



Modify Grade Setting

In this tutorial we will learn about the grades settings. Grade settings will display the setting you set in the setup wizard. By using grade settings you can make changes to the settings without completing the setup wizard.

Step 1. Personal Display Tab

Personal Display Options



On the top of the screen you will see three tabs.

Cancel Save

Managing View Display Options

User Details: Username Org Defined ID Email

Grade Details: Points grade Grade scheme symbol Grade scheme color

* Number of characters to display for text items: 15

* Number of columns before user details repeat: 12

* Number of users before column header repeats: 10

Repeat Final Grades: Repeat calculated final grade at the start of the user list Repeat adjusted final grade at the start of the user list

Start Page

Default Grades Area: Enter Grades

Cancel Save

Personal Display Options

Personal Display Options

Cancel

1A. The first tab we will talk about is personal display options to manage the way you, the instructor will view your students' grades.

User Details:

Username ?

Org Defined ID ?

Email ?

1B. You can click the checkboxes for the options you want to show about users. You can choose to show their username, org defined ID, and email.

1C. The options you have for grade details are points grade, grade scheme symbol, and grade scheme color.

Grade Details:

Points grade ?

Grade scheme symbol ?

Grade scheme color ?

By checking the points grade box will be able to see the point value associated with that grade. The grade scheme symbol will display the symbol, a percent or letter grade associated with the grade item. The grade scheme color will show the color associated with the grade item such as failing or incomplete grades. The color can only be displayed if the symbol is shown as well.

The next option you can modify is the number of characters to display for text items.

* Number of characters to display for text items: ?

1D. You can choose a number between 0 and 50, if you choose 50 and use more than 50 characters to display, the extra characters won't show. We recommend you not to enter a large number of characters because you may need to scroll across your screen if you have many characters.

1E. You can choose to modify the number of columns to display before user details repeat. This setting determines how often user details are repeated on the user list.

* Number of columns before user details repeat: ?

The user details shown are the ones you specified above. If you have a high screen resolution you are able to see more columns before you need to scroll across your screen to view other columns. If you have a low screen resolution you are only able to see a few columns before you need to scroll across your screen to see the other ones. So you should pick a low number if you have a low screen resolution and high number if you have a high screen resolution. You can choose a number between 0 and 99.

1F. Next you can choose the number of users before the column header repeats. Each column header is the name of the assignment. This will set how often the column header is repeated in the user list. You can choose a number between 0 and 50.

* Number of users before column header repeats: ?

Once again, if you have a high screen resolution you are able to see more rows before you need to scroll down your screen to view other rows. If you have a low screen resolution you are only able to see a few rows before you need to scroll down your screen to see the other ones. So you should pick a low number if you have a low screen resolution and high number if you have a high screen resolution.

Repeat Final Grades: Repeat calculated final grade at the start of the user list ?

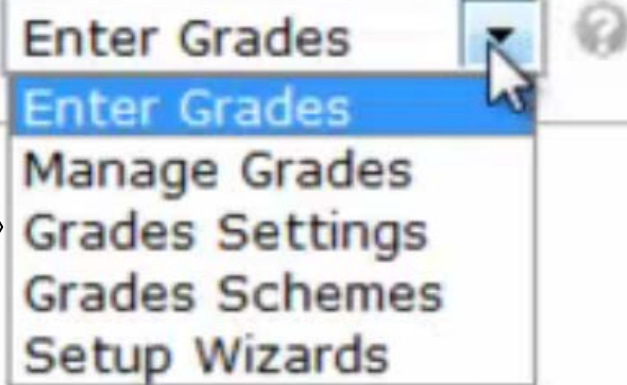
Repeat adjusted final grade at the start of the user list ?

1G. You have the option to repeat final grades at the start of the user list. This will show the final grade at the beginning of your grade items and at the end.

Enter Grades ?

1H. By default the final grade will be shown at the end. You can choose to repeat the calculated final grade or the adjusted final grade.

