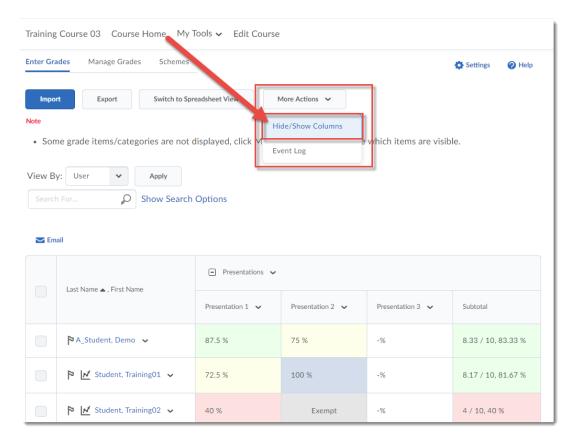# Customizing the Enter Grades Table – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you want to only see specific columns in your **Enter Grades** table. This will make it easier to grade specific items when you have a really large gradebook.

Steps

1. Go to the **Grades** tool in your course, and make sure you are in the **Enter Grades** area.

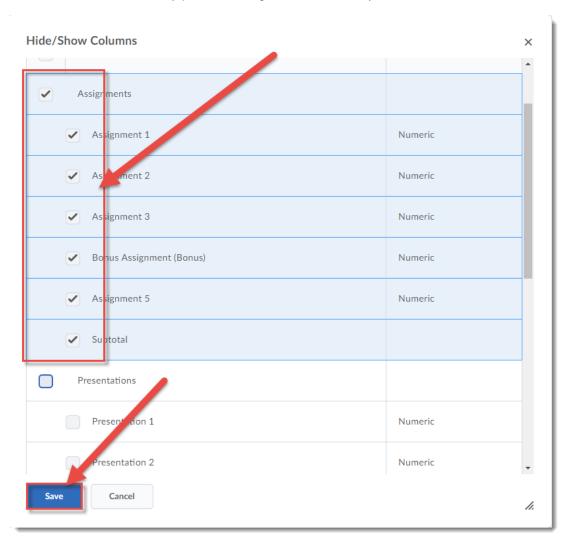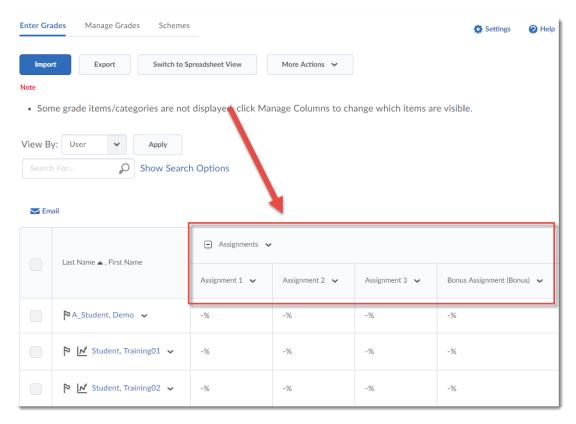2. Click the **More Actions** button and select **Hide/Show Columns**.

3. In the **Hide/Show Columns** pop-up box, select the Grade Item columns you wish to see in the Enter Grades table, and then click **Save**. You will then see only those items in the table – you can go back to **Hide/Show Columns** at any point to change which columns you see.
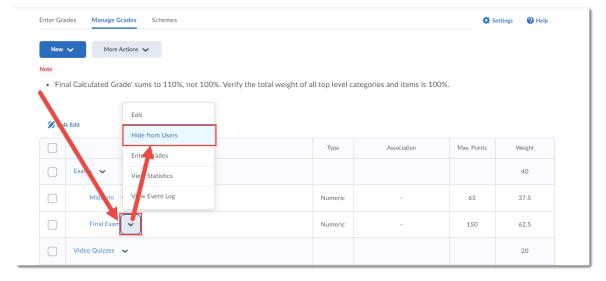
4. You will now only see those selected items in the **Enter Grades** table.

Things to Remember

When you choose which columns to see, remember that this is only for *your* view, as the instructor for the course. This will *not* affect the students' gradebook view.

To hide a Grade Item, click the down arrow next to the item title and select **Hide from Users**. A closed eye icon will then appear next to the grade item title.