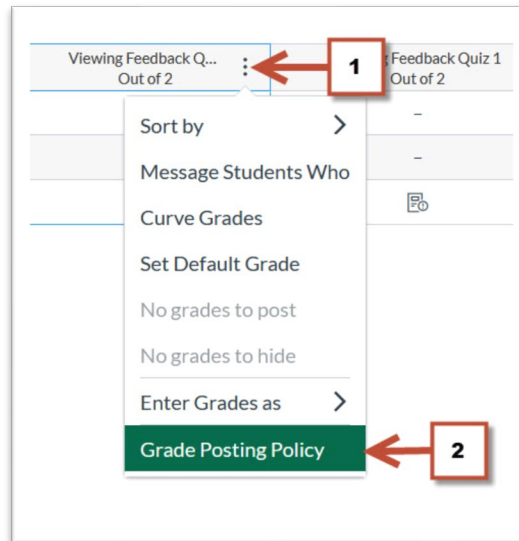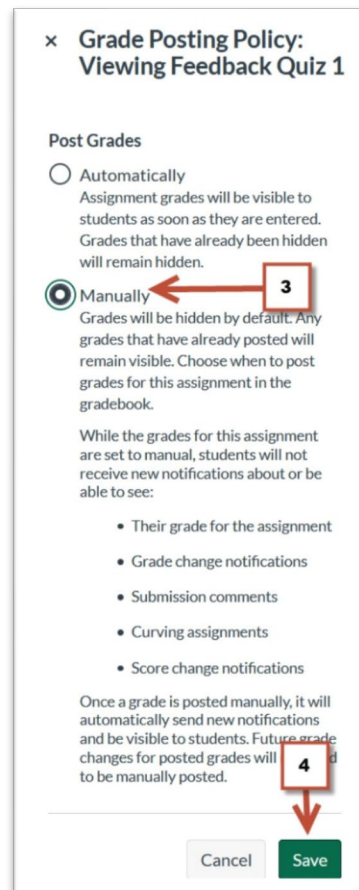# HIDDING GRADES IN THE NEW GRADEBOOK

1. Click on the Option icon
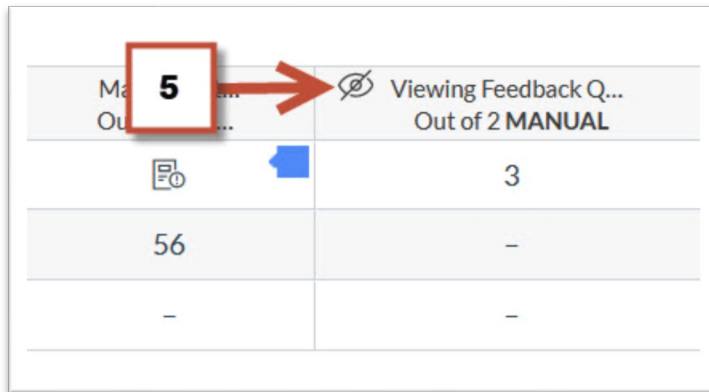2. Click **Grade Posting Policy**

3. Select **Manually**
4. Click **Save**

NOTE:
Grades will be hidden by default only in that assignment. Any grades that have already posted will remain visible. Choose when to post grades for this assignment in the gradebook.

5. Once a submission has been graded, the assignment header displays the **Visibility icon** indicating that grades are not visible to students

6. To make grades visible to students click the **Option icon**

7. Select **Post grades**. The Visibility icon will disappear indicating that grades are visible to students