

SETTING UP THE GRADE CENTER

You already know you invest a great deal of time planning and creating lessons, matching lessons with learning objectives, and then assessing whether those objectives have been met. Assessing learning objectives is accomplished in many different ways—through exams, projects, papers, group work, participation, and more. Assigning value to student work and configuring a grading schema to display grades to students is unique for every instructor and for every course.

CUSTOMIZING THE GRADE CENTER

All Grade Center functions are initiated on the **Grade Center** page. This view is customizable, allowing you to sort items in ways to maximize efficiency and to view student information with a minimum of scrolling. You can also create rules to apply color to the cells in the Grade Center grid, either by grade or status. Color rules provide visual indicators to help you interpret information quickly.

You can customize your view using grading periods, creating additional categories and moving columns to them, and showing or hiding columns in the Grade Center to reduce scrolling. You also can customize a grading schema to interpret Grade Center scores.

By default, the columns for students' first and last names appear first. Columns for gradable items and calculations of those items appear across the page. You decide which columns appear and in what order. Icons appear in cells and headings to signify the availability of students, the visibility of items to students, and the status of gradable items.

The Grade Center is populated with students when they are enrolled in your course or section.

ABOUT GRADING SCHEMAS

In the Grade Center, when an item is graded, a numeric score appears in the students' cells by default. You can choose to display grades in other ways by using grading schemas. A grading schema takes the actual points scored on a graded item and compares it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores and displays a grade, such as a letter (A, B, C) or Pass/Fail. This information is presented in a table format.

The Grade Center includes a copy of a default grading schema based on assigning letters to the percentages. Your institution may edit this schema to reflect a general grading schema used for all courses.

You can associate the default grading schema with an individual column or multiple columns in the Grade Center. When you grade items, the grade values (letters) appear in the cells in the

Grades Scored Between	Will Equal
97 % and 100%	A+
94 % and Less Than 97%	A
90 % and Less Than 94%	A-
87 % and Less Than 90%	B+
84 % and Less Than 87%	B
80 % and Less Than 84%	B-
77 % and Less Than 80%	C+

Unit 2 Quiz
A+
B
A+
C
--
A+
D

Grade Center grid and to students in **My Grades**.

You can edit an existing grading schema and save the changes within your course. For example, you can lower the percentages needed to achieve an A, B, C, and so on. You can also create additional schemas to reflect the multiple ways you want to grade throughout your course. New schemas and any edits to existing schemas only appear in the course you are in. You can create as many schemas as needed.

After creation, a grading schema is included as an option in the Primary and Secondary Display drop-down lists when creating and editing columns in the Grade Center. Default grading schemas in the drop-down lists include: Score, Letter (A, B, C), and Percentage.

Example: Letter Grading Schema

For a quiz, a student's raw numeric score is 88 out of 100 points possible. In a grading schema in which a percentage of 87 to less than 90 equals a B+, a student's score of 88 results in a B+. In the quiz's Grade Center column, a B+ is displayed. If you release the column's grades to students, letter grades appear in My Grades.

Example: Text Grading Schema

For a quiz, a student's raw numeric score is 78 out of 100 points possible. You create a grading schema based on text terms, such as Excellent, Very Good, Good, Fair, and Poor. A student's score of 78 results in Good. In the quiz's Grade Center column, the term Good appears. If you release the column's grades to students, the text terms appear in My Grades.

Example: Test Curve Grading Schema

You create a test grading schema and associate it with all test columns. In the test grading schema, you require at least 94% for an A. However, for one particular test, you want to make an adjustment because of low scores. You can associate another custom grading schema with that test's column to reflect a curve you want to apply to those lower scores. In this test curve schema, an A can equal grades scored between 90% and 100%. You can create as many test curve schemas as needed to fulfill your grading requirements and associate them with the appropriate columns in the Grade Center.

HOW TO CREATE GRADING SCHEMAS

Each new course has a default letter grading schema. You can create additional grading schemas to reflect the multiple ways you want to grade throughout your course. You can create as many schemas as needed. Any schemas you create in your course can only be used in the course you create them in.

Example:

For group projects, you can create a grading schema that differs from the grading schema for assignments submitted by individuals. You can use lower percentages for the same letter grade as other assignments.

Use the following steps to create a customized grading schema in your course.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.

2. Select **Grading Schemas**.
3. On the **Grading Schemas** page, click **Create Grading Schema** on the action bar.
4. On the **Create Grading Schema** page, type a **Name**. The name appears on the **Grading Schemas** page and in the drop-down lists for **Primary Display** and **Secondary Display** when creating or editing columns in the Grade Center.
5. Optionally, provide a **Description**. The description appears on the **Grading Schema** page and can assist with identifying the schema.
6. In the **Schema Mapping** section, two default rows appear with ranges of percentages. You can edit the two ranges to customize a Pass/Fail schema.

Example: Pass/Fail

Grades Scored Between Will Equal Grades Manually Entered as Will Calculate as

Grades Scored Between	Will Equal	Grades Manually Entered As	Will Calculate As
50% and 100%	Pass	Pass	75%
0% and less than 50%	Fail	Fail	25%

To create other types of grading schemas:

- Click **Insert New Row Here**—represented by a left-pointing arrow—to insert more rows for additional values. For example, if you are using A, B, C, D, and F for your grades, you need five rows in the table.
- Click **Delete Row** to remove a row from the table. At least one row must remain.
- In the **Grades Scored Between** boxes, type percentage ranges for the grade values. The percentage range for each grade value must be unique and begin with the lesser value listed first. Also, the values must overlap to avoid gaps that occur when a score falls between two numbers in a range. The range of 80 – 90% includes all grades up to, but not including 90%. The top range does include 100%.

NOTE: You cannot use the dash symbol as an entry. The dash represents a null value.

