Verifying Final Grade Visibility in BlazeVIEW

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Setting the Display and Calculation Options
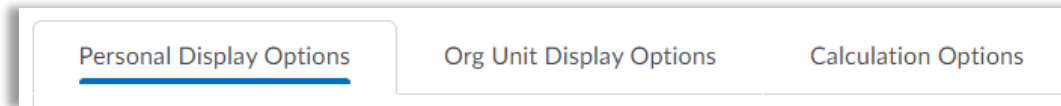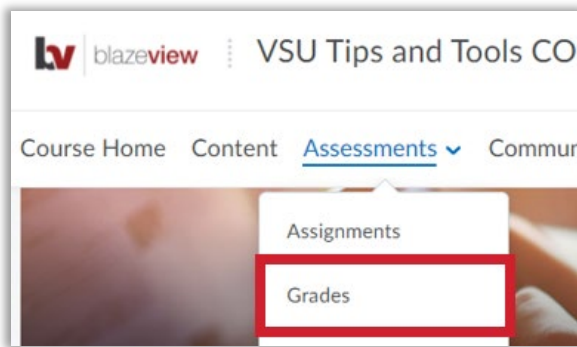
Personal Display Options

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.

Quizzes			Assignments	
Module 1 Quiz	Module 1 Practice Quiz	Subtotal	Assignment 1	Subtotal
60 / 100, 60 %	70 / 100, 70 %	130 / 200, 65 %	100 / 100, 100 %	100 / 100, 100 %

Personal Display Options	Org Unit Display Options	Calculation Options

Managing View Display Options

User Details

☑ Username ❓

☐ Org Defined ID ❓

Grade Details

☑ Points grade ❓

☑ Grade scheme symbol ❓

☑ Grade scheme color ❓

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.
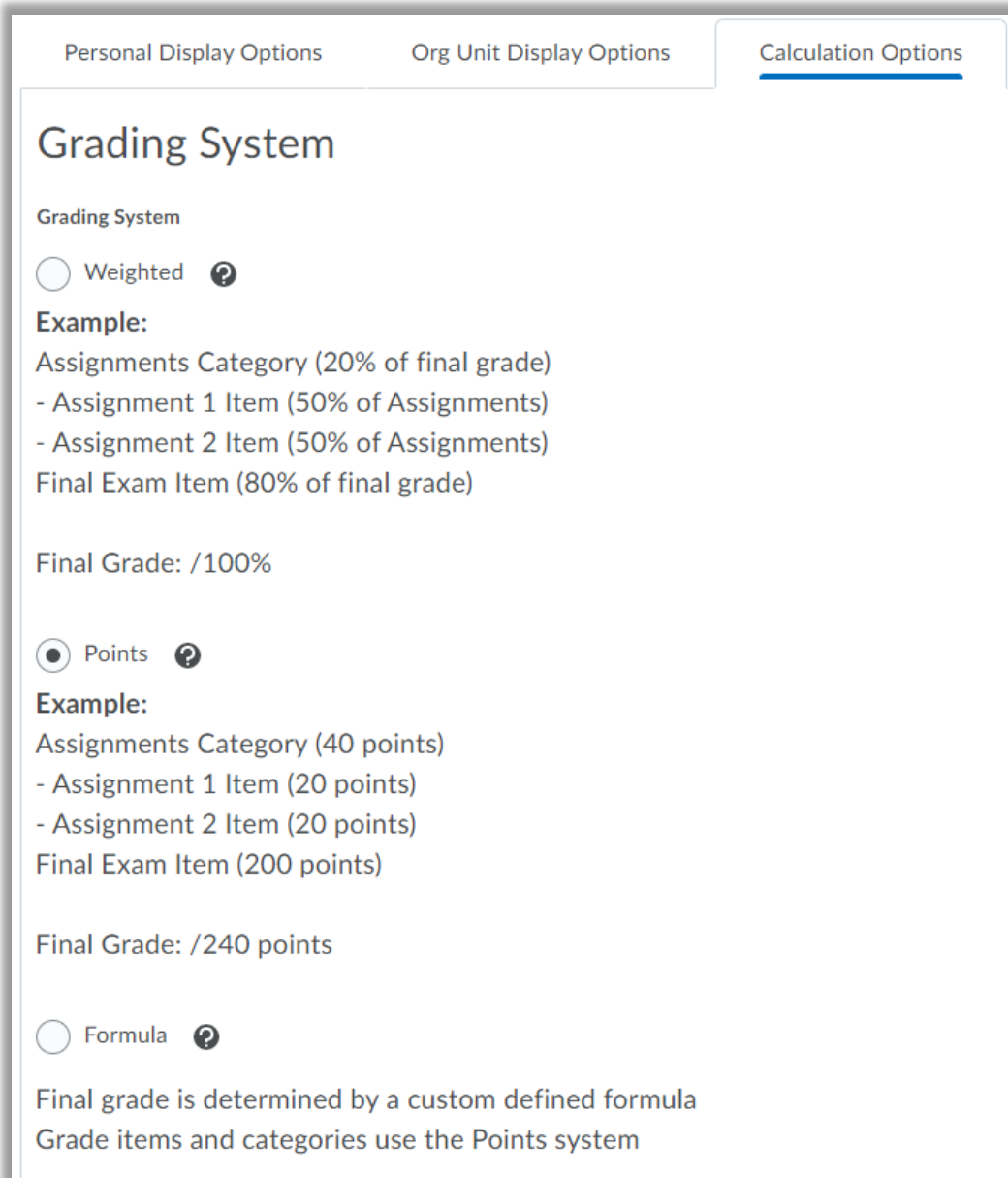
Calculation Options

