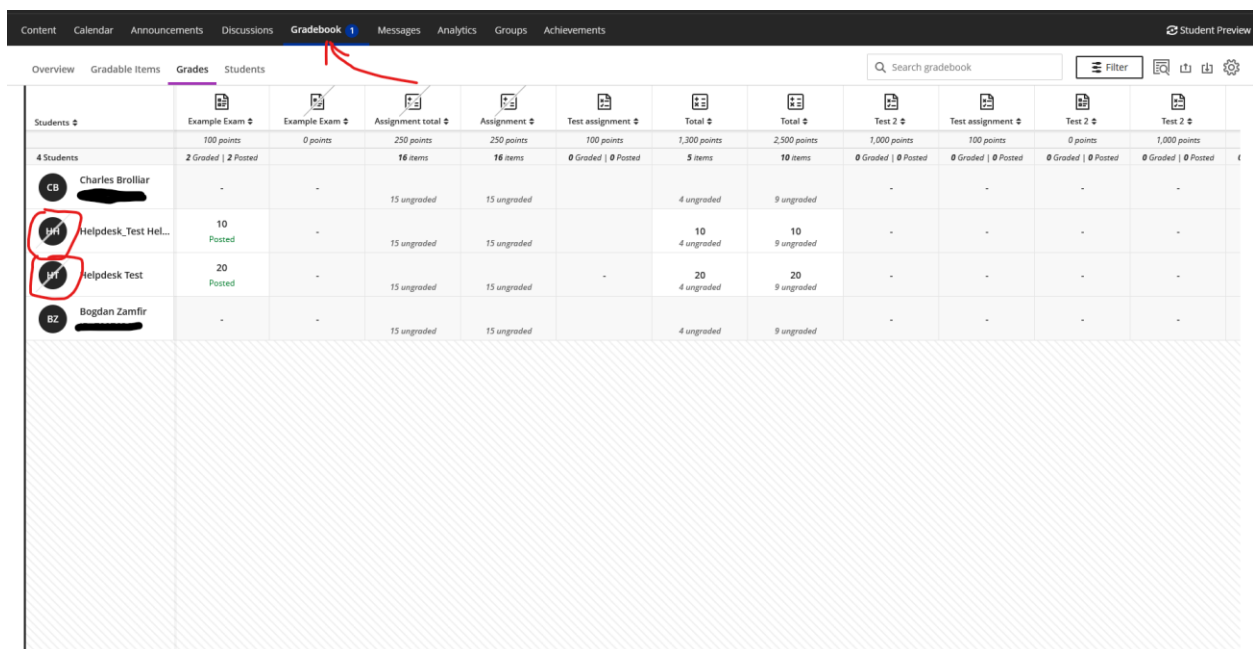


# How to hide unavailable students from Gradercenter/Gradebook

## Blackboard Ultra

Step 1: Navigate to the Gradebook within Ultra. Students who are unavailable, are students who have withdrawn from the course. Their work, and any grades will be left over. This can be seen in image 1, where a few students have a slash through their names indicating they are unavailable.



| Content Calendar Announcements Discussions <b>Gradebook</b> Messages Analytics Groups Achievements |                     |              |                  |             |                     |              |              |                     |                     |                     |                     |
|----------------------------------------------------------------------------------------------------|---------------------|--------------|------------------|-------------|---------------------|--------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Overview Gradable Items <b>Grades</b> Students                                                     |                     |              |                  |             |                     |              |              |                     |                     |                     |                     |
| Students                                                                                           | Example Exam        | Example Exam | Assignment total | Assignment  | Test assignment     | Total        | Total        | Test 2              | Test assignment     | Test 2              | Test 2              |
| 4 Students                                                                                         | 100 points          | 0 points     | 250 points       | 250 points  | 100 points          | 1,300 points | 2,500 points | 1,000 points        | 100 points          | 0 points            | 1,000 points        |
| CB Charles Brolliar                                                                                | 2 Graded   2 Posted | -            | 16 items         | 16 items    | 0 Graded   0 Posted | 5 items      | 10 items     | 0 Graded   0 Posted | 0 Graded   0 Posted | 0 Graded   0 Posted | 0 Graded   0 Posted |
| Helpdesk_Test Hel...                                                                               | 10 Posted           | -            | 15 ungraded      | 15 ungraded | -                   | 4 ungraded   | 9 ungraded   | -                   | -                   | -                   | -                   |
| Helpdesk Test                                                                                      | 20 Posted           | -            | 15 ungraded      | 15 ungraded | -                   | 4 ungraded   | 9 ungraded   | -                   | -                   | -                   | -                   |
| BZ Bogdan Zamfir                                                                                   | -                   | -            | 15 ungraded      | 15 ungraded | -                   | 4 ungraded   | 9 ungraded   | -                   | -                   | -                   | -                   |

Image 1

## Step 2:

Within the gradebook open the gradebook settings. In Blackboard Ultra all settings can be identified by a gear icon. See image 2 and image 3.

