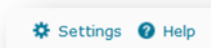


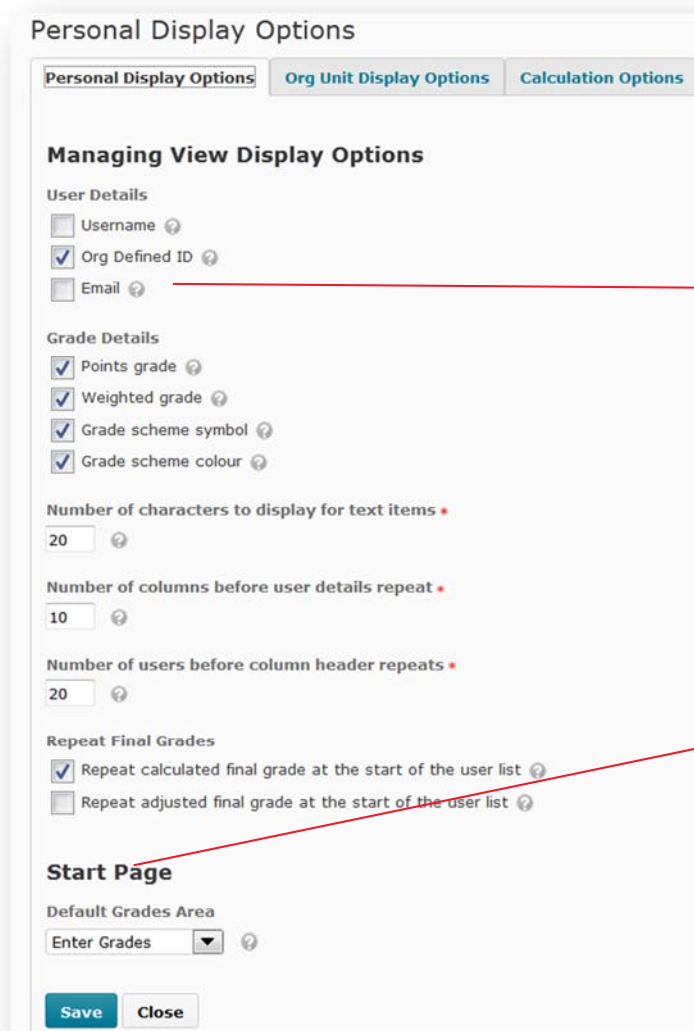
## Change how you see *Grades*

You can easily change how you see grades in the *Grades* tool. For example, you may wish to see only the *Grade Scheme*, or you can choose to see *Points*, *Weighted* and *Grade Schemes* presented. Note that these changes will apply only to YOUR view of the *Grades* tool. Tutors and other colleagues who wish to see the same view, will have to follow the procedure below themselves.

1. Go to the *Grades* tool and select the *Settings* option (it appears to the top right of the screen).



2. Choose the *Personal Display Options* tab. Choose the settings you require, then click on the *Save* button. You can change these settings at any time.

A screenshot of the 'Personal Display Options' settings page. The page has three tabs: 'Personal Display Options' (selected), 'Org Unit Display Options', and 'Calculation Options'. Under 'Managing View Display Options', there are sections for 'User Details' (with checkboxes for Username, Org Defined ID, and Email), 'Grade Details' (with checkboxes for Points grade, Weighted grade, Grade scheme symbol, and Grade scheme colour), and three input fields for 'Number of characters to display for text items', 'Number of columns before user details repeat', and 'Number of users before column header repeats'. There is also a 'Repeat Final Grades' section with two checkboxes. At the bottom, there is a 'Start Page' section with a dropdown menu set to 'Enter Grades' and 'Save' and 'Close' buttons.

Choose the *Grade Detail* options that you would like to see. At a minimum, choose *Grade Scheme Symbol* and *Grade Scheme Colour*. Choose the *Weighted grade* option if you intend to use a weighted system and *Categories*. Many staff like to have all four options selected, including the *Points Grade* option.

Controls which view is presented to you when you open the *Grades* tool. If you often need to check student results or record results, keep the *Enter Grades* option. If you're more likely to set up *Grade Items* and *Categories*, choose the *Manage Grades* option.