Example:

A = 90 – 100%

B = 80 – 90%

C = 70 – 80%

D = 60 – 70%

F = 0 – 60%

- In the Will Equal boxes, type the grade values, such as:
 - A, B, C, D, and F
 - 1, 2, 3, 4, and 5
 - Pass and Fail
 - Satisfactory and Unsatisfactory

- o Excellent, Very Good, Good, Fair, and Poor

Note: Duplicate grade values are not allowed.

- In the **Will Calculate** as boxes, type the percentage values to use if you provide a grade manually. The percentages must fall between the corresponding range of percentages in the first column. For example, grades you score manually as **A** (90 – 100%) will be calculated as 95%. For an item with 100 points possible, if you change the grading schema from letter grades to numeric scores, 95 is displayed as the grade in the cell instead of **A**.

7. Click Submit.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
90 % and 100%	A	A	95 %
80 % and Less Than 90%	B	B	85 %
70 % and Less Than 80%	C	C	75 %
60 % and Less Than 70%	D	D	65 %
0 % and Less Than 60%	F	F	50 %

You can associate the new grading schema with an individual column or multiple columns in the Grade Center.

HOW TO EDIT GRADING SCHEMAS

You can edit existing grading schemas in your course. The Grade Center includes a copy of a default grading schema based on assigning letters to percentages. Your institution may edit this schema to reflect a general grading schema they want instructors to use. If you choose to display students' scores as letter grades, you can edit the default letter schema. The edits you make to a grading schema only appear in the course you make the edits in.

If you want to retain the default grading schema, you can copy it and edit the values.

Use the following steps to edit a grading schema in your course.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Grading Schemas**.
3. On the **Grading Schemas** page, access a schema's contextual menu.
4. Select **Edit**.
5. On the **Edit Grading Schema** page, type a new **Name** and optional **Description**. The name appears on the **Grading Schemas** page and in the drop-down lists for **Primary Display** and **Secondary Display** when creating and editing columns in the Grade Center. The description appears on the **Grading Schema** page and can assist with identifying the grading schema.

6. In the **Schema Mapping** section:

Tip: Start from the top and edit the values for the first grade value and move to the next row. Then, delete or insert rows needed. If you navigate to another course area without saving a grading schema, any unsaved changes are lost.

- Click **Insert New Row Here**—represented by a left-pointing arrow—to insert more rows for additional values.
- Click **Delete Row** to remove a row from the table. At least one row must remain.
- In the **Grades Scored Between** boxes, type the new percentage ranges for the grade values. The percentage range for each grade value must be unique and begin with the lesser value listed first. Also, the values must overlap to avoid gaps that occur when a score falls between two numbers in a range. The range of 80 – 90% includes all grades up to, but not including 90%. The top range does include 100%.

NOTE: You cannot use the dash symbol as an entry. The dash represents a null value.

- In the **Will Equal** boxes, type the new grade values.
NOTE: Duplicate grade values are not allowed.
- In the **Will Calculate** as boxes, type the new percentage values to use if you provide a grade manually. The percentages must fall between the corresponding range of percentages in the first column. For example, grades you score manually as **A** (90 – 100%) will be calculated as 95%. For an item with 100 points possible, if you change the grading schema from letter grades to numeric scores, 95 is displayed as the grade in the cell instead of **A**.

7. Click **Submit**.

You can associate the edited grading schema with an individual column or multiple columns in the Grade Center.

If you associate a grading schema with columns in the Grade Center and edit the schema, the changes appear automatically in the Grade Center. For example, you can edit a text grading schema and change **Excellent** to **Superior**. In the Grade Center column, any instances of **Excellent** now appear as **Superior**.

HOW TO COPY OR DELETE GRADING SCHEMAS

You can copy or delete existing grading schemas in the Grade Center. For example, if you want to make minor changes to the default letter grading schema, you can retain it by copying it and editing it.

COPYING GRADING SCHEMAS

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Grading Schemas**.
3. On the **Grading Schemas** page, access a schema's contextual menu.
4. Select **Copy**.

5. The copied schema appears in the list with a number appended to the name, such as Letter (2).

DELETING GRADING SCHEMAS

NOTE: You can delete the default letter grading schema only if it is not currently associated with a Grade Center column. If no letter grading schema exists, **Letter** will not be an option in the **Primary** or **Secondary Display** drop-down lists when associating schemas to columns.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Grading Schemas**.
3. On the **Grading Schemas** page, select one or multiple schemas' check boxes.

Note: If no check box exists for a schema, you have associated it with a Grade Center column.
4. On the action bar, click **Delete**. Alternatively, select **Delete** from a schema's contextual menu.
5. A warning appears stating: **This action is final and cannot be undone**. Click **OK** to delete the schema.

HOW TO ASSOCIATE GRADING SCHEMAS

When you create or edit grade columns, you select a grading schema in the Primary and Secondary Display drop-down lists. The schema you select as the Primary Display displays the grade value in the Grade Center and to students in My Grades. The Secondary Display grade value appears in parentheses only in the Grade Center, next to the Primary Display. The secondary grade value does not appear to students.

1. Access the Grade Center.
2. To associate a schema, click the appropriate column header to access the contextual menu.
3. Select **Edit Column Information**.
4. On the **Edit Column** page, make a selection in the **Primary Display** drop-down list. If you create a customized grading schema, it appears in the list. Five default options appear:
 - **Score**: A numeric grade appears in the column. This is the default setting. If you do not make a selection, the score appears in the grid.
 - **Letter**: A letter grade appears in the column. The default grading schema is used to assign letter grades. For example, a score of 21/30 equals 70% and appears as a C.
 - **Text**: Text appears in the column when a text grading schema is created. Examples of text values include: Excellent, Very Good, Good, Fair, and Poor –OR- Satisfactory and Unsatisfactory. If no text grading schema exists, and you select the **Text** option, you are allowed to type text in the column's cells. If you choose to share the column results with students in **My Grades**, they will see the text values for their grades.

