Check Grades Settings Prior to Releasing Final Grades

The following examples will show you some basic Grade Settings you will want to check prior to releasing final grades to students.

➢ To Access the Grades Settings pages

1. Click grades settings in the Grades Area on the left side of the screen.

➢ Personal Display Options

Personal Display Options Page: (What you see)

- Grade Details – Check the box in front of the details you want to see in grade book
  - NOTE: If you using a Weighted Grade System you will want to check the option for Weighted grades.
- Repeat Final Grades – This will put the final grade column right next to your student names in the grade book
- BE SURE TO CLICK SAVE after making any changes
Org Unit Display Options

Managing View Display Options: (What you see)
- **Decimals Displayed**: You can set the number of decimal places you see for items in your grade book. The default value is 2 and the maximum value is 5.

Submission View Display Options: (What students see)
- **Grade Details**: Check the box in front of the grade details you want STUDENTS to see in grade book
- **Decimals Displayed**: Controls the number of decimal places a student sees in the grade book. The default value is 2 and the maximum value is 5.
- **Final Grade Calculation**: Displaying the Final Grade Calculations to users allows them to see how their grade was calculated.
  - **NOTE**: THIS DOES NOT RELEASE THE FINAL GRADE TO STUDENTS
DIRECTIONS CONTINUED ON NEXT PAGE

- Calculation Options

Final Grade Released: (NOTE: THIS DOES NOT RELEASE THE FINAL GRADE TO STUDENTS)
Grades Settings Check

- **Calculated Final Grade** – The grade achieved by users based on the grading formula setup in the grade book. You cannot adjust it without editing individual grade items and recalculating the total.
- **Adjusted Final Grade** – A final grade that can be adjusted or modified before being released to users.

- **Grade Calculations:**
  - **Treat ungraded items as a 0** – Ungraded items count as a 0 towards users’ final grades.
  - **Drop ungraded items** – Ungraded items are removed from the final grade calculation. They do not count toward the users’ grade.
  - **Automatically keep final grades updated** – Determines whether the calculated final grade updated every time a change is made or only when a user clicks the Recalculate Final Grade icon.