



Quick Guide to the Grade Center

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Accessing the Grade Center

Different Views

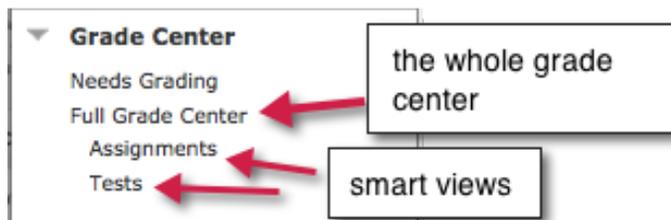
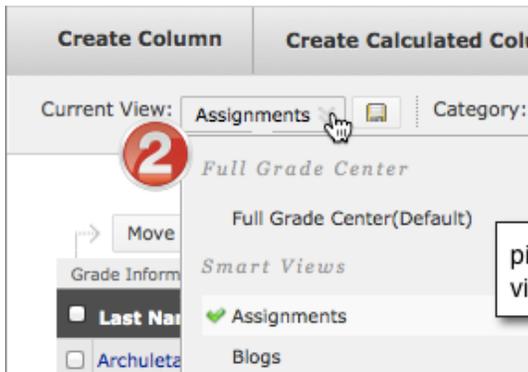
Use the Course Management menu, then **Grade Center**. All grading is generally done through the grade center.

You may enter the full center or choose a **Smart View**, which can be a category or particular users or a custom view.

Student's View

Students view the Grade Center through the **My Grades** tool link, which you may add to the Course Menu with the plus sign (+) above the Course Menu.

Filter your view



Smart Views

Smart Views are ways to customize your view of the Grade Center and add those views as a link in the Course Management menu.



Course Management Menu

- Create Column
- Create Calculated Column
- Manage**
 - Grading Periods
 - Grading Schemas
 - Grading Color Codes
 - Categories
 - Smart Views**
 - Column Organization
 - Row Visibility
 - Send Email
- Reports

Current View: Assignments Category: Assignments

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Last Access
<input type="checkbox"/>	[blurred]	[blurred]	February 17, 201
<input type="checkbox"/>	[blurred]	[blurred]	February 17, 201

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smart Views can be created based on a variety of criteria including Grading Periods, Categories, and Performance. [More Help](#)

Create Smart View

Grade Center Smart Views

Grade Information Bar

Favorites Delete

<input type="checkbox"/>	Title	Description	Type	Add as Favorite
<input type="checkbox"/>	Assignments		System	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Blogs		System	<input type="checkbox"/>
<input type="checkbox"/>	Discussion Boards		System	<input type="checkbox"/>
<input type="checkbox"/>	Final Grade View		System	<input type="checkbox"/>
<input type="checkbox"/>	Journals		System	<input type="checkbox"/>

these are categories that come with the course

select as "Favorites" to make them appear in the Course Management menu



Create a new Smart View

Pick a Type of View and pick the parameters it accordingly.

The **Custom** option can be very handy for diving the task of grading among TAs or multiple instructors. Create a text column in the Grade Center and enter the TA's name for each student; or put the students in a group according to the grader. Or use the custom option to create a smart view for the Child Sections in a grouped course.

2. Selection Criteria

Type of View

- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status View items by their category and status.
- Custom Build a query based on user criteria.

Select Criteria *Select the users' grade criteria to benchmark.*

1

User Criteria: Availability Condition: Equal to

2

Formula Editor

1

Child Course ID
First Name
Grade on Dropbox: Assessment 1/Quiz (Score)
Grade on Reflection Paper #1 Dropbox (Score)
Grade on SPR 13 Welcome Survey (Complete/Incomplete)
Grade on Total (Score)
Grade on Weighted Total (Percentage)
Group
Last Access
Last Name
NetID
Shown/Hidden
Student ID

Then make the Smart View a Favorite to appear in the Course Management menu.

Moving students up to the top temporarily

2

Move To Top Email

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Total
<input type="checkbox"/>	Dalton	Solomon	--
<input type="checkbox"/>			--
<input type="checkbox"/>			--
<input checked="" type="checkbox"/>			--
<input type="checkbox"/>			--
<input type="checkbox"/>			--
<input checked="" type="checkbox"/>			--
<input type="checkbox"/>			--

1

Selected Rows: 3

this indicates a dropped student

select the student, then click Move to Top



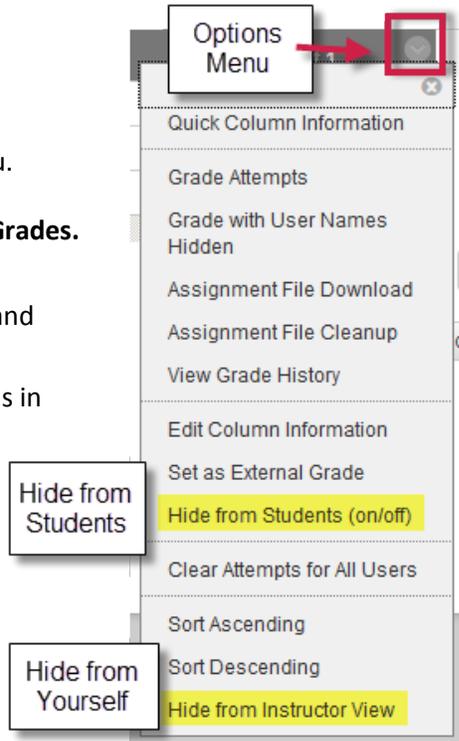
Display all of your students



Showing/Hiding Columns

Use the down arrow to the right of the column name to get this menu.

