

Navigate to the assignment in which you want to release the grades.
Hover over the assignment column header and click the Options icon.
Click on "Post Grades".
Select a posting option.

- **Everyone**: post grades to all students, including students with ungraded submissions.

- **Graded**: *(recommended)* post grades to only students with graded submissions. Canvas indicates which grades are hidden with the orange dot next to the score.

You can also elect to post grades by sections via clicking on the "Specific Sections" slider and then selecting the sections to which you want to release grades to.

When you’re ready, click “Post”.

The invisibility icon will disappear *if* you selected "Everyone" in an assignment with a manual posting policy, the manual posting policy will become inactive and future grades will be posted automatically.

The invisibility icon will remain *if* you selected one of the other manual posting policies, future grades will be hidden from those students until you release them.