How to manage what learners see in the grade book

You can manage several settings to control what learners see in their grade book, including:

- Grade details
- Number of decimals to display for graded items
- Number of characters to display for text items
- Final grade calculations
- Ability to add grades to ePortfolio (if applicable)

**Note** You can set display options at the org unit level (via **Settings**), category level (via the Edit Category page), and for individual grade items (via the Edit Item page).

### How do I access grade book display options?

1. Navigate to the org unit you want to change grade book settings for.
2. Do one of the following:
   - Click **Settings**, and then click into the Org Unit Display Options tab to apply display options to the entire grade book.
   - Click **Edit Grade Item** from the context menu of a category or grade item to apply display options on a more individual or granular basis.

### Settings overview

#### Grade Details

There are several display options you can enable:

- **Points grade** Displays the points grade value associated with a grade item.
- **Weighted grade** Displays the weighted grade value associated with a grade item. Only applicable when using the Weighted grading system.
- **Grade scheme symbol** Displays the grade scheme symbol associated with a grade item.
- **Grade scheme color** Displays the grade scheme color associated with a grade item. You must enable the grade scheme symbol in order to display the color.

#### Decimals Displayed

Controls how many decimal points display to a learner in their view of the grade book.

**Note** Must be a number between 0 and 5.

#### Characters Displayed

Controls how many characters of a text grade item display to a learner in their view of the grade book.

**Note** Must be a number between 0 and 50.

#### Final Grade Calculation

Controls whether learners can see how their final grade was calculated in their view of the grade book.

#### ePortfolio Artifacts

If a learner has the appropriate permissions and this setting is enabled, then they can import their grades to their ePortfolios.

### Example

In this example, the grade book is set up to display the points grade in addition to the percentage grade, the grade scheme color, up to 2 decimal points per grade item, up to 30 characters for text items, and the ability to send grades to ePortfolio.