NOTE: When you convert a numeric score to text without defining a text grading schema, and then return to numeric scoring, values that cannot be converted

display a zero after conversion. Therefore, if you want to include text as grades, Blackboard recommends creating a text grading schema and associating it with the appropriate columns.

- **Percentage:** A percentage appears in the column. For example, a score of 21/30 equals 70%.
- **Complete/Incomplete:** When a student submits an item, a check mark (✓) appears in the column, regardless of the score achieved.

NOTE: If you use this grading schema for an assessment column, when a student starts an assessment, a check mark appears in the column with the **Attempt in Progress** icon (✓📝). The **Attempt in Progress** icon is removed when a student submits the assessment.

- 5. Optionally, make a selection in the **Secondary Display** drop-down list. The default setting is **None**. The same options appear in this list with the exception of the option chosen as the **Primary Display** and **Text**. The default Text option does not appear for grade columns as you cannot edit a secondary value from a grade column's cell. If you create a customized grading schema based on text and have not used it as the **Primary Display**, it appears in the list. In the Grade Center column, the secondary grade value appears in parentheses. The secondary grade value does not appear to students.

NOTE: For self-assessments, you cannot define a **Secondary Display** because the **Primary Display** is **Complete/Incomplete**.

Primary Display	Group Project Letter Grade
Secondary Display	Percentage
Score attempts using	Last Graded Attempt
Category	Assignment
* Points Possible	150

Group Project	Group Project
--	--
- (-) !	A- (93.33%)
--	--
--	--
- (-) !	A- (93.33%)

6. Click **Submit**.

In the Grade Center grid, you see the chosen grade displays. If you do not choose a grade display for a column, only the default score appears.

Unit 2 Quiz	Group Project	Unit 3 Quiz	Survey: What di
30.00	--	Excellent	✓
30.00	A- (93.33%)		✓
30.00	--		--
--	--	Good	✓
20.00	A- (93.33%)	Good	✓
30.00	--	Excellent	✓
20.00	A- (93.33%)	Poor	✓
10.00	--	--	✓

ABOUT CATEGORIES

In the Grade Center, you can use categories to group related columns together and organize the data.

With categories, you can:

- Filter your view of the Grade Center. For example, you can filter using the Assignment category and view only assignment columns in the Grade Center grid.
- Calculate grades. For example, you can assign a weight to a category when calculating final grades using a weighted column.
- Create a smart view. Smart views are views of the Grade Center based on a variety of student criteria. For example, you can generate a smart view that only displays columns associated with the test category.
- Create a report. You can create a printable report that displays statistics of performance for all of the columns in a certain category.

By default, the following categories are created in the Grade Center:

- Assignment
- Blog
- Discussion board
- Journal
- Self and Peer Assessment
- Survey
- Test
- Wiki (when the tool is available and a wiki has been created)

When you create a gradable item from the preceding list, a grade column is created automatically for the item in the Grade Center. The column is associated automatically to the appropriate category.

Example:

You create a gradable discussion forum titled “Week 1 Discussion.” A grade column with that name is included in the Grade Center. The column is associated automatically to the Discussion category.

You cannot edit the name and description or delete seven of the default categories, but you can move a column from one category to another category. When they appear, you are allowed to edit the name and the description of the SafeAssignment and Wiki categories, but you cannot delete them. You can also create an unlimited number of categories to organize grades. You manually associate columns to categories on the Column Organization page or by editing an individual column’s settings.

HOW TO CREATE AND MANAGE CATEGORIES

You can create as many categories as needed to organize your Grade Center data. The **Categories** page in the Grade Center displays the default categories and any you create. Each category’s row displays an optional description and the grade columns associated with that particular category.

Title	Description	Columns
Assignment	Assign: Moon Viewing on Monday Nights,Assign: Photo Instructions,Planet Paper,Group Outline,Group Plan,Assign: Extra Credit	
Blog	Blog: Astronomy Top Stories,Blog: Space Stations,Blog: Group Saturn	
Discussion	Unit 3 Opinions,Disc: Unit 2: Astrophotography/Imaging,Disc: Pluto Opinion: Before,Disc: Discovery of Trans-Neptunian Object,Disc: 17-Jupiter mass object	
Journal	Journal: Space Exploration,Group Journal: Most Unexpected Fact?	
Self and Peer	Current News Self and Peer Assessment	
Survey	Survey: What do you know?	
Test	Practice Quiz,Unit 1 Quiz,Unit 2 Quiz,Unit 3 Quiz,Unit 4 Quiz,Unit 5 Quiz	

Tip: When you create a grade column, you can associate it with a category. If you do not, it defaults to No Category. You can also create custom categories before manually creating grade columns. Then, when you create a grade column, you can select the appropriate custom category. For example, you can create a Group category and associate the group participation and attendance grade columns to it.

After you create a new category, you can do the following:

- Associate new columns to the category when creating the columns.
- Move existing columns to the category.

Use the following steps to create a category.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Categories**.
3. On the **Categories** page, click **Create Category** on the action bar.
4. On the **Create Category** page, type the category **Name** and an optional **Description**. The description can help differentiate categories and explain a category's purpose.
5. Click **Submit**.

SORTING, EDITING, AND DELETING CATEGORIES

On the **Categories** page, you can sort the list, and edit and delete categories you created. You cannot edit the name and description or delete seven of the default categories. When they appear, you are allowed to edit the name and the description of the Wiki category, but you cannot delete it.

To sort the **Title** column, click the column heading or caret. If many categories exist, click **Show All** to display all categories on one page. Click **Edit Paging** to change the number of items to view per page.

To edit or delete a category you created, access its contextual menu and select **Edit** or **Delete**. Alternatively, select one or multiple check boxes or select the check box in the header row and click **Delete** on the action bar. You cannot delete a category that has columns associated with it.

