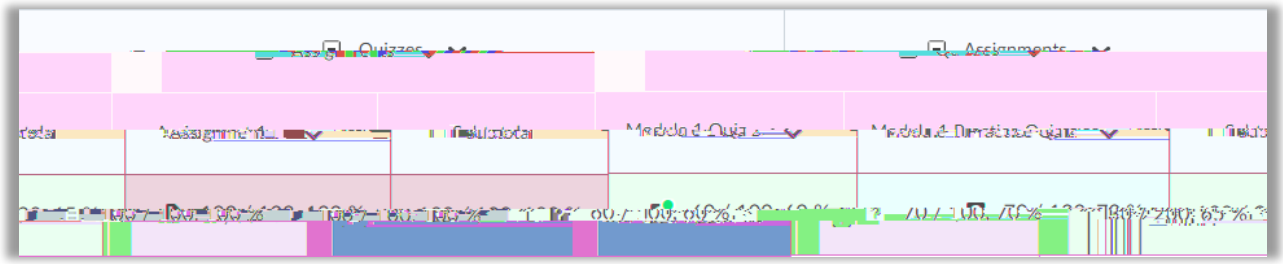
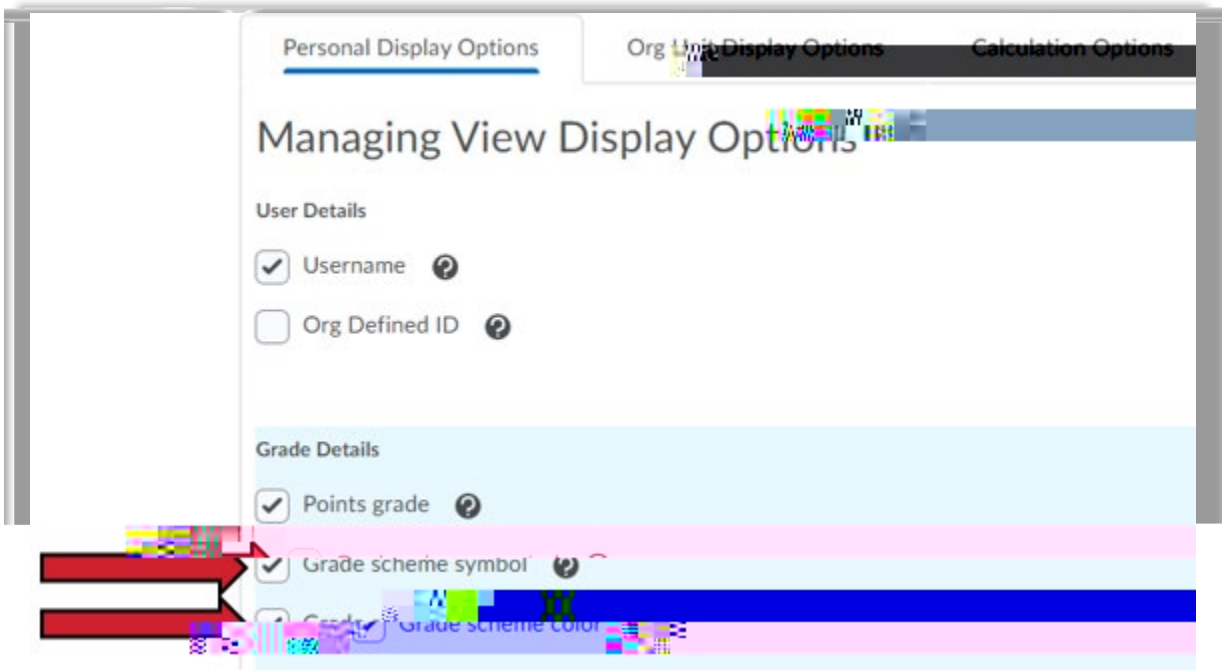
Personal Display Options

The Personal Display Options control how the gradebook appears to you, the instructor. Adjust the settings on this tab to fit your preferences.

