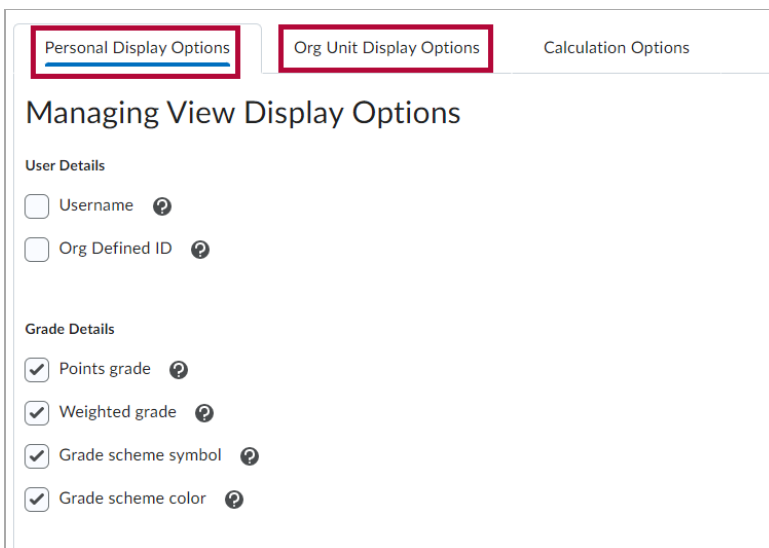
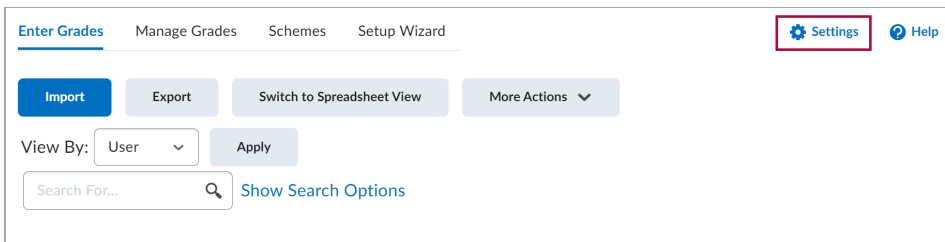


# Gradebook Options for Student and Instructor Views

Last Modified on 03/28/2026 4:54 pm CDT

## Navigation to Gradebook Settings

On the **Gradebook**, click **[Settings]** in the upper-right corner. You can control display options for instructors under the **Personal Display Options** tab and for students under the **Org Unit Display Options** tab. These settings determine how grade information is displayed, including the points grade, grade scheme symbol, grade scheme color, and weighted grade in a weighted gradebook.



## Display Options

### Points Grade

Displays the points scored out of the max points — e.g., **80/100**.

A01 ▼	A02 ▼	A03 ▼
100 / 100	95 / 100	100 / 100
90 / 100	95 / 100	75 / 100
80 / 100	75 / 100	85 / 100

## Weighted Grade

Displays how much the grade item is worth **in relation to the final grade**, taking into account **the weight of the grade item in its category** and **the weight of the category in the final grade** — e.g., **4/5** (for a student who scored 80/100 points on a grade item worth 5% of the final grade).

For more information on weighted grades, please refer to the [Set Up a Weighted Gradebook](https://vtac.lonestar.edu/help/a128) (<https://vtac.lonestar.edu/help/a128>) article.

**NOTE:** This option is only available if you chose the weighted grading system. This value can be confusing to students.

A01 ▼	A02 ▼	A03 ▼
5 / 5	4.75 / 5	5 / 5
4.5 / 5	4.75 / 5	3.75 / 5
4 / 5	3.75 / 5	4.25 / 5

## Grade Scheme Symbol

Displays the grade scheme symbol for the score received on a grade item — e.g., **80%** on a **Percentage** grade scheme or **B** on a **Letter** grade scheme.

**NOTE:** The default grade scheme will display the **Percentage** grade as the grade scheme symbol. See [Gradebook Schemes](https://vtac.lonestar.edu/help/a191) (<https://vtac.lonestar.edu/help/a191>) for more information.

A01 ▼	A02 ▼	A03 ▼
100 %	95 %	100 %
90 %	95 %	75 %
80 %	75 %	85 %

A01 ▼	A02 ▼	A03 ▼
A	A	A
A	A	C
B	C	B

## Grade Scheme Color

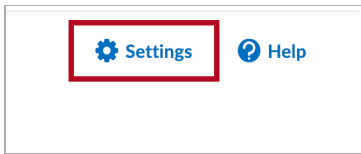
Displays the grade scheme color associated with the scheme level.