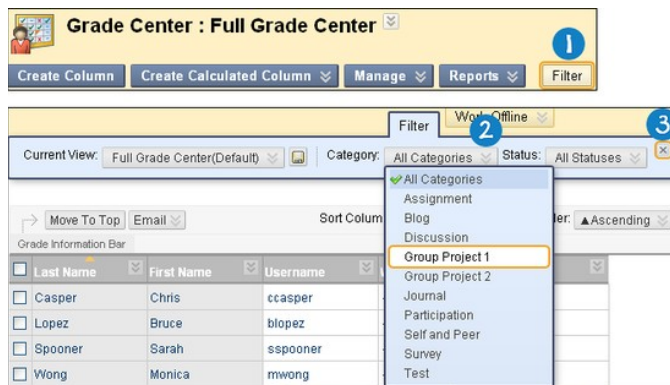
<input type="checkbox"/>	Title	Description	Columns
	Assignment		
	Blog		
	Discussion		
	Group Project 1	Grade columns for the class presentations in February	
<input type="checkbox"/>	Group Project 2	Grade columns for the class presentations in March	
	Journal		
<input checked="" type="checkbox"/>	Participation	Includes graded chats, Discussion Board participation, and	
	Self and Peer		
	Survey		
	Test		

HOW TO VIEW A CATEGORY AND ASSOCIATE COLUMNS

In the Grade Center, you can view the columns associated with a category in two ways. You can filter the view of the Grade Center and select a category, or you can view all categories and associated columns on the **Column Organization** page. If you did not associate columns with a category when created, you can manually associate columns on the **Column Organization** page or when editing a column's settings. For example, you can create a category for a group project and associate the columns that pertain.

USING THE FILTER FUNCTION

1. In the Grade Center, click **Filter** on the action bar to expand the **Filter** field.
2. In the **Category** drop-down list, select a category. The columns associated with the category appear in the grid. The view remains in the Grade Center until you change it or close your browser.
3. Click the **X** to collapse the **Filter** field.



USING THE COLUMN ORGANIZATION PAGE

On the **Column Organization** page, you can:

- Move one or more columns to a category, a different category, or no category.
- Show and hide columns in the Grade Center grid.
- Change the order of grading period tables and columns.

Use the following steps to view and associate columns with your categories.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Column Organization**.
3. On the **Column Organization** page, view each column's association in the **Category** column. To sort a column, access the column's contextual menu and set an ascending or descending order.
4. To move a column to a category, a different category, or no category, select its check box. For example, you can move a column from the Discussions category to a category named Extra Credit. Select multiple check boxes to move multiple columns to a category in one action.
5. On the action bar, point to the **Change Category to...** drop-down list and make a selection.
6. Click **Submit**. If you try to navigate away from this page without clicking **Submit**, a pop-up window warns you to save the changes.

After submitting, the column is associated with the new category or no category, and the change appears in the Category column.

Changes you make on this page do not affect what students see in My Grades. For example, if you choose to hide a column using the Show/Hide drop-down list on the action bar, the column is only hidden from your view in the Grade Center grid. You must edit an existing column's settings to hide a column from students in My Grades or select Show/Hide to Users in a column's contextual menu. In the Grade Center grid, the Column Not Visible to Users icon (🚫) appears in the column header for any column hidden from

HOW TO ASSOCIATE COLUMNS MANUALLY

You can also associate a column with a category, a different category, or no category by editing the column's settings from the Grade Center grid.

1. In the Grade Center, access the appropriate column header's contextual menu.
2. Select **Edit Column Information**.
3. On the **Edit Column** page, make a selection from the **Category** drop-down list in the **Column Information** section.
4. Click **Submit**.

After submitting, the column is associated with the new category or no category, and the change appears in the Category column on the Column Organization page.

HOW TO CREATE AND MANAGE GRADING PERIODS

Grading periods are user-created segments that help you manage the Grade Center. Defining grading periods and associating Grade Center columns with them allows you to effectively organize and report on Grade Center data. You can filter the Grade Center by grading periods to display only the columns in the segment. For example, you can configure the Grade Center to display only the first quarter's columns, reducing searching and scrolling.

You can create grading periods to group Grade Center columns together by a period of time, such as terms, semesters, or quarters. You can also create grading periods to group columns together by a shared characteristic, such as all the gradable columns for a group project or a research paper. When you create grading periods based on a date range, you can select a setting to automatically associate all existing columns with due dates that occur in the date range. You can also manually associate one or multiple columns to a grading period.

By default, the Grade Center has no grading periods established. You can associate any column with a grading period except user columns. You cannot associate a column with more than one grading period simultaneously.

You can use grading periods to:

- Filter your view of the Grade Center. For example, you can filter using the first quarter grading period and view only the pertaining columns in the Grade Center grid.
- Calculate grades. For example, you can create a total column that calculates a grade for the columns in the first quarter.
- Create a report. You can create a report that displays statistics of performance for all of the columns in a grading period.

You can create an unlimited number of grading periods to organize your columns. After you create a grading period, you can do the following:

- Associate a new column with a grading period during or after column creation, if at least one grading period exists.
- Associate existing columns with due dates that occur in a date range with a new grading period.

Use the following steps to create a grading period.

1. In the Grade Center, point to **Manage** on the action bar to access the drop-down list.
2. Select **Grading Periods**.
3. On the **Grading Periods** page, click **Create Grading Period** on the action bar.
4. On the **Create Grading Period** page, type a **Name**.
5. Optionally, provide a **Description**. The description can assist with identifying the grading period.
6. Select the **Grading Period Dates**.

- Select **None** to manually associate columns with the grading period. For example, you can create a grading period named "Group Project." Later, you can manually associate the columns for the project.
- Select **Range** and type a date range that is used to associate columns that *have a due date* within that range. Alternatively, use the pop-up **Date Selection Calendar** to select dates. Each grading period must have unique dates.

NOTE: This only applies to **existing** columns that you have assigned due dates to. You must associate new columns with the grading period during or after column creation, if at least one grading period exists.

7. Optionally, select the check box for **Associate Columns** to associate all existing columns *with a due date* within the assigned date range.
8. Click **Submit**.

