


## Grades Settings

An instructor can set up a grade book display options by using the grade **Settings** link in the Grades Area.



Here, you can customize your personal grade book display options as well as **display options for your students**.

- **PERSONAL DISPLAY OPTIONS** is the first Grades Settings page (this is how **you** will see your grade book, not your students) and contains two areas:
  1. **Managing View Display Options:**
    - In **User Details**, there are options to include additional user information such as D2L username and email address. The grade book automatically displays the users' first and last names.
    - **Grade Details** allows you to see grade details in the grade book.  
*This option is very important in helping you to turn on your grade visibility in case you don't see grades in the grade book:*  
[http://gsw.edu/Assets/GaVIEW/files/10.2/Grades/Grades\\_not\\_showing\\_10.2.pdf](http://gsw.edu/Assets/GaVIEW/files/10.2/Grades/Grades_not_showing_10.2.pdf).
    - **Number of characters to display for text items:** defines how many characters of a grade item or category display on the user list. The value must be an integer between 0 and 50.
    - **Number of columns before user details repeat:** defines how often user details (name) are repeated on the user list. The value entered represents the number of columns displayed before the user details are repeated. Specify the number of grade items between 0 and 99 to appear between user details.
    - **Number of users before column header repeats:** determines 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 Final Grades:** determines if you would like either the Calculated Final Grade and/or the Adjusted Final Grade to be displayed at the beginning in the Grades list.
  2. **Start Page:**
    - **Default Grades Area:** shows the Enter Grades page by default. You can set up another page from the drop-down list to be shown up as your default page.
    - If you made any changes to the Personal Display Options page, click **Save**.

**NOTE:** In D2L, many items have a small “Get help on” question mark icon  to the right of them. Click on this icon to learn more about each item.

- **ORG UNIT DISPLAY OPTIONS:** click this tab at the top to move to the *next* page. On this page, you can control what *your students will see in the Grades tool*.

### 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  ?

#### Student View Display Options

**Grade Details**

- Points grade ?
- Weighted 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 ?

Save
Close

- Set up number of decimal places to display. The value must be an integer between 0 and 5.
  - Grade details: what would you like to display to students:
    - Points or/and weighted grades
    - Grades scheme symbol and/or color
  - Number of characters to display for Text items
  - Decide if you would like your students to view the Final Grade Calculation. Click Save.
- **CALCULATION OPTIONS:** click this tab at the top to move to the *next* page.
    - If you prefer not to use the Setup Wizard, you can set up your Grading System, Final Grade Released, and Grade Calculations right here
    - If you would like to keep students' final grades automatically updated, select the **"Automatically keep final grades updated"** check box  
When any changes are made in the grade book that affects the final grade calculations (i.e. modifying a student's grade, changing the 'bonus' property of a grade item) the final calculated grade will recalculate automatically.  
If this option is not checked, the final calculated grade must be manually recalculated. Out of date final calculated grades are indicated with a calculator icon.

In fact, the Calculation Options page combines steps 1 – 3 of the grades Setup Wizard (see Setup Wizard at [http://gsw.edu/Assets/GaVIEW/files/10.2/Grades/Chapter1\\_Overview\\_SetupWizard.pdf](http://gsw.edu/Assets/GaVIEW/files/10.2/Grades/Chapter1_Overview_SetupWizard.pdf)). If you made changes, click Save.

### Calculation Options

[Personal Display Options](#) [Org Unit Display Options](#) **Calculation Options**

#### Grading System

Grading System

Weighted ⓘ

**Example:**  
Assignments Category (20% of final grade)  
- Assignment 1 Item (50% of Assignments)  
- Assignment 2 Item (50% of Assignments)  
Final Exam Item (80% of final grade)

Final Grade: /100%

Points ⓘ

**Example:**  
Assignments Category (40 points)  
- Assignment 1 Item (20 points)  
- Assignment 2 Item (20 points)  
Final Exam Item (200 points)

Final Grade: /240 points

Formula ⓘ

Final grade is determined by a custom defined formula  
Grade items and categories use the Points system

#### Final Grade Released

Release

Calculated Final Grade ⓘ

Adjusted Final Grade ⓘ

#### Grade Calculations

Ungraded Items

Drop ungraded items ⓘ

Treat ungraded items as 0 ⓘ

Auto Update

Automatically keep final grades updated ⓘ

**NOTE:** Selecting the “Final Grade Released” option does NOT automatically release the Final Grade to students.