

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.

The screenshot shows the top navigation bar with tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the navigation bar are buttons for 'Import', 'Export', 'Switch to Spreadsheet View' (highlighted with a red box), and 'More Actions'. There is also a 'View By:' dropdown set to 'User' and an 'Apply' button. A search bar with 'Search For...' and a magnifying glass icon is present, along with a 'Show Search Options' link. Below the search bar is an 'Internal Message' section. The main table area shows a header row with 'Last Name ▲, First Name', 'Final Grades', and 'WRITING PRACTICE'. Below this is a sub-header row with 'Final Calculated Grade' and 'Writing Practice 1'.

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

The screenshot shows the Gradebook interface in Spreadsheet View. The top navigation bar is the same as in the previous screenshot. The main table area is expanded to show a grid of data. The columns are: 'Last Name ▲, First Name', 'Final Grades', 'WRITING PRACTICE', and 'DISCUSSIONS'. The 'Final Grades' column is further divided into 'Final Calculated Grade' and 'Subtotal'. The 'WRITING PRACTICE' column is divided into 'Writing Practice 1' and 'Subtotal'. The 'DISCUSSIONS' column is divided into 'Discussion 1 - Introductions' and 'Discussion 2 - Walk'. The table contains three rows of data for students: 'STUDENT, D2L DEMO', 'Student 27, ACC', and 'Student19, ACC'. Each row has input fields for grades in the 'Final Calculated Grade' and 'Writing Practice 1' columns. The 'Save' button at the bottom left is highlighted with a red box.

Last Name ▲, First Name	Final Grades		WRITING PRACTICE		DISCUSSIONS	
	Final Calculated Grade	Subtotal	Writing Practice 1	Subtotal	Discussion 1 - Introductions	Discussion 2 - Walk
<input type="checkbox"/> STUDENT, D2L DEMO	- / -	- / -, -%	<input type="text"/> / 20	- / -, -%	<input type="text"/> / 20	<input type="text"/>
<input type="checkbox"/> Student 27, ACC	- / -	- / -, -%	<input type="text"/> / 20	- / -, -%	<input type="text"/> / 20	<input type="text"/>
<input type="checkbox"/> Student19, ACC	- / -	- / -, -%	<input type="text"/> / 20	- / -, -%	<input type="text"/> / 20	<input type="text"/>

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**.

The screenshot shows the 'Enter Grades' page with a navigation bar containing 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the navigation bar are several buttons: 'Import', 'Export', 'Switch to Standard View', and 'More Actions'. The 'More Actions' button is expanded, showing a dropdown menu with 'Hide/Show Columns' and 'Event Log'. The 'Hide/Show Columns' option is highlighted with a red box. Other elements include a 'View By:' dropdown set to 'User', an 'Apply' button, a search bar with 'Search For...' and a magnifying glass icon, and a 'Show Search Options' link.

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

Select **Save**.

The screenshot shows the 'Hide/Show Columns' dialog box. It has a title bar with a close button (X) and a scroll bar on the right. The main content area is titled 'Choose grade items to display' and contains a table with the following items:

Grade Item	Type
<input type="checkbox"/> WRITING PRACTICE	
<input checked="" type="checkbox"/> Writing Practice 1	Numeric
<input checked="" type="checkbox"/> Subtotal	
<input type="checkbox"/> DISCUSSIONS	
<input checked="" type="checkbox"/> Discussion 1 - Introductions	Numeric
<input checked="" type="checkbox"/> Discussion 2 - Wallow in Complexity	Numeric
<input checked="" type="checkbox"/> Discussion 3 - The Rhetoric of Clothing	Numeric

At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.

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**.

Edit Item: Midterm Exam

Properties **Restrictions** Objectives

Hide from Users

Availability

Has Start Date
2/26/2020 12:39 PM Now
United States - Denver

Has End Date
3/4/2020 7:39 PM Now
United States - Denver

Display In Calendar

Release Conditions

Attach Existing Create and Attach **Remove All Conditions**

Save and Close Save and New Save Cancel

Changing Personal Display Options

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

Course Home Content Assignments Discussions Quizzes **Grades** Classlist Attendance Course Admin Calendar More ▾

Enter Grades Manage Grades Schemes Setup Wizard **Settings**

Import Export Switch to Spreadsheet View More Actions ▾

View By: User ▾ Apply

Search For... 🔍 Show Search Options

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.


Personal Display Options

Personal Display Options Org Unit Display Options Calculation Options


Managing View Display Options


User Details


Username 

Org Defined ID 


Grade Details

Points grade 


Grade scheme symbol 

Grade scheme color 


Number of characters to display for text items *




Number of columns before user details repeat *




Number of users before column header repeats *





Repeat Final Grades

Repeat calculated final grade at the start of the user list 

Repeat adjusted final grade at the start of the user list 

Start Page

Default Grades Area

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.

Start Page

Default Grades Area

Enter Grades ?

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.

Org Unit Display Options

Personal Display Options Org Unit Display Options Calculation Options

Managing View Display Options

Decimals Displayed *

Number of decimal places to display ?

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 ?

Characters Displayed *

Number of characters to display for Text items ?

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 

Characters Displayed *

Number of characters to display for Text items 

Final Grade Calculation

- Display how final grade was calculated to users 