Create Grading Period

8

* Indicates a required field. Cancel Submit

1. Grading Period Information

* Name 5

Description

2. Dates

Grading Period None

Dates 6 Range Start Date

End Date

Associate Columns 7 Associate this Grading Period with all columns that have a Due Date within this date range.

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Today is: Thursday, February 10, 2011



You cannot associate Grade Center columns with more than one grading period. A newly created grading period with the same or overlapping date range will override the settings of an existing grading period. All columns associated with the existing grading period will become associated with the new one.

Grading periods appear in the list on the **Grading Periods** page and on the **Column Organization** page. If you chose to automatically associate columns with due dates with the grading period, the columns appear in the grading period table on the **Column Organization** page.

Quarter 1						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input type="checkbox"/> Worksheet 1	Quarter 1	Assignment	Jan 29, 2011	Jan 26, 2011	25	
<input type="checkbox"/> Getting to Know You	Quarter 1	Discussion	Jan 18, 2011	Dec 31, 2010	5	
<input type="checkbox"/> Potential Earth Science Project Topics	Quarter 1	Journal	Jan 31, 2011	Jan 26, 2011	10	
<input type="checkbox"/> Unit 1 Opinion	Quarter 1	Blog	Jan 31, 2011	Dec 31, 2010	30	

Quarter 2						
Name	Grading Period	Category	Due Date	Date Created	Points Possible	
<input type="checkbox"/> Unit 3 Quiz	Quarter 2	Test	Feb 16, 2011	Feb 11, 2011	30	
<input type="checkbox"/> Assignment 1	Quarter 2	Assignment	Feb 18, 2011	Feb 11, 2011	10	
<input type="checkbox"/> Assignment 2	Quarter 2	Assignment	Mar 24, 2011	Feb 11, 2011	10	

SORTING, EDITING, AND DELETING GRADING PERIODS

On the **Grading Periods** page, you can sort, edit, and delete grading periods. To sort the **Title** column, click the column heading or caret. If many grading periods exist, click **Show All** to display all on one page. Click **Edit Paging** to change the number of items to view per page.

To edit or delete a grading period, access its contextual menu and select **Edit** or **Delete**. Alternatively, select one or multiple check boxes or select the check box in the header row and click **Delete** on the action bar. All Grade Center columns associated with a deleted grading period are reset and will not be associated with a grading period.

If you change the date range for a grading period and select the **Associate Columns** check box, all of the existing columns with due dates that match the new date range will be associated with the grading period.

Grading Periods

Create Grading Period

Delete

<input type="checkbox"/> Title	Description	Dates
<input type="checkbox"/> Quarter 1	September to mid-November	Sep 6, 2010 - Nov 4, 2010
<input type="checkbox"/> Quarter 2	November to January	Nov 5, 2010 - Jan 2, 2011
<input checked="" type="checkbox"/> Quarter 3	January to mid-March	Jan 3, 2011 - Mar 15, 2011

Delete

- > Edit
- > Delete

Page 1 to 3 of 3 items

Show All Edit Paging...

Items per page: 3 Go

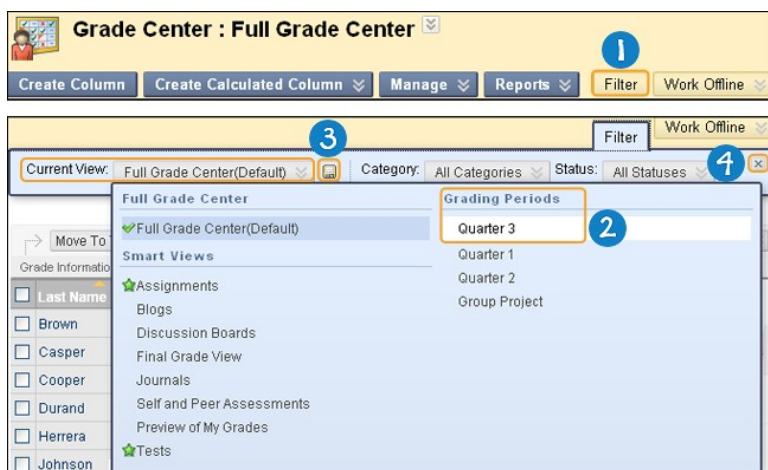
Total number of items: 3

HOW TO VIEW A GRADING PERIOD AND ASSOCIATE COLUMNS

In the Grade Center, you can view the columns associated with a grading period in two ways. You can filter the view of the Grade Center and select a grading period, or you can view all grading periods and associated columns on the **Column Organization** page. If columns were not associated automatically with a grading period based on due dates, you can manually associate columns on the **Column Organization** page or when editing a column's settings. For example, you can create a grading period for a group project and associate the columns that pertain.

USING THE FILTER FUNCTION

1. In the Grade Center, click **Filter** on the action bar to expand the **Filter** field.
2. In the **Current View** drop-down list, select a grading period. The columns associated with the grading period appear in the grid.
3. Optionally, click **Set Current View as Default** (📌) to lock the view. In the grid, you will see the grading period's columns each time you access the Grade Center. You can change the default view as often as you want. For example, when the second quarter begins, change the default view from the first quarter grading period to the second quarter grading period.
4. Click the **X** to collapse the **Filter** field.