- Use **Hide from Students** to control what students see in **My Grades**.
- Use **Hide Column from Instructor** to hide from yourself.
- If you have trouble finding a column, use the **Manage menu** and select **Column Organization**. That view will show all existing columns, and will allow you to Unhide and reorganize columns in your instructor view.



Managing Columns

Column Information

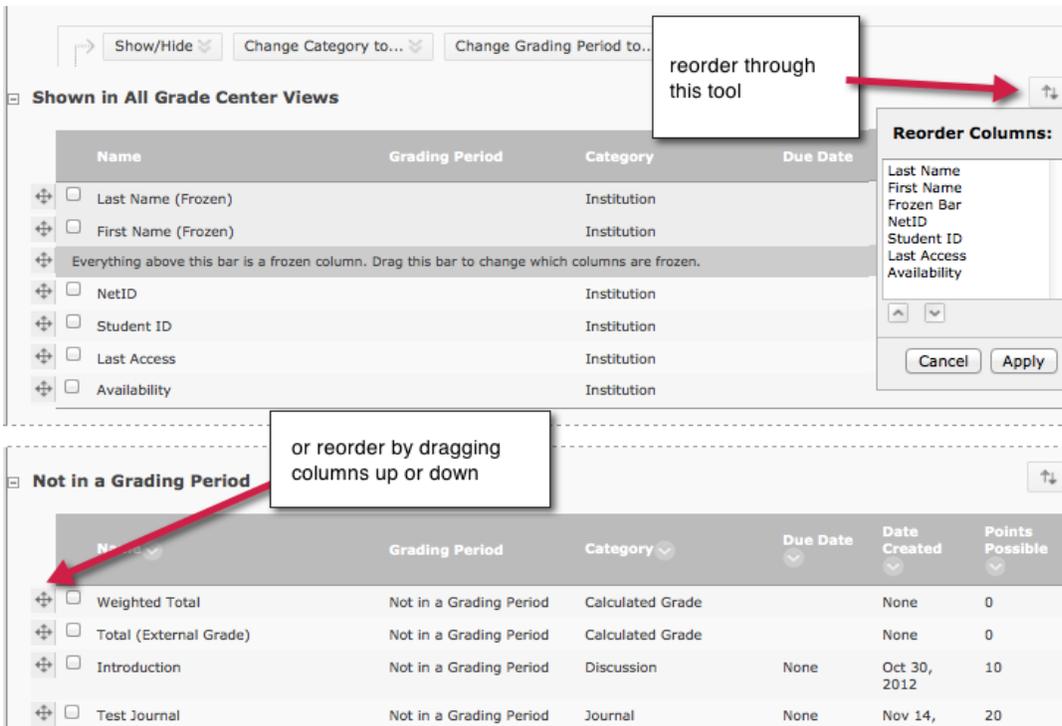
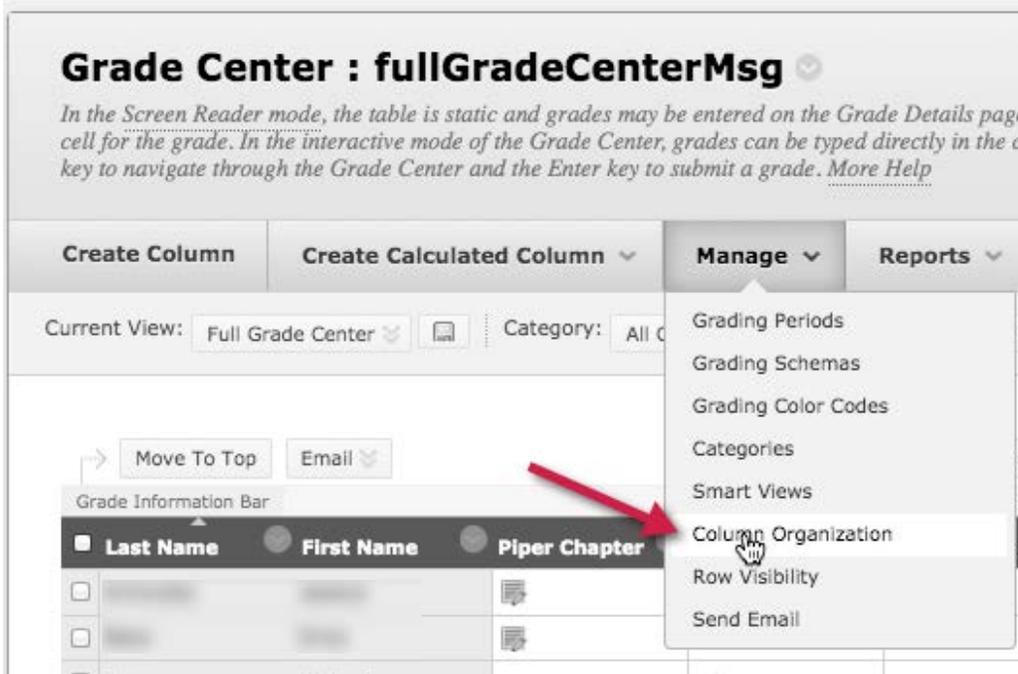
From a column's options menu, select **Edit Column Information** to:

