



Gradebook Settings

The Gradebook Settings allow you to modify and apply Late Policies, a Grade Posting Policy, a Final Grade Overview, and View Options in your course gradebook.

The Gradebook interface includes a header with a 'Gradebook' dropdown, an 'Import' button, an 'Export' button, and a settings gear icon highlighted with a red box and a red arrow. Below the header are two search bars: 'Student Names' with a 'Search Students' input and 'Assignment Names' with a 'Search Assignments' input. An 'Apply Filters' button is located below the search bars.

The 'Gradebook Settings' dialog box has three tabs: 'Late Policies', 'Grade Posting Policy', and 'View Options'. The 'Late Policies' tab is active. It contains the following options:

- ☐ Automatically apply grade for missing submissions
- Grade for missing submissions %:
- ☐ Automatically apply deduction to late submissions
- Late submission deduction %: Deduction interval:
- Lowest possible grade %:

A warning message is displayed in an orange box: 'Changing the late policy will affect previously graded submissions.' At the bottom are 'Cancel' and 'Apply Settings' buttons.

Late Policies: Allows you to apply missing submission or late submission policies to your course.

Grade Posting Policy: Allows you to choose between automatically and manually posting grades. **Note:** If a manual posting policy has been applied, all assignment headers in the Gradebook will show the **Manual** label.

View Options: Filters and sorts the Gradebook according to several viewing options and allows to modify the color for a grading status (late, missing, resubmitted, dropped, and excused).