



Changing a Student's Gradebook View in Settings – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Grades tool in D2L. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved when you want to customize grade details and basic display options for your students' gradebooks.

Steps

1. Go to the **Grades** tool in your course.
2. From either the **Manage Grades** or **Enter Grades**, click on the **Settings** link (at the top, right).

Training Course 01 Course Home My Tools ▾ Edit Course

Enter Grades **Manage Grades** Schemes  **Settings**  Help

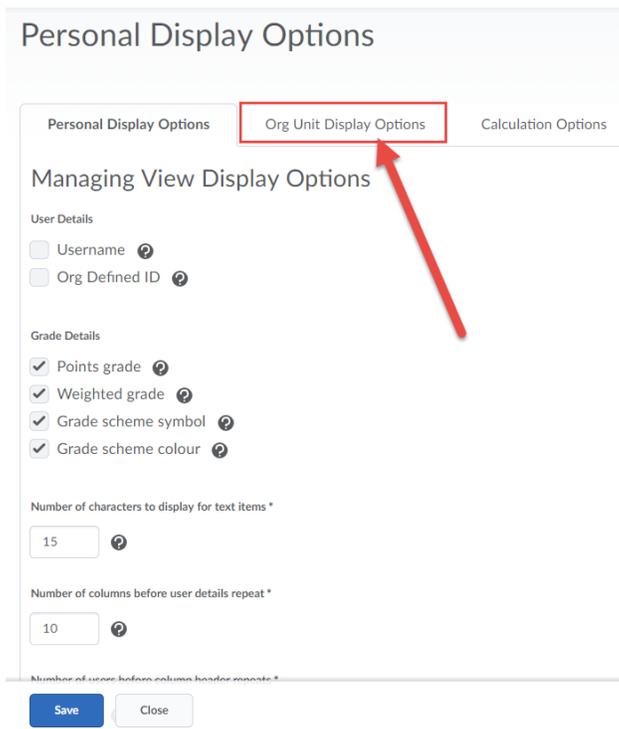
New ▾ More Actions ▾

 Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Assignments ▾				14
<input type="checkbox"/>	Assignment 1 ▾	Numeric	Dropbox 	20	33.33333333
<input type="checkbox"/>	Assignment 2 ▾	Numeric	Dropbox 	30	33.33333333
<input type="checkbox"/>	Assignment 3 ▾	Numeric	Dropbox 	25	33.33333333
<input type="checkbox"/>	Dropbox Grade Items with Rubrics ▾				10
<input type="checkbox"/>	Assignment 1 (Holistic with Percentages) ▾	Numeric	Dropbox 	10	20

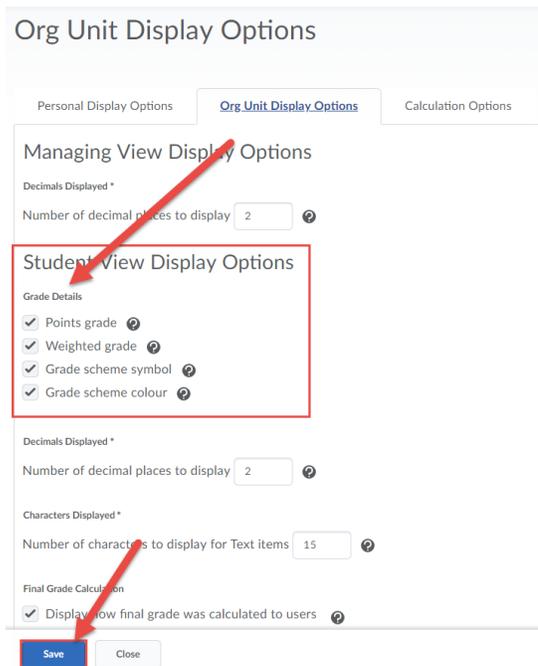


3. Click on the **Org Unit Display Options** tab.



The screenshot shows the 'Personal Display Options' dialog box. At the top, there are three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Org Unit Display Options' tab is selected and highlighted with a red box. A red arrow points from the 'Org Unit Display Options' tab down to the 'Managing View Display Options' section. This section includes 'User Details' with checkboxes for 'Username' and 'Org Defined ID', and 'Grade Details' with checkboxes for 'Points grade', 'Weighted grade', 'Grade scheme symbol', and 'Grade scheme colour'. Below these are input fields for 'Number of characters to display for text items' (set to 15) and 'Number of columns before user details repeat' (set to 10). At the bottom are 'Save' and 'Close' buttons.

4. Make changes to the **Student View Display Options** as needed. You can test your settings by saving them and previewing a student's gradebook, and going back to **Settings** to make further changes until you are satisfied with the view. Click **Save** to save your selections.



The screenshot shows the 'Org Unit Display Options' dialog box. At the top, there are three tabs: 'Personal Display Options', 'Org Unit Display Options', and 'Calculation Options'. The 'Org Unit Display Options' tab is selected. A red arrow points from the 'Managing View Display Options' section down to the 'Student View Display Options' section. This section includes 'Grade Details' with checkboxes for 'Points grade', 'Weighted grade', 'Grade scheme symbol', and 'Grade scheme colour'. Below these are input fields for 'Number of decimal places to display' (set to 2), 'Number of characters to display for Text items' (set to 15), and 'Final Grade Calculation' with a checkbox for 'Display how final grade was calculated to users'. At the bottom are 'Save' and 'Close' buttons.



5. You can also click the **Calculation Options** tab to make one further change. Scroll down to find **Grade Calculations** where you can choose either **Drop ungraded items** (meaning students will not see anything for items not yet graded, but meaning you will have to enter zeros for those students who do not complete those items) or **Treat ungraded items as 0** (meaning students will see zeros for all ungraded items in their gradebook). Click **Save** to save your changes. Click **Close** to return to the Grades tool.

The screenshot shows the 'Calculation Options' tab selected. The 'Grade Calculations' section is highlighted with a red box and an arrow. The 'Drop ungraded items' radio button is selected. The 'Save' and 'Close' buttons at the bottom are also highlighted with a red box and an arrow.

Things to Remember

You can customize display options for individual grade items (and override the main Settings) in the **Properties** tab (under **Display Options**) when you edit a Grade Item. You can also double-check what students are seeing by previewing one of their gradebooks. See the tutorial entitled *Previewing a Student's Gradebook* for more information.



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