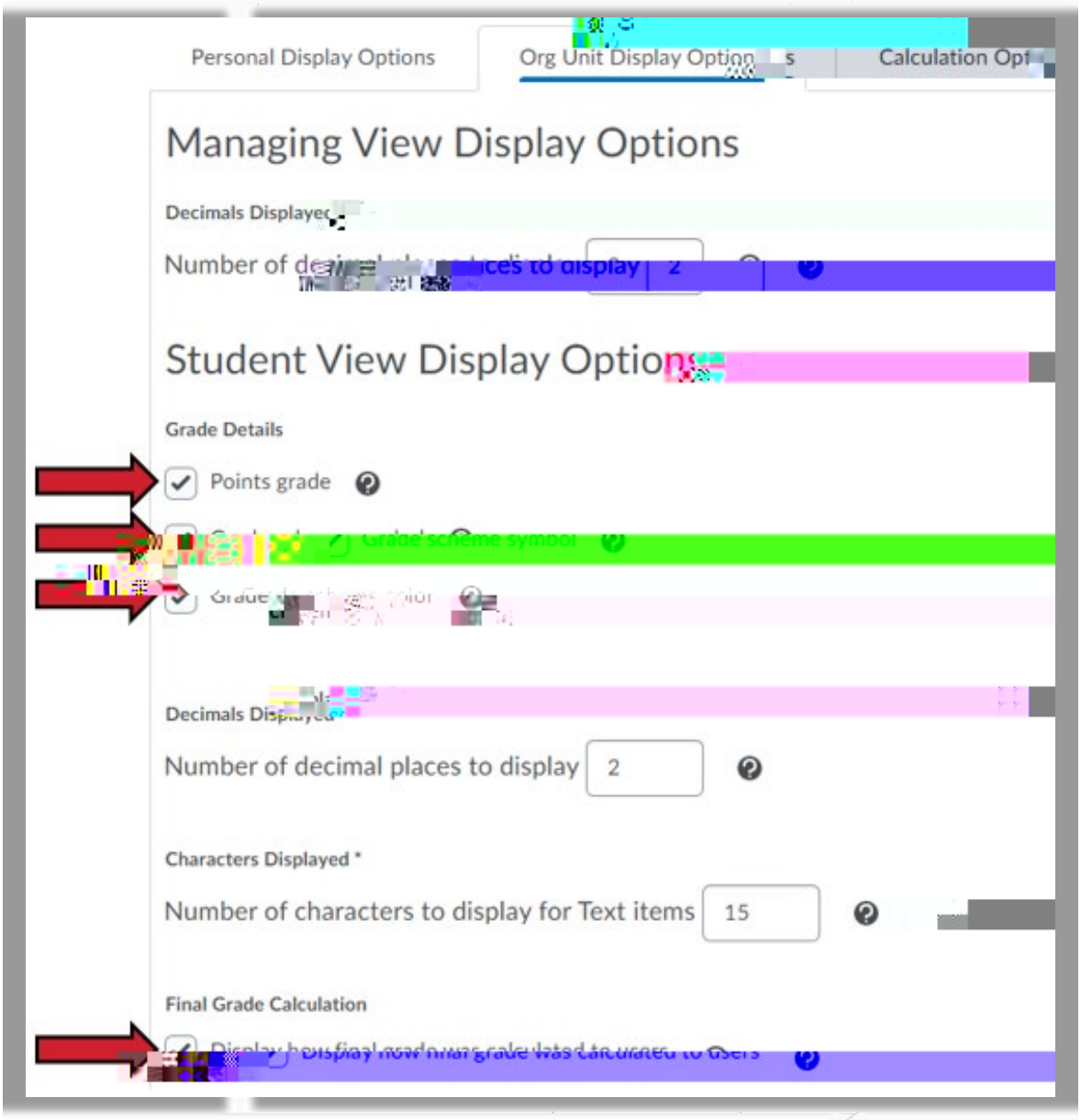
The **grade scheme color** adds a colored background to each grade. The **grade scheme symbol** adds the student's percentage score for individual grade items.





