



## 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 or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.



### 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

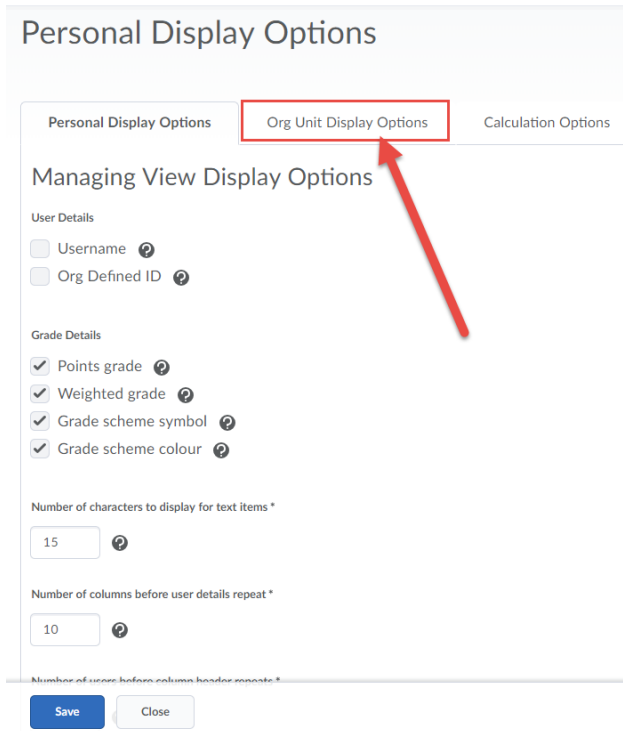
New More Actions

 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

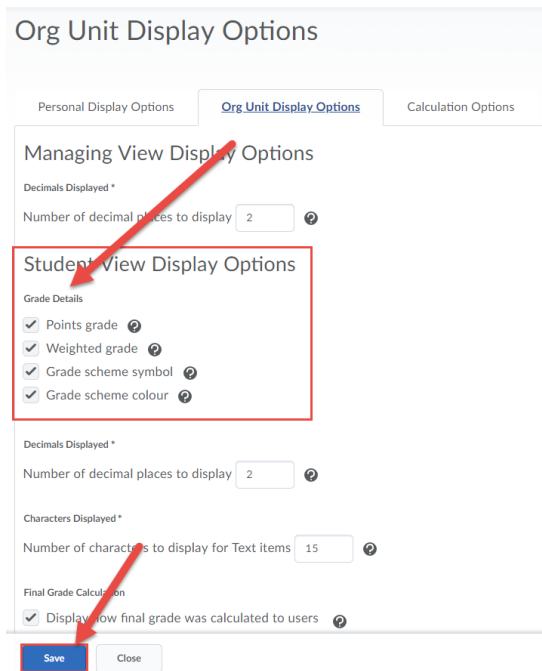


3. Click on the **Org Unit Display Options** tab.



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 to the 'Managing View Display Options' section. Below this section, there are two sub-sections: 'User Details' and 'Grade Details'. 'User Details' has two unchecked checkboxes: 'Username' and 'Org Defined ID'. 'Grade Details' has four checked checkboxes: 'Points grade', 'Weighted grade', 'Grade scheme symbol', and 'Grade scheme colour'. Below these are two input fields: 'Number of characters to display for text items' with a value of 15, and 'Number of columns before user details repeat' with a value of 10. At the bottom, there 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 and highlighted with a blue box. A red arrow points from the 'Org Unit Display Options' tab to the 'Student View Display Options' section. Below this section, there are two sub-sections: 'Grade Details' and 'Decimals Displayed'. 'Grade Details' has four checked checkboxes: 'Points grade', 'Weighted grade', 'Grade scheme symbol', and 'Grade scheme colour'. 'Decimals Displayed' has a 'Number of decimal places to display' input field with a value of 2. Below this is another 'Decimals Displayed' section with the same input field. Below that is a 'Characters Displayed' section with a 'Number of characters to display for Text items' input field with a value of 15. At the bottom, there is a 'Final Grade Calculation' section with a checked checkbox: 'Display how final grade was calculated to users'. At the very bottom, there 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 'Grading System' section has 'Weighted' selected. The 'Final Grade Released' section has 'Adjusted Final Grade' selected. The 'Grade Calculations' section has 'Drop ungraded items' selected. The 'Save' and 'Close' buttons are at the bottom.

## 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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