USING THE COLUMN ORGANIZATION PAGE

On the **Column Organization** page, you can:

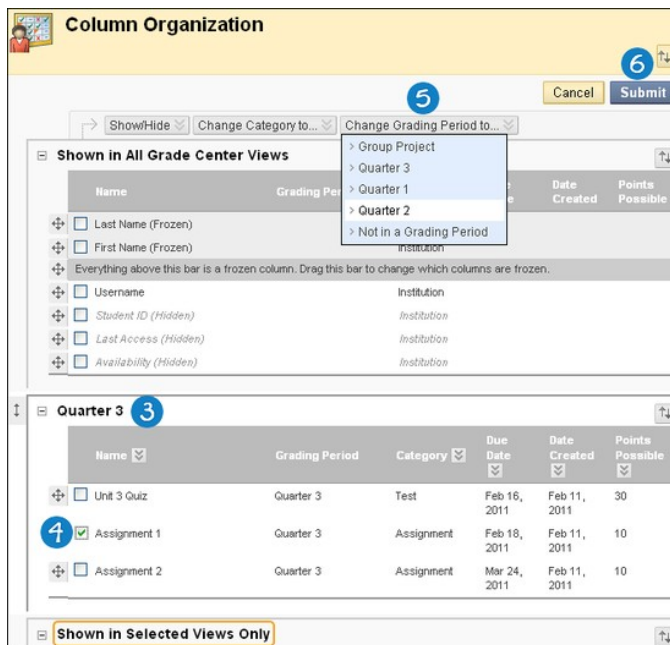
- Move one or more columns to a grading period, a different grading period, or no grading period.
- Show and hide columns in the Grade Center grid.
- Change the order of grading period tables and columns.

Use the following steps to view and associate columns with your grading periods.

1. On the action bar, point to **Manage** to access the drop-down list.

2. Select **Column Organization**.
3. On the **Column Organization** page, any grading periods you created and their associated columns appear in the corresponding table, such as Quarter 3. To sort a column, access the column's contextual menu and set an ascending or descending order.

NOTE: If no grading periods exist, columns not associated with a grading period appear in the **Not in a Grading Period** table. If grading periods exist, the last table is named **Shown in Selected Views Only** and columns not associated with a grading period appear in the list.
4. To move a column to a grading period, a different grading period, or no grading period, select its check box. Select multiple check boxes to move multiple columns to a grading period in one action.
5. On the action bar, point to the **Change Grading Period to...** drop-down list and make a selection.
6. Click **Submit**. If you try to navigate away from this page without clicking **Submit**, a pop-up window warns you to save the changes.



After submitting, the column is associated with the new grading period or no grading period and appears in the appropriate table.

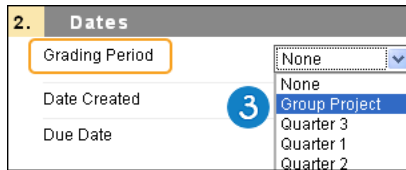


Changes you make on this page do not affect what students see in My Grades. For example, if you choose to hide a column using the Show/Hide drop-down list on the action bar, the column is only hidden from your view in the Grade Center grid. You must edit an existing column's settings to hide a column from students in My Grades or select Show/Hide to Users in a column's contextual menu. In the Grade Center grid, the Column Not Visible to Users icon (🚫) appears in the column header for any column hidden from students.

HOW TO ASSOCIATE COLUMNS MANUALLY

You can also associate a column with a grading period, a different grading period, or no grading period by editing the column's settings from the Grade Center grid.

1. In the Grade Center, access the appropriate column header's contextual menu.
2. Select **Edit Column Information**.
3. On the **Edit Column** page, make a selection in the **Grading Period** drop-down list in the **Dates** section.



4. Click **Submit**.

After submitting, the grading period appears in the appropriate table on the **Column Organization** page.

GRADING PERIODS AND GRADE CALCULATIONS

When you create calculated columns, you can use grading periods to display a variety of calculations, such as the average grade for a time period or the total points earned on a project consisting of several grades.

BEFORE YOU BEGIN

Be sure the columns needed for grade calculations are included in the appropriate grading periods.

Example: Create an average column for a grading period

To calculate an average grade for all columns in the first quarter grading period, you create an average grade column named "Quarter 1 Average." Columns you associate with the grading period are included automatically in the average calculation.

Example: Calculate a grade based on all columns in a grading period

For the first quarter grading period, you create a calculated column named "Quarter 1 Total" using a total points calculation that includes all the grade columns for the first quarter. This column calculates a grade based on the relationship between the first quarter's total points possible and each student's points earned.

Example: Calculate a grade based on select columns in a grading period

For the first quarter grading period, you create a calculated column for the research paper assignments named "Quarter 1 Research Total." This column calculates a grade based on the relationship between the total points possible for the research assignments and each student's points earned.

Example: Calculate a grade based on more than one grading period

You have created grading periods for the first two quarters and associated columns with them. Therefore, you cannot create a semester grading period and associate the same columns that are associated with the first two quarters. However, you can create a column that calculates a semester grade quickly and easily. If you create two calculated columns for the first and second quarters that display the grades for their respective grading periods, you can create a calculated column for the semester using the two quarter calculated columns in its grade calculation.

HOW TO HIDE AND SHOW USERS IN THE GRADE CENTER

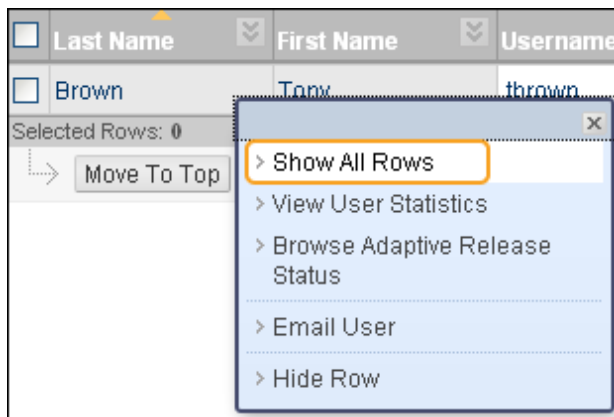
You can hide user rows to reduce the number of rows in the Grade Center grid and help you focus on specific data. When you hide user rows, the data is retained and you can show them at any time. You can hide user rows using the hide functions in a user's contextual menu or from the Row Visibility page. On the Row Visibility page, you can also show hidden user rows.

NOTE: If you have made a user unavailable on the Users page, the User Unavailable icon (⊘) appears in the user's first cell in the Grade Center. However, the row is not hidden in the grid. Unavailable users cannot access your course.

