If things don't look like you think they should in your Grades, take a look at the Gradebook Settings. This can be done by using the Settings (Gear) Icon.

**Grade Settings**

In Manage Grades, click the Settings (gear) icon.

**Personal (Instructor Gradebook) Display Options**

**Personal Display Options** sets how things look to the Instructor in the Gradebook/ Enter Grades area. **Grade Details: Points grade** determines whether the Points grade value associated with a grade item is displayed (92/100). **Weighted grade** determines whether the Weighted grade value is displayed; this can be confusing at times (20.7 / 22.5).

**Grade scheme symbol** is the symbol for the grade scheme level achieved. For our Percentage scheme, the symbol is the numeric percentage (e.g. For a grade of 90%, the symbol is "90%" not just the "%").

**Grade scheme color** determines whether a symbolic color associated with a grade item is displayed as a visual marker of how the student is doing.

Note: The grade scheme color can only be displayed if the grade scheme symbol is also displayed.

**Weighted Grade: On**

![Screenshot of Weighted Grade: On]

**Weighted Grade: Off**

![Screenshot of Weighted Grade: Off]
Org Unit (Student View) Display Options

Sets how things look to Students in their Grades area. **Grade Details:** Points grade determines whether the Points grade value associated with a grade item is displayed (92/100). **Weighted grade** determines whether the Weighted grade value is displayed; this can be confusing at times (20.7 / 22.5). **Grade scheme symbol** is the symbol for the grade scheme level achieved. For our Percentage scheme, the symbol is the numeric percentage (e.g. For a grade of 90%, the symbol is "90%" not just the ".") **Grade scheme color** determines whether a symbolic color associated with a grade item is displayed as a visual marker of how the student is doing. Note: The grade scheme color can only be displayed if the grade scheme symbol is also displayed.

**Final Grade Calculation** determines whether students can see how their final grade was calculated in the student view of Grades.

Calculation Options Tab

The Calculation Options tab has three critical settings areas: Grading System, Final Grade Release, and Grade Calculations.
Grading System

Under Grading System, you set whether (based on your Syllabus' Grading section) you plan to use a grading system with a set of weighted categories, or a points system. For most classes, a Weighted System works best, where various categories are worth a percentage of the total Final Grade.

Final Grade Released

Under Release, you choose whether you plan to use the Calculated or Adjusted Final Grade. In almost all cases, we use the Calculated Final Grade. (This setting does not release the final grade to your students, it merely tells the internal gradebook calculator which to use.)

Select (the new option) "Automatically release final grade" to actually release the scores to your students.

Grade Calculations

Under Ungraded items, you decide whether to exclude (ignore) ungraded items from the calculation of grades or to assign a value of 0 as the points received for all ungraded items. If you choose the former (Drop ungraded), then you must manually add a zero for any items not submitted (give a 0 if a 0 was "earned"). If you choose the latter (count as zero), then everything in the gradebook will count as a zero until another grade replaces it. Students begin with a zero average and work their way up.