Default Grades Area:



1I. Finally, you can choose which grades area will display when you click grades in the navigation bar. You can choose to display enter grades, manage grades, grades settings, grades schemes, or setup wizard. We recommend you to keep it as is.

Step 2. Org Display Options



2A. The next tab we will discuss is the org display options. The managing view display options modifies how the instructor sees students' grades.

Cancel

Managing View Display Options


* Decimals Displayed: Number of decimal places to display


2B. You can first choose the number of decimals of the grade. You can choose between 0 and 5 decimals.


Submission view Display Options

Grade Points grade 

Please note that the higher the number is, the more crowded the screen will appear.


* Decimals Displayed: Number of decimal places to display 

* Characters Displayed: Number of characters to display for Text items 

Final Grade Calculation: Display final grade calculation to users 




Cancel

Managing View Display Options

* Decimals Displayed: Number of decimal places to display 

Submission view Display Options

2D. You can check the points grade, grade scheme, symbol and color checkboxes if you want.

Grade Points grade 
Details: Grade scheme symbol 
 Grade scheme color 

2C. Next you can choose the submissions view display options. These options will modify how the students view their grades.

The points grade box will display the points associated with the grade. The symbol and color boxes will show the symbol and color associated with the grade.

2F. and the number of characters to display.

* Decimals Displayed: Number of decimal places to display

* Characters Displayed: Number of characters to display for Text items ?

Final Grade Calculation: Display final grade calculation to users ?

2E. You can also choose the number of decimals to display

Once again you can only choose between 0 and 5 decimals to display and 0 to 50 characters to display.

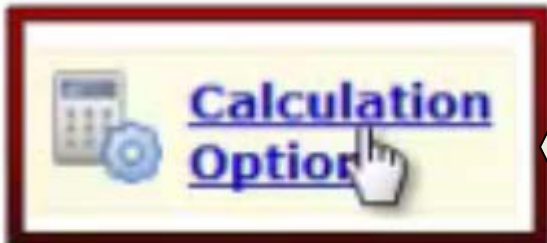
* Decimals Displayed: Number of decimal places to display ?

* Characters Displayed: Number of characters to display for Text items ?

Final Grade Calculation: Display final grade calculation to users ?

2G. Your final modification can be used to display the final grade calculation to students.

Step 3. Calculation Options



3A. The last tab is calculation options. This tab allows you to choose which grading system and other calculations you will use for your students' grades.

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

3B. First you can choose one of three grading systems. They are weighted, points, and formula.

Final Grade Released

Release: Calculated Final Grade

Adjusted Final Grade

The next section lets you choose which final grade you will release to your students.

3C. You can choose to release the calculated final grade or the adjusted.

Final Grade Released

Release: Calculated Final Grade

Adjusted Final Grade

3D. If you are planning to round your grades we recommend you to show the adjusted final grade.

Lastly you can choose different grade calculations. You can choose to drop ungraded items or treat ungraded items as a 0. These options are useful for assignments that you did not assign points to.

Grade Calculations

Ungraded Items: Drop ungraded items Treat ungraded items

Auto Update: Automatically keep final grades updated

3E. For example, for incomplete assignments the system will drop the assignment and not include it in the final grade.

Grade Calculations

Ungraded Items: Drop ungraded items Treat ungraded items as 0

Auto Update: Automatically keep final grades updated

3F. If you choose to treat ungraded items as a 0 the system will assign 0 points and will count it as part of the final grade.

Grade Calculations

Ungraded Items: Drop ungraded items Treat ungraded items as 0

Auto Update: Automatically keep final grades updated

3G. You can also choose to have the system automatically keep the final grade updated.

3H. If you do not choose this option then the final grade must be manually recalculated. If the final calculated grade is out of date then a calculator icon will be shown. This will tell you that you need to recalculate the final grade since there were changes to grade items since you last recalculated. Then save the grade settings.

In this tutorial we have learned how to modify the grade settings.