Org Unit Display Options

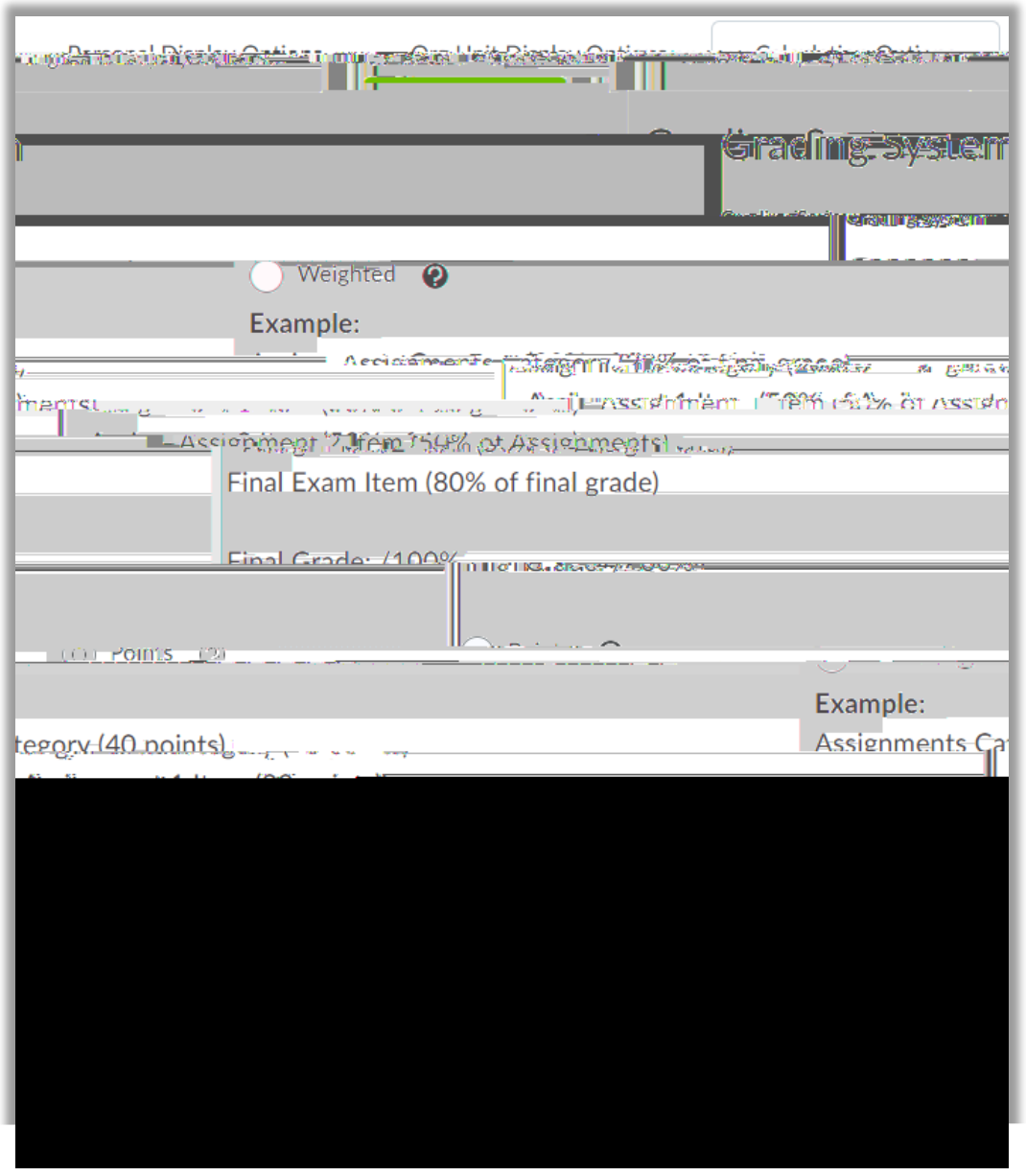
The Org Unit Display Options control what students see when they access their grades. Here are the recommended settings: Check **all** of the boxes on this tab.



