How to Customize Grade Screen View

This guide will cover how to edit the layout of a gradebook in Brightspace through the **Personal Display Options** tab.

Start by navigating to the **Grades tab** and then select **Enter Grades**. Below is an example layout of how a default gradebook appears.

Notice that the student name appears every five columns? This can become quite cumbersome when viewing a course with dozens of grade items and students. You may wish to edit this view to reflect a more manageable gradebook.

1. To start editing, click on the **Settings** tab located on the top right-hand corner of the screen above.

2. Under **Personal Display Options** note the section below:

   a. This number controls how many columns appear in the gradebook before the student's name repeats. To remove this function, set this field to 0 and click **Save.**
   b. Return to the **Grades tab** and notice the gradebook:

3. Now, let's look at some of the other settings and their functions. Return to the **Settings tab** and then **Personal Display Options**.
    a. The first section to note is the **Grade Details**

    Grade Details

    ✓ Points grade ❷
    ✓ Grade scheme symbol ❷
    ✓ Grade scheme color ❷
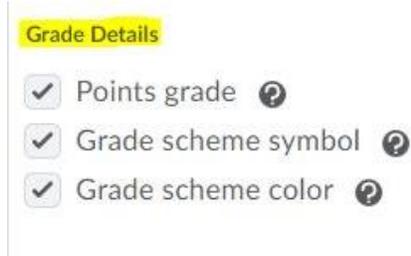
    b. **Points Grade** determines whether the Points grade value associated with a grade item is displayed in the user list by default.
    c. **Grade Scheme Symbol** determines whether or not the Grade scheme symbol associated with a grade item is displayed in the user list.
   d. **Grade Scheme Color** controls whether the grade color scheme associated with the grade is displayed. Note, this can only be displayed if the Grade Scheme Symbol is also active.

4. Next up is, **Number of characters to display for text items.**

    Number of characters to display for text items *

    50

    a. This setting determines how many characters of a grade item or category display on the user list. The limit may be overridden for Text grade items. The value must be an integer between 0 and 50. If the text is longer than the value specified, it will be truncated. The larger the character limit, the longer the gradebook will appear.

5. **Number of users before column header repeats:**

    Number of users before column header repeats *

    10
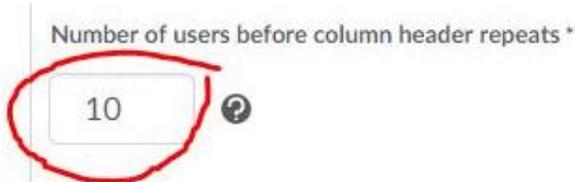
    a. This setting determines how often the column header is repeated in the user list. The value must be an integer between 0 and 50. If 0 is entered the column header is not repeated. As with the **Number of Characters** display, the larger the integer, the longer your Gradebook layout will be.

6. Under **Repeat Final Grades**, there are two settings that can be enabled, **Repeat Calculated Final Grade** and **Repeat Adjusted Final Grade**.

Repeat Final Grades

☑ Repeat calculated final grade at the start of the user list ❷
☐ Repeat adjusted final grade at the start of the user list ❷

    a. Repeat Calculated Final Grade determines whether the Calculated Final Grade column is displayed at the beginning of the user list.

    b. Repeat Adjusted Final Grade determines whether Adjusted Final Grade column is displayed at the beginning of the user list.

7. The last setting, Default Grades Area, controls the first page displayed when the Grades link is clicked on the Navbar.

Start Page

Default Grades Area

Enter Grades ⌄   ❷

    a. The pages to select are**: Enter Grades, Manage Grades, Grades Settings, Grades Schemes and Setup Wizard.** Whichever page is selected will become the default page that loads whenever the **Grades** tab is accessed in the Brightspace course.

8. As always, be sure to click the **Save** button when done making changes to the gradebook **Personal Display Options**.