HIDE USER ROWS USING THE CONTEXTUAL MENU

1. In the Grade Center, move your mouse pointer over a student's name cell to access its contextual menu.
2. Select **Hide Other Rows** to remove all but the user's row from view.
-OR-
Select **Hide Row** to hide the user's row.
3. When hiding one user's row, a message appears stating that the row has been successfully hidden.

If you chose to hide all but one user's row, show all rows again by selecting **Show All Rows** in the user's contextual menu.



SHOW/HIDE USERS ON THE ROW VISIBILITY PAGE

On the **Row Visibility** page, you can show one or more hidden user rows. You can also hide multiple user rows simultaneously. Hiding or showing rows on this page only affects *your* view of the Grade Center grid and does not affect student availability.

To sort a column, click the column heading. For example, click the **Status** column heading to sort the column so all hidden users appear first in the list.

1. On the action bar, point to **Manage** to access the drop-down list.
2. Select **Row Visibility**.
3. On the **Row Visibility** page, select the check boxes for the users to show or hide. Select the check box in the header row to select all users.
4. On the action bar, click **Hide Users** or **Show Users**.
5. Click **Submit**.

User rows that are hidden appear in italic text and do not appear in the Grade Center grid.

HOW TO COLOR CODE THE GRADE CENTER

You are able to create rules to apply color to the cells in the Grade Center grid, either by grade or status. Creating color rules in the Grade Center provides visual indicators to help you interpret information quickly. For example, you can use yellow to highlight graded items with failing scores so students and columns that require attention are prominent. Also, you can assign colors to the following grading statuses: **In Progress**, **Needs Grading**, or **Exempt**.

By default, color coding is not enabled in the Grade Center, and to use color coding you need to enable it in any Grade Center view. After you define and save the color rules, the color coding applies to all views. This setting persists when the course is copied and restored.

NOTE: If you create a rule that contains some of the same information as another rule, the system generates a warning, allowing you to edit your criteria.

1. On the **Control Panel**, expand the **Grade Center** section and select a view.
2. On the action bar, point to **Manage** to access the drop-down list.
3. Select **Grading Color Codes**.
4. On the **Grading Color Codes** page, select the check box for **Enable Grading Color Codes**.
5. In the **Color Coding Options** section:
 - For each **Grading Status**, click the down pointing arrows icon in the **Background Color** column to access the **Swatch Color** box.
 - In the **Swatch Color** box, select a color and click **Apply** to save it.
6. In the **Grade Ranges** section:
 - Click **Add Criteria** to create a color rule.
 - In the **Criteria** drop-down, select **Between**, **More Than**, or **Less Than**.

- Type a percentage in the box or boxes.
- For **Background Color** and **Text**, click the down pointing arrows icon to access the **Swatch Color** box.
- Select a color and click **Apply** to save it.
- Click **Add Criteria** to create an additional **Grade Ranges** field.

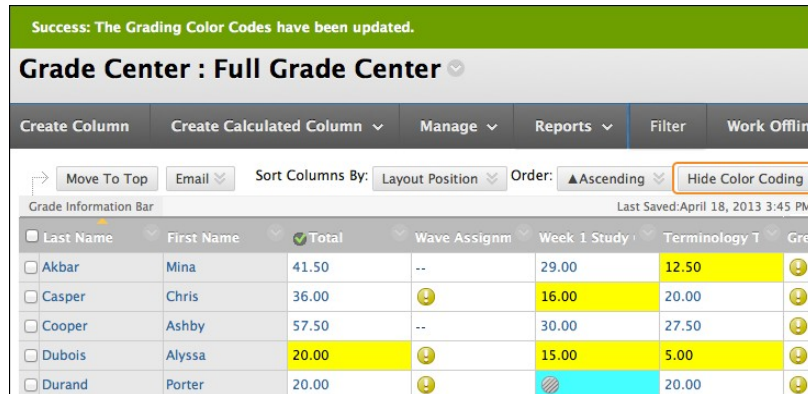
7. Click **Submit**.

The screenshot shows the 'Grading Color Codes' interface. At the top right are 'Cancel' and 'Submit' buttons. Section 1, 'Color Code Information', has 'Enable Grading Color Codes' checked. Section 2, 'Color Coding Options', includes 'Grading Status' (In Progress, Needs Grading, Exempt) and 'Grade Ranges' (Add Criteria). A 'Select a swatch color' dialog box is open, showing a color grid with '#33FFFF' selected. The dialog also shows a 'Color Preview' of 'Light Hard Cyan (#33FFFF)'. A blue arrow points from the 'Add Criteria' button to the 'Criteria' table below.

Criteria	Background Color	Text	Indicator Preview
Between [] % and [] %	White	Black	Text

NOTE: The Grade Ranges section allows you to preview your color choices in the Indicator Preview column. If you do not approve of a color choice, click the Reset icon (↺)—represented by two circling arrows.

The Grade Center page appears with a success message stating that the color coding is updated. Colors based on your rules appear in the affected cells.



MANAGING GRADING COLOR CODES IN THE GRADE CENTER

You can choose to turn color coding on and off or edit the color rules you created. After you enable color coding, the Hide/Show Color Coding function appears on the action bar in the Grade Center.

HOW TO TURN COLOR CODING ON AND OFF

In any view of the Grade Center, click **Hide Color Coding** on the action bar to remove all defined colors from the cells. The color rules are retained.

Click **Show Color Coding** on the action bar to reapply the defined color to the affected cells.

HOW TO EDIT GRADING COLOR CODES

At any time, you can edit the colors chosen or delete existing criteria. You can also create additional criteria.

1. In the **Grade Center**, point to **Manage** on the action bar to access the drop-down list.
2. Select **Grading Color Codes**.
3. On the **Grading Color Codes** page, clear the check box for **Enable Grading Color Codes** to remove all defined color from the cells in the Grade Center. The color rules you created remain on the **Grading Color Codes** page and you can reapply them at any time by selecting this check box again.

