

Set up the default for how students see their *Grades*.

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



2. Choose the *Org Unit Display Options* tab. Choose the settings you require, then click on the *Save* button.

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 2

Student View Display Options

Grade Details

- Points grade
- Weighted grade
- Grade scheme symbol
- Grade scheme colour

Decimals Displayed *
Number of decimal places to display 2

Characters Displayed *
Number of characters to display for Text items 20

Final Grade Calculation

Display how final grade was calculated to users

Save Close

Type in 2 here. This allows you to see decimal places in your view of *Grades*.

Choose the *Grade Detail* options that you would like your students 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*. We generally do not recommend selecting the *Points Grade* option.

We recommend showing 2 decimal points to students if you plan to show them their *Points* and *Weighted* grades.

REMEMBER:

If you ever need to, you can override the default *Grade Scheme* for individual *Grade Items*.