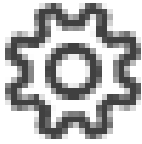


Image 2

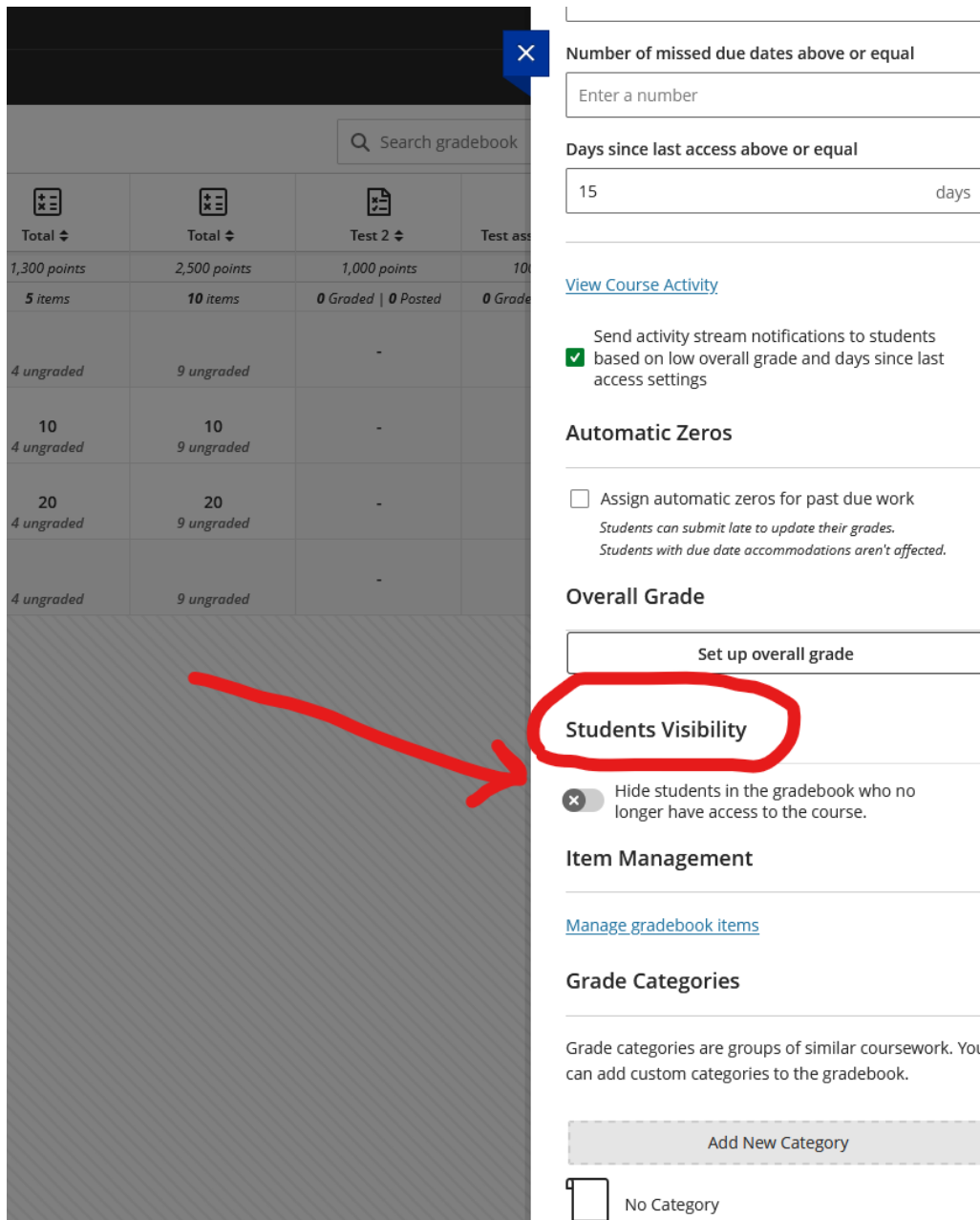
Content Calendar Announcements Discussions **Gradebook 1** Messages Analytics Groups Achievements Student Preview

