Managing Display Options

Manage what you see in the Gradebook and what you want students to see. After setting up the Gradebook and creating the Grades categories and items, we get the table view of the Gradebook.

The default view of your Gradebook is the **Standard View** which can be changed to **Spreadsheet View** by selecting the **Switch to Spreadsheet View** button in the upper left area.

In this view, you can directly enter grades for multiple grade items. Make sure to **Save** your changes.

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You can change which grade items appear in your view of the grade book using **Hide/Show Columns**. On the **Enter Grades** page, select the **More Actions** menu, then select **Hide/Show Columns**.

Select the grade items you want to appear in your grade book.

Select **Save**.

Please Note: Hiding grade items using this step will just make them invisible to you (in your Gradebook view) and **NOT** to the students.

If you would like to hide grade book columns from students, go to **Manage Grades**, select the grade item, then select Restrictions within that item. Under **General,** select **Hide this grade item**.

Changing Personal Display Options

Select **Settings** in the upper right area of the Grades tool.

The **Personal Display Options** page lets you set what information you want to display in your grade book. Setting these options helps you set up a grade book that has the information you need and is easy to navigate and read.

Note: This option affects **your** view only.

Managing View Display Options

Username: Displays users' usernames in the grade book.

Org Defined ID: Displays Org Defined IDs in the grade book.

Points grade: Displays the points a user earned on a grade item and the total points the item was out of. E.g., 6/10

Weighted grade: Displays how much a users' grade is worth towards the final grade.

E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).

Grade scheme symbol: Displays the grade scheme symbol for the scheme level a user earned on a grade item. This can be a numeric or text value. E.g., "Very Good"

Grade scheme color: Displays the grade scheme color for the grade scheme level a user achieved on a grade item.

Number of characters to display for Text items: Sets the maximum characters to display in the grade book for a Text item before truncating it. Try to find a balance between using a lot of space in the grade book and having enough text to understand the item. The value must be an integer between 0 and 50.

Number of columns before user details repeat: Sets how many columns are displayed before user information is repeated. This option makes it easier to work with long grade books. The value must be an integer between 0 and 99.

Number of users before column header repeats: Sets how often the column header is repeated in the user list. The value must be an integer between 0 and 50. If 0 is entered, the column header is not repeated.

Repeat calculated final grade at the start of the user list: Sets whether you see a user's final calculated grade at the start of the grade book next to the user's name, as well as after all the grade items.

Repeat adjusted final grade at the start of the user list: Sets whether you see a user's adjusted final grade at the start of the grade book next to the user's name, as well as after all the grade items.

Start Page

Default Grades area: Sets which page displays by default when you open the Grades tool.

Changing Org Unit Display Options

The **Org Unit Display Options** page lets you set what information to display to all course users.

Managing View Display Options

Number of decimal places to display: You can set the number of decimal places users will see for items in their grade book. The default value is 2 and the maximum value is 5.

Note: This option only changes how many decimals are displayed; it does not control how many decimals the Grades tool rounds to when calculating grades.

Student View Display Options

Points grade: This setting determines whether or not the Points grade value associated with a grade item is displayed in the student view of grades. Releasing the points grade to users shows them the value a grade item was marked out of and their score. E.g., 6/10.

Weighted grade: This setting determines whether or not the Weighted grade value associated with a grade item is displayed in the student view of grades. Releasing the weighted grade to users shows them the weight of a grade item in relation to the final grade. E.g., 3/5 (for a user who scored 60% on a grade item worth 50% of a category worth 10% of the final grade).

Note: This option is only available for the weighted grading system.

Student View Display Options

Grade Details

- ✔ Points grade ❓
- ✔ Grade scheme symbol ❓
- ☐ Grade scheme color ❓

Decimals Displayed *

Number of decimal places to display [2] ❓

Characters Displayed *

Number of characters to display for Text items [15] ❓

Grade scheme symbol: This setting determines whether or not the grade scheme symbol associated with a grade item is displayed in the student view of grades. Releasing the grade scheme symbol to users shows them the scheme level they received on a grade item. E.g., 80%

Grade scheme color: This setting determines whether or not the Grade scheme color associated with a grade item is displayed in the student view of grades. Releasing the grade scheme color shows users the color associated with the scheme level they received.

Number of decimal places to display: Controls the number of decimal places a user sees in the grade book. The default value is 2 and the maximum value is 5.

Note: This option only changes how many decimals are displayed; it does not control how many decimals the Grades tool rounds to when calculating grades.

Number of characters to display for Text items: Controls the number of characters displayed to users for a text item before the text is truncated. Try and find a balance between presenting enough information for users to recognize the text item and keeping the item short enough that it displays nicely. The default value is 15 and the maximum value is 50.

Display how final grade was calculated to users: This setting determines whether users can see how their final grade was calculated in the student view of Grades.

Student View Display Options

Grade Details

☑ Points grade ❓

☑ Grade scheme symbol ❓

☐ Grade scheme color ❓

Decimals Displayed *

Number of decimal places to display [2] ❓

Characters Displayed *

Number of characters to display for Text items [15] ❓

Final Grade Calculation

☑ Display how final grade was calculated to users ❓

[**Save**] [Close]