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.

Personal Display Options	Org Unit Display Options	Calculation Options

Grading System

Grading System

○ Weighted ❓

Example:
Assignments Category (20% of final grade)
- Assignment 1 Item (50% of Assignments)
- Assignment 2 Item (50% of Assignments)
Final Exam Item (80% of final grade)

Final Grade: /100%

◉ Points ❓

Example:
Assignments Category (40 points)
- Assignment 1 Item (20 points)
- Assignment 2 Item (20 points)
Final Exam Item (200 points)

Final Grade: /240 points

○ Formula ❓

Final grade is determined by a custom defined formula
Grade items and categories use the Points system

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.

Final Grade Released

2a → Release
   ● Calculated Final Grade
   ○ Adjusted Final Grade

2b → ☑ Automatically release final grade

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.
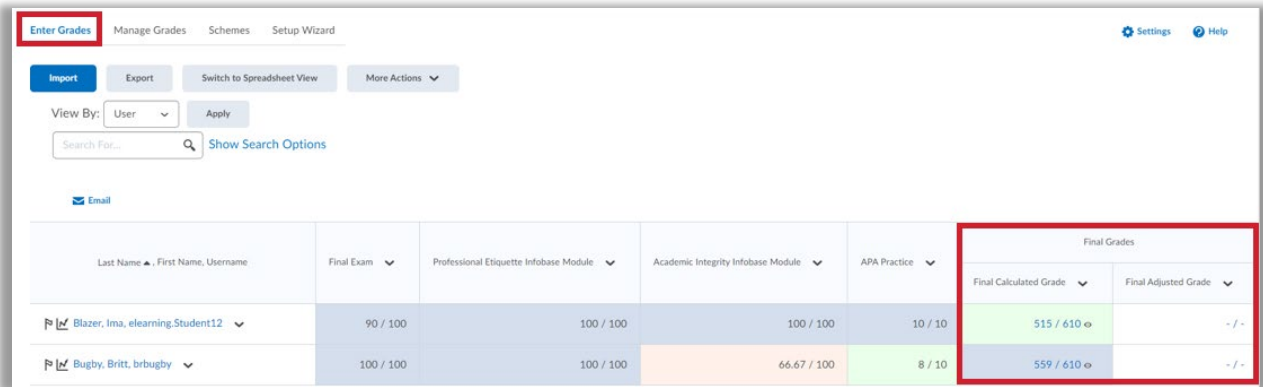
Grade Calculations

3a → Ungraded Items
   ● Drop ungraded items
   ○ Treat ungraded items as 0

3b → Auto Update
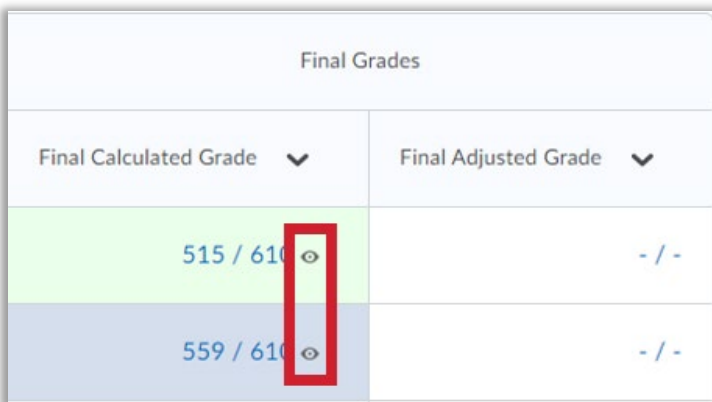   ☑ Automatically keep final grades updated