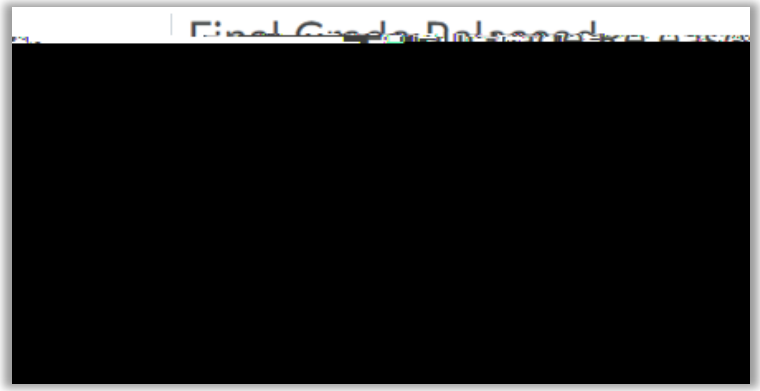
Calculation Options

The Calculation Options tab is where you will verify that students can, in fact, view their up-to-date final grade. There are three sections of settings on this tab.

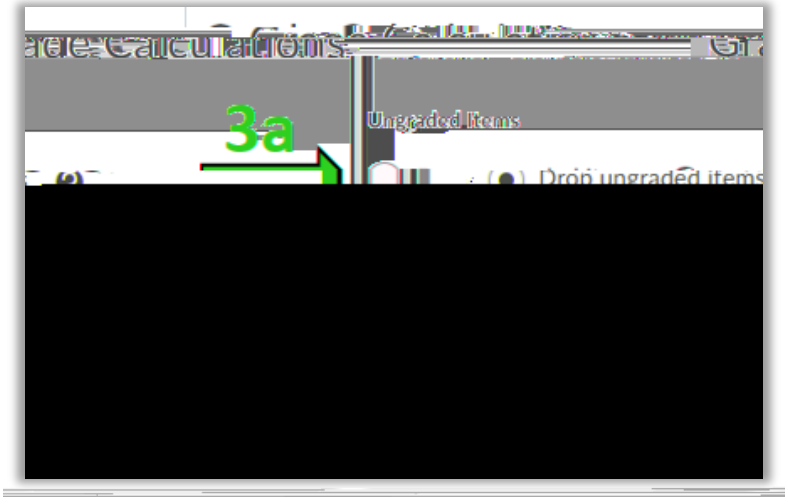
1. **Grading System:** This will reflect your current grading system selection; you do not have to adjust anything here.



2. **Final Grade Released**
    a. Select "Calculated Final Grade." This will release the grade that students have earned by completing their graded coursework. You can still adjust students' final grades at the end of the term.
    b. Select "Automatically release final grade." This will prevent you from having to manually release students' final grades.



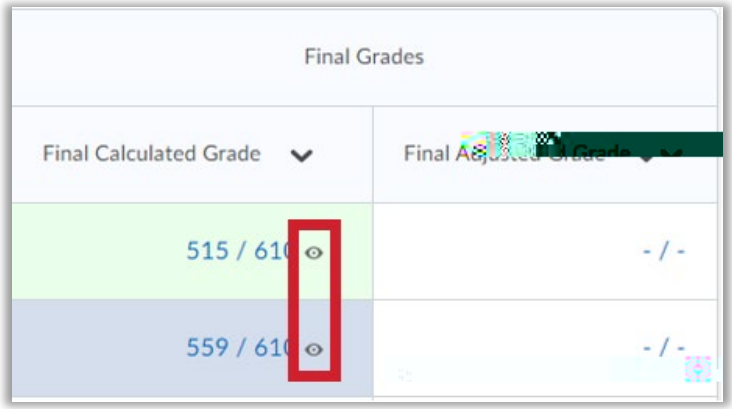
3. Grade Calculations
    a. Select "Drop ungraded items." By dropping the ungraded items, students' final grades will only reflect the coursework they have received grades for (even work they may have earned a 0 on).
    b. Select "automatically keep final grades updated." This way, the system will automatically recalculate students' final grades each time an item is scored.



