

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**.

Grading Color Codes

Cancel Submit

- Color Code Information**

Enable Grading Color Codes
- Color Coding Options**

Grading Status

In Progress: Light Faded Yellow

Needs Grading: Green Green Spring

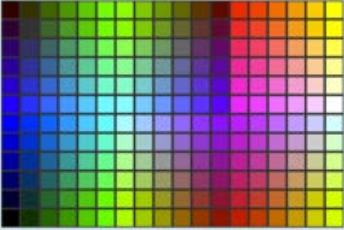
Exempt: White

Grade Ranges

Add Criteria

Select a swatch color

Color value: #33FFFF Preview Skip



Color Preview: Light Hard Cyan (#33FFFF)

Cancel Apply

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

Delete Criteria

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.

Success: The Grading Color Codes have been updated.

Grade Center : Full Grade Center

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending Hide Color Coding

Grade Information Bar Last Saved: April 18, 2013 3:45 PM

Last Name	First Name	Total	Wave Assignm	Week 1 Study	Terminology T	Gr
<input type="checkbox"/> Akbar	Mina	41.50	--	29.00	12.50	↻
<input type="checkbox"/> Casper	Chris	36.00	↻	16.00	20.00	↻
<input type="checkbox"/> Cooper	Ashby	57.50	--	30.00	27.50	↻
<input type="checkbox"/> Dubois	Alyssa	20.00	↻	15.00	5.00	↻
<input type="checkbox"/> Durand	Porter	20.00	↻	20.00		↻

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**.