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.
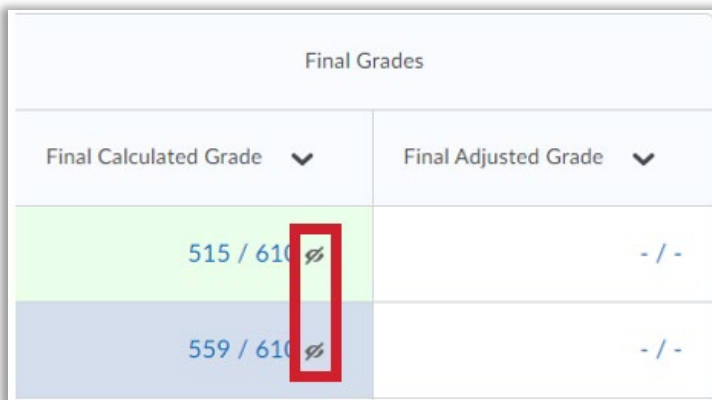

If the final grade **is** released and visible to students, you will see an open-eye symbol, like this:

If the final grade is **not** released to students, you will see a closed-eye symbol, like this:
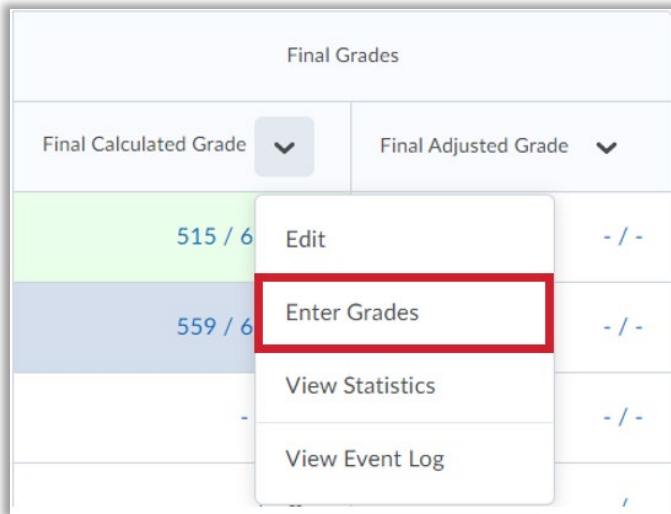
If the final grade is **not** released to students, continue to the next section, **Manually Releasing the Final Grade**.
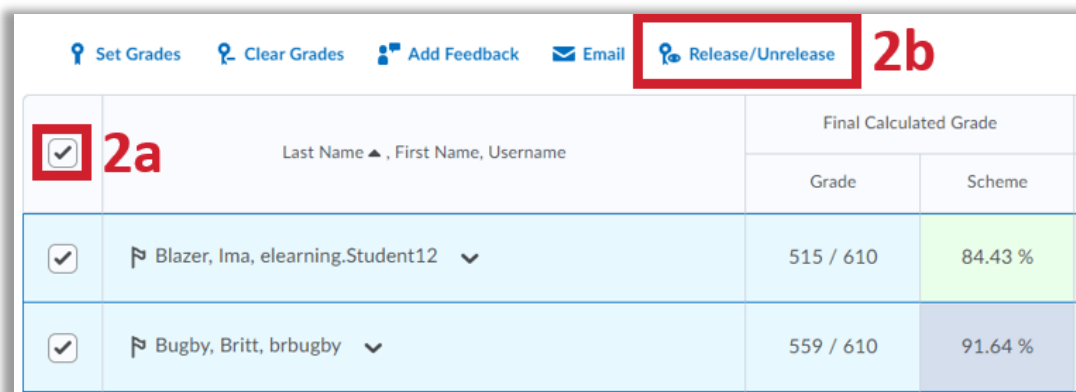
Manually Releasing the Final Grade

1. In the event that the final grade is not released, expand the dropdown menu on the Final Calculated Grade column and select **Enter Grades**.

2. On the next screen, you will see a table with columns for your students, their final grades, and the release status of those final grades.
   a. To release the final grades, first select all of the students by clicking the top-left checkbox.
   b. Then, click **Release/Unrelease** from the options above the table. This will alter the rightmost column.

4. Be sure to click **Save and Close** at the bottom of the screen.

Verifying the Final Grade is Released through Student Preview

You can preview what grades students see.

1. From the Enter Grades area, expand the dropdown menu next to a student's name.
2. Choose **Preview**.

3. Another window will then pop up. If you've released the student's final grade, you will see it at the top of the popup window.

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.