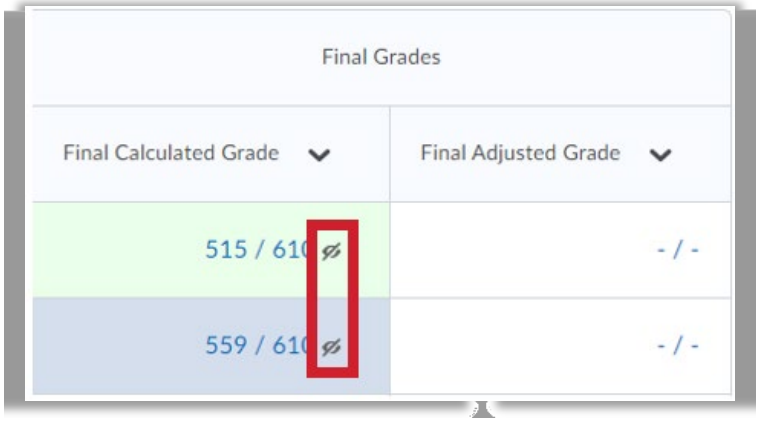
Verifying the Final Grade is Released through Grade Columns

To verify that students' final calculated grades are released, scroll all the way to the right of the Enter Grades area. There, you will see the Final Grades columns: one for Final Calculated Grade, and one for Final Adjusted Grade.

If the final grade **is** released and visible to students, you will see an open-eye symbol, like this:



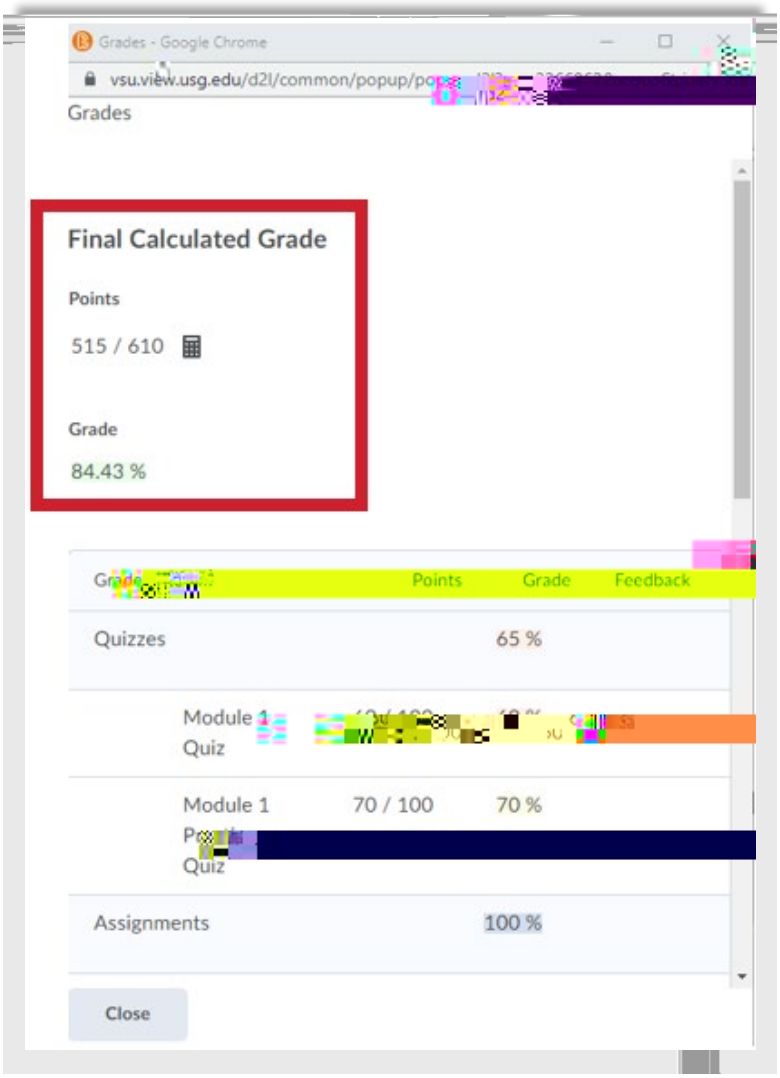
If the final grade is **not** released to students, you will see a closed-eye symbol, like this:



If the final grade is **not** released to students, continue to the next section, **Manually Releasing the Final Grade**.

Manually Releasing the Final Grade

1. In the event that the final grade is not released,



For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.