- Change the name of the grade center column
- Change the column display – for the Primary or Secondary view:
 - Score, Text, Letter, Percentage, Complete/Incomplete
 - The Score to Letter conversion is tied to the Letter "Schema"
- Pick the method of recording a multiple attempt assignment or test:
 - Last Grade Attempt
 - Highest Grade
 - Lowest Grade
 - First Graded Attempt
 - Average of Graded Attempts
- Whether to include the column in the calculations
- Showing statistics through My Grades
- If you create a column in the grade center, you may assign points or a rubric here as well



Arranging Columns for Your View and My Grades

From the **Manage** menu, use **Column Organization** to move columns right or left.





Grading Periods

This method of organizing the Grade Center will allow you to organize by any means you like; such as by date, module, semester, etc. The grading periods will appear under Column Organization and will allow you to easily organize the order and create Smart Views.

While the order of the columns will affect My Grades, the names of the Grading Periods will not show to students.

Creating Grading Periods by date will allow you to automatically group columns by the “due date” field in any column.

1. Grading Period Information

* Name

Description

2. Dates

Grading Period Dates None
 Range Start Date
Enter dates as mm/dd/yyyy
 End Date
Enter dates as mm/dd/yyyy

Associate Columns Associate this Grading Period with all columns tl range.

Categories

Categories are available to create Smart Views and in the structure of calculated columns, such as the Weighted Total.

Remember that you can make a category appear as a link in the Course Management menu. Use the Manage / Smart View option to set that category as a “Favorite”.

One Category per Column

Let’s say you would like to create a category for all assignments that are a part of a special project or something like that. If you change the category for those assignments to the “special project” category – then those assignments will no longer appear under the “Assignments” category.

Special Columns

Total Column

By default, this column is set up to be a running total and to include all columns as a part of that total. And the default is to make the column visible to students.



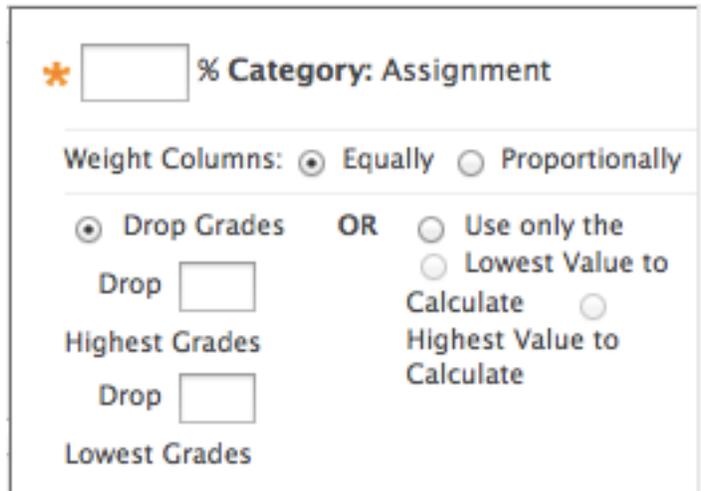
If you are not sure if you want to make use of this column, hide it. You will find the option to “Show this Column to Students” under the Total column’s **Edit Column Information**.

Weighted Total

The Weighted Total type column will allow you to assign a percentage of the overall grade to a particular column or category.

For example, let’s say you have 16 discussion forums graded with a total of 50 points each, but as a category you want those forums to comprise 10% of the overall grade. The weighted total column is the means to accomplish that.

The Weighted Total also gives you the means to **drop the highest or lowest grade** in a category or to **use the lowest or highest score to calculate** the percentage.



The Weighted Total can also be set as a **Running Total**.

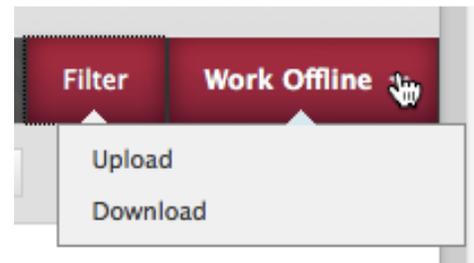
Other Calculated Columns

You may create a column that will calculate the **Average** or the **Minimum/Maximum** value.

Custom Formulas

There is not an option to create a calculated column with a custom formula.

To accomplish this, create a regular column with “Score” as the “Primary Display”.



Then use the **Work Offline** menu to select **Download**. Download as many columns as you need to manipulate through your spreadsheet software.

Beware: when you download a column, the name of the column will be augmented with the total points for that column. You will need to remove that extra text before uploading the column back to the grade center.

When ready, upload that file with the Work Offline menu.