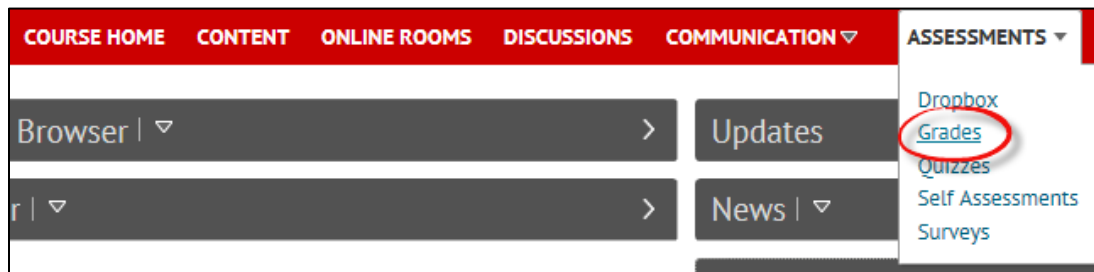


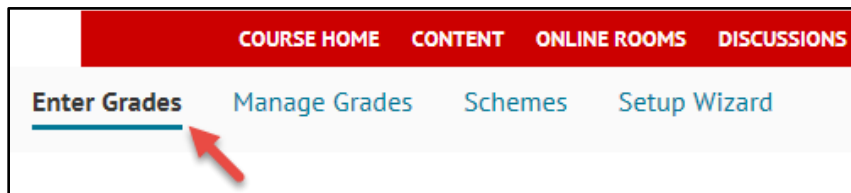
How to View a Student's Grade Display as Instructor

To get a sense of what students are seeing in the gradebook, and to confirm that you have selected the correct student-view display settings for grades, please follow the steps below:

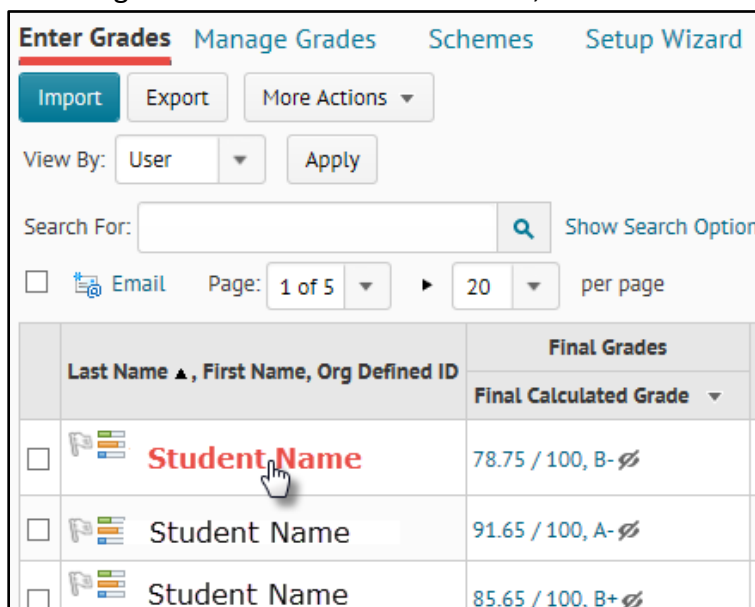
1. In the red navigation bar, click the **Assessments** dropdown menu. Select **Grades** from the dropdown menu.






2. Select the **Enter Grades** tab



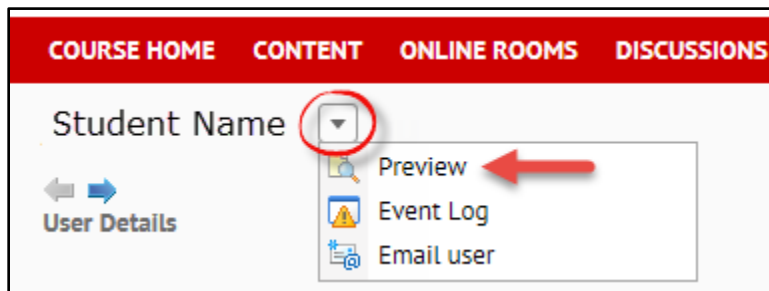
3. To view grades as the student sees them, click on the **Student Name**



The screenshot shows the 'Enter Grades' page with the following elements: 'Import', 'Export', and 'More Actions' buttons; 'View By: User' dropdown and 'Apply' button; 'Search For:' input field with a search icon and 'Show Search Options' link; 'Page: 1 of 5' and '20 per page' controls; and a table of student grades.

Last Name ▲, First Name, Org Defined ID		Final Grades
		Final Calculated Grade ▾
<input type="checkbox"/>	 Student Name	78.75 / 100, B- ⓧ
<input type="checkbox"/>	 Student Name	91.65 / 100, A- ⓧ
<input type="checkbox"/>	 Student Name	85.65 / 100, B+ ⓧ

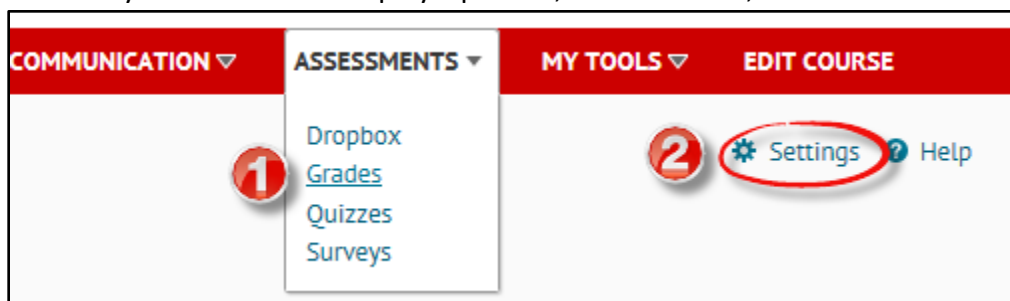
4. From the dropdown menu beside the student's name, select **Preview**.



5. Grades are displayed exactly as students would see them. The visibility of each grade item and category is dependent on whether you have selected the grade to be visible or hidden. Whether students can view Points, Weight Achieved, Grade Scheme Symbol, and Grade Scheme Colour depends on selections you made under "Student View Display Options".

Grades			
Grade Items			
Grade Item	Points	Weight Achieved	Grade
Quiz		44 / 60	
Quiz 1	32 / 50	9.6 / 15	C-
Quiz 2	36 / 50	14.4 / 20	C+
Quiz 3	40 / 50	20 / 25	B
Discussions		34.75 / 40	
Discussion 1 Main Post	5.5 / 8	5.5 / 8	C
Replies Discussion One	2 / 2	2 / 2	A+
Discussion 2 Main Post	14.5 / 15	14.5 / 15	A

6. To modify "Student View Display Options", select **Grades**, and then choose **Settings**



7. Under **Org Unit Display Options**, you can modify the **Grade Details** that are released to students

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 colour ?

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**