**NOTE:** If you select colors for your grade scheme, they will be turned on by default for the instructor view.

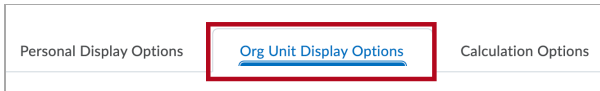
A01 ▼	A02 ▼	A03 ▼
100 / 100, 5 / 5, 100 %	95 / 100, 4.75 / 5, 95 %	100 / 100, 5 / 5, 100 %
90 / 100, 4.5 / 5, 90 %	95 / 100, 4.75 / 5, 95 %	75 / 100, 3.75 / 5, 75 %
80 / 100, 4 / 5, 80 %	75 / 100, 3.75 / 5, 75 %	85 / 100, 4.25 / 5, 85 %

## Setting the Student View

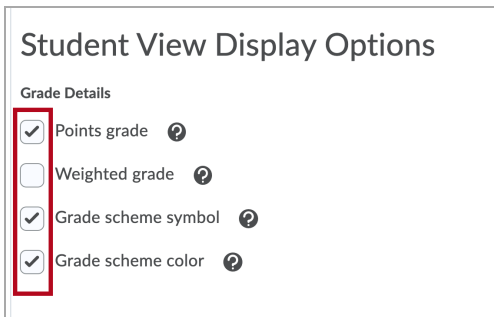
1. Click **[Grades]** on the **Navbar**.
2. Click the **[Settings]** icon in the top right corner.



3. Click on the **[Org Unit Display Options]** tab.

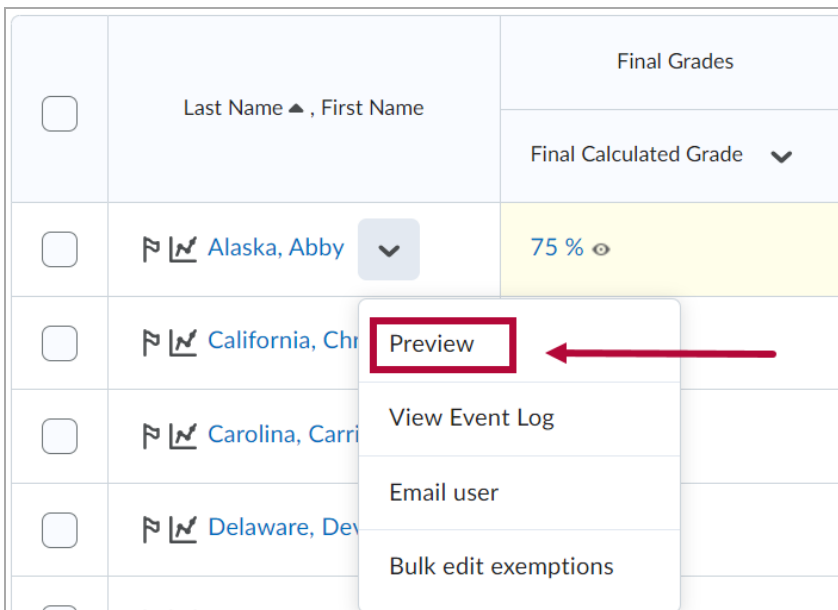


4. Under **Student Display Options**, select the options you would like displayed to students.



5. To preview how a particular student views the gradebook on the **[Enter Grades]** page, select **[Preview]**.

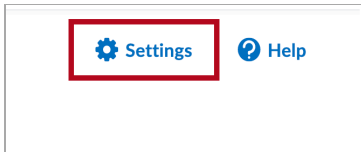
**NOTE:** Clicking **[Preview]** will show you **exactly** what that student sees in the **Gradebook**, so it can be used to check for issues with **Gradebook** settings that affect the visibility of grades for students.



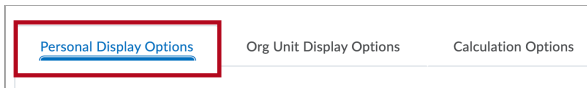
## Setting the Instructor View

1. Click **[Grades]** on the **Navbar**.

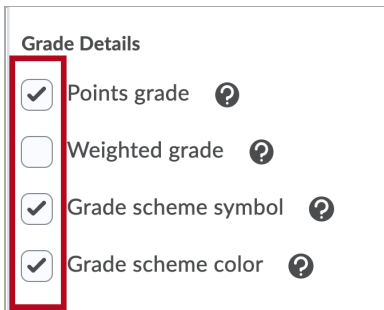
2. Click the **[Settings]** icon in the top right corner.



3. Click on the **[Personal Display Options]** tab.



4. In the **Grade Details** section, select the options you would like to see.



## Troubleshooting and Support

If you need additional assistance, contact the **IT Service Desk** at **281.318.HELP** (4357).