NOTE: When you disable color coding, no function for showing or hiding color coding appears on the Grade Center action bar.

4. Select a new color or click the **Reset** icon (↻)—represented by two circling arrows—to remove a color rule.
5. Edit existing **Grade Ranges** criteria.

NOTE: You can preview your color choices in the **Indicator Preview** column.

6. Click **Delete Criteria** to remove existing criteria. Removing criteria is final. Click **OK** in the pop-up window to verify the deletion.
7. Click **Add Criteria** to create an additional **Grade Ranges** field.
8. Click **Submit**.

ABOUT ORGANIZING THE GRADE CENTER DATA

The **Column Organization** page allows you to view all the columns in the Grade Center on one page. You can quickly reorder the columns, and the changes you make appear in the Grade Center grid.

On this page, each column in the Grade Center grid becomes a row. For example, the **Last Name** column in the grid becomes the **Last Name** row on the **Column Organization** page. The first column in the grid is the first row on this page. The order of rows on this page is the same as the order of columns in the grid.

On this page, you can organize the Grade Center columns in the following ways:

- Reorder columns quickly using the drag-and-drop function.
- Freeze or unfreeze columns in the first table. If you freeze a column, it remains stationary when scrolling through the Grade Center view.
- Hide or show multiple columns.
- Change a grade column's category or grading period.



Changes you make on this page do **not** affect what students see in **My Grades**. For example, if you choose to hide a column on this page, the column is only hidden from your view in the Grade Center grid. You must edit an existing column's settings to hide a column from students in **My Grades** or select **Show/Hide to Users** in a column's contextual menu. In the Grade Center grid, the **Column Not Visible to Users** icon (🚫) appears in the column header for any column hidden from students.

HOW TO ACCESS THE COLUMN ORGANIZATION PAGE

1. In the Grade Center, point to Manage on the action bar to access the drop-down list.
2. Select **Column Organization**.

UNDERSTANDING THE COLUMN ORGANIZATION PAGE

On the **Column Organization** page, the rows are organized in tables. You can move most rows to any table, and you can reorder grading period tables.

- The first table holds rows that pertain to user information, and you cannot move them into another table. This table is always first and cannot be moved, but you can reorder the rows in this table.
- The last table holds rows that are not associated with a grading period. This table is always last and cannot be moved, but you can reorder the rows in this table.

- Other tables appear when you create grading periods. The tables display the grading period names, such as Quarter 1 or First Term. You can move most rows—except user rows—to grading period tables and reorder existing rows. If you have more than one grading period table, you can reorder them, but they cannot appear first or last on the page.

- A. Use the functions on the action bar to show or hide columns, move columns to categories and grading periods, remove columns from categories and grading periods, or move columns into the first and last tables. Select one or multiple columns' check boxes and make a selection from a drop-down list. Hidden columns do not appear in the Grade Center grid, but all data is retained. You can show hidden columns at any time.




NOTE: From the Grade Center grid, you can also hide a column using its contextual menu and selecting **Hide Column**. The column is only hidden from **your** view, not from students in **My Grades**.

- B. The first table, **Shown in All Grade Center Views**, is always first and cannot be moved. The columns in this table pertain to user information, and you cannot move them into another table. If shown, these columns always appear on the left side of the grid. You can also freeze columns in the first table. To change which columns are frozen and remain stationary when scrolling in the Grade Center view, drag the bar that states: **Everything above this bar is a frozen column**. Alternatively, drag a column above the bar to freeze it. Columns in gray are frozen in place on

the left side of the Grade Center. Use this feature to easily match up individual students with their data across the Grade Center.

NOTE: If you freeze more columns than fit on the Grade Center grid, the number of frozen columns is reduced automatically so at least one non-frozen column appears in the Grade Center view.

You can reorder the columns in the first table or move columns from other tables to this table. If you move a column to the first table, it appears in all views of the Grade Center. For example, you can move the total column to the first table. Then, if you change your Grade Center view to only show a single grading period, the total column appears also. Carefully consider which rows you move to the first table. For example, if you filter your view to show only the Assignment category, but you moved a test column to the first table, it will appear with the assignment columns in the grid after the filter is applied.

- C. Reorder grading period tables using the move icon ()—represented by a double-headed arrow or a handle. Expand and collapse the contents of a table using the plus and minus icons.
- D. Drag a column to a new location using the move icon ()—represented by four arrows. Alternatively, select one or more columns' check boxes and make a selection in one of the drop-down lists on the action bar.
- E. Reorder the grading period tables -OR- columns in a table using the keyboard accessible reordering tool ()—represented by two arrows. In the **Reorder** box, make a selection and use the up and down arrows to adjust the order. Click **Apply**.
- F. Sort columns. Access the column's contextual menu and set an ascending or descending order.
- G. The last table is named either **Shown in Selected Views Only** and columns not associated with an existing grading period appear in the table -OR- if no grading periods exist, the table is named **Not in a Grading Period** and all grade and calculated columns appear in the table.
- H. **IMPORTANT!** Click **Submit** to save changes. If you try to navigate away from this page without clicking Submit, a pop-up window warns you to save the changes. Columns now:
 - Appear in the order you set.
 - Are associated with the categories, grading periods, no category, or no grading period as chosen.
 - Are shown, hidden, or frozen as chosen.
- I. After submitting your changes, you are returned to the Grade Center grid.

After you make your changes, all new columns created in the Grade Center appear last in the grid and in the last table on the **Column Organization** page. However, if you associate a new column with a particular grading period while creating it, then the new column appears in the Grade Center grid with the other grading period columns and in the appropriate grading period table on this page. If you create a gradable group item from the group homepage, such as a gradable discussion forum or blog, the new column appears with the other group columns in the grid. However, if group columns are rearranged and moved to other tables and then a new group column is created, the new group column appears first in the last table.