Overview Gradable Items **Grades** Students Search gradebook Filter Print Share **Gear icon (Settings)**

| Students             | Example Exam                      | Example Exam | Assignment total       | Assignment             | Test assignment                   | Total                   | Total                    | Test 2                              | Test assignment                   | Test 2                          | Test 2                              |
|----------------------|-----------------------------------|--------------|------------------------|------------------------|-----------------------------------|-------------------------|--------------------------|-------------------------------------|-----------------------------------|---------------------------------|-------------------------------------|
| 4 Students           | 100 points<br>2 Graded   2 Posted | 0 points     | 250 points<br>16 items | 250 points<br>16 items | 100 points<br>0 Graded   0 Posted | 1,300 points<br>5 items | 2,500 points<br>10 items | 1,000 points<br>0 Graded   0 Posted | 100 points<br>0 Graded   0 Posted | 0 points<br>0 Graded   0 Posted | 1,000 points<br>0 Graded   0 Posted |
| Charles Brolliar     | -                                 | -            | 15 ungraded            | 15 ungraded            |                                   | 4 ungraded              | 9 ungraded               | -                                   | -                                 | -                               | -                                   |
| Helpdesk_Test Hel... | 10<br>Posted                      | -            | 15 ungraded            | 15 ungraded            |                                   | 10<br>4 ungraded        | 10<br>9 ungraded         | -                                   | -                                 | -                               | -                                   |
| Helpdesk Test        | 20<br>Posted                      | -            | 15 ungraded            | 15 ungraded            | -                                 | 20<br>4 ungraded        | 20<br>9 ungraded         | -                                   | -                                 | -                               | -                                   |
| Bogdan Zamfir        | -                                 | -            | 15 ungraded            | 15 ungraded            |                                   | 4 ungraded              | 9 ungraded               | -                                   | -                                 | -                               | -                                   |

### Step 3:

Within the gradebook settings, scroll down till you find Students Visibility. Here you will see the option in the form of a toggle. By default it will allow you to see unavailable students. Toggle this to hide unavailable students. (See image 4). Once you toggle, click out of the settings and you should see the immediate effect of the unavailable students removed from the course.



Search gradebook

| Total                   | Total                    | Test 2                              | Test 3               |
|-------------------------|--------------------------|-------------------------------------|----------------------|
| 1,300 points<br>5 items | 2,500 points<br>10 items | 1,000 points<br>0 Graded   0 Posted | 10 items<br>0 Graded |
| 4 ungraded              | 9 ungraded               | -                                   | -                    |
| 10<br>4 ungraded        | 10<br>9 ungraded         | -                                   | -                    |
| 20<br>4 ungraded        | 20<br>9 ungraded         | -                                   | -                    |
| 4 ungraded              | 9 ungraded               | -                                   | -                    |

Number of missed due dates above or equal  
Enter a number

Days since last access above or equal  
15 days

[View Course Activity](#)

Send activity stream notifications to students  
☒ based on low overall grade and days since last access settings

**Automatic Zeros**

☐ Assign automatic zeros for past due work  
Students can submit late to update their grades.  
Students with due date accommodations aren't affected.

**Overall Grade**

Set up overall grade

**Students Visibility**

☒ Hide students in the gradebook who no longer have access to the course.

**Item Management**

[Manage gradebook items](#)

**Grade Categories**

Grade categories are groups of similar coursework. You can add custom categories to the gradebook.

Add New Category

No Category

Image 4

## Blackboard Learn 9

Navigate to the “Grade Center”, then “Full Grade Center”. Here you will see a list of all students within grid format. Find the student which is unavailable in your grade center, go to their last name. There should be a gray down carrot indicating more options. Here you will choose “Hide Row” This will hide the unavailable student’s row from the grade center. (See image 5)

The screenshot shows the Blackboard Learn 9 interface. On the left is a dark sidebar with a navigation menu. The 'Grade Center' section is expanded, and 'Full Grade Center' is selected. The main content area is titled 'Grade Center : Full Grade Center'. Below the title are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. A table of student grades is displayed. The table has columns for 'LAST NAME', 'FIRST NAME', 'USERNAME', 'STUDENT ID', 'LAST ACCESS', 'AVAILABILITY', 'TOTAL', 'WEIGHTED TOTAL', 'EXAMPLE EXAM', 'ASSIGNMENT 1', and 'ASSIGNMENT 2'. Two students are listed: 'Helpdesk\_Test' and 'Wilkie\_Preview'. A context menu is open for the 'Helpdesk\_Test' student, showing options like 'Hide Other Rows', 'View User Statistics', 'Browse Adaptive Release Status', 'Email User', 'Hide Row', and 'Report'. A red arrow points to the 'Hide Row' option. Another red arrow points to the 'Manage' button above the table. A third red arrow points to the 'Full Grade Center' link in the sidebar.

| LAST NAME      | FIRST NAME    | USERNAME      | STUDENT ID | LAST ACCESS    | AVAILABILITY | TOTAL  | WEIGHTED TOTAL | EXAMPLE EXAM | ASSIGNMENT 1 | ASSIGNMENT 2 |
|----------------|---------------|---------------|------------|----------------|--------------|--------|----------------|--------------|--------------|--------------|
| Helpdesk_Test  | Helpdesk_Test | helpdesk_test |            | April 29, 2026 | Available    | 150.00 | --             | --           | 100.00       | 50.00        |
| Wilkie_Preview |               | hej1@southern |            | March 30, 2026 | Available    | --     | --             | --           | --           | --           |

Image 5

To show the student again, go to Manage, then row visibility. Here you can pick and choose which rows are visible.