

Grade Center Columns

In the Grade Center, there are three types of columns: **USER**, **GRADE**, and **CALCULATED**. Each column has a contextual menu with options. The options that appear vary depending on the type of column.

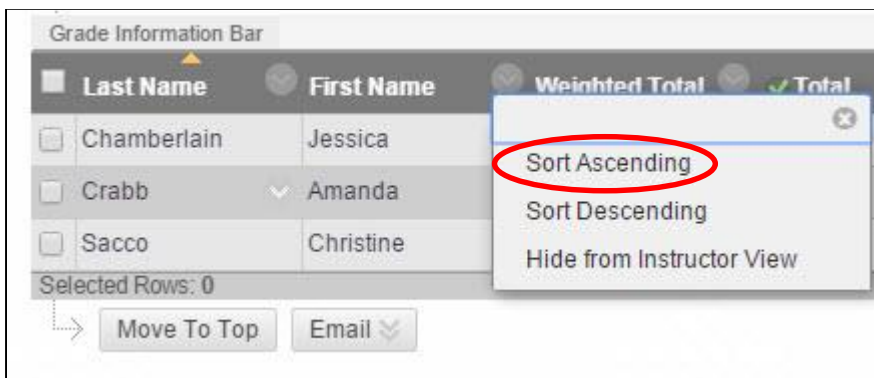
User Columns

In a new course, six default user columns appear in the Grade Center grid: Last Name, First Name, Username, Student ID, Last Access, and Availability.

You cannot delete or edit default user columns. You can hide all but the first user column in the grid.

You can **SORT** a column by clicking on the down arrow next to the column heading and choosing **SORT ASCENDING**.

NOTE: You may also choose **SORT DESCENDING**.



Grade Columns

When you create gradable items in your course, grade columns are created automatically in the Grade Center. You can edit a grade column to rename it, determine if students will see the results in **My Grades**, and include or exclude the column in calculations.

The grade columns created automatically include:

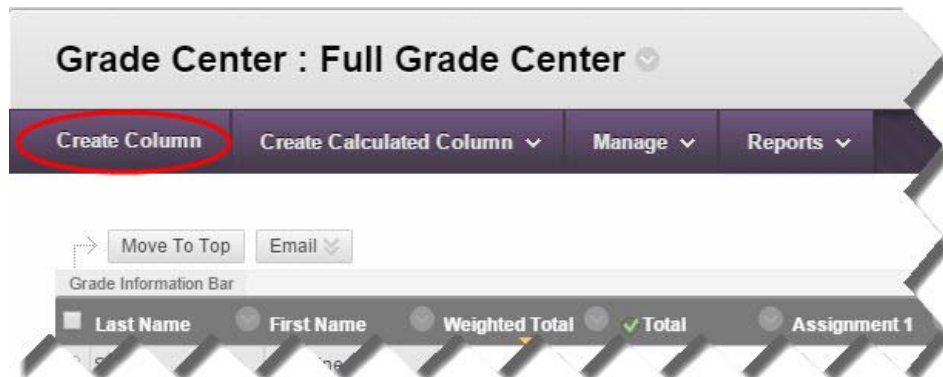
- **ASSIGNMENTS:** When an assignment is ready to grade, the needs grading icon—the exclamation mark—appears in a student's cell in the Grade Center, and you must grade the attempt manually.
- **SURVEYS:** Surveys are scored automatically by the system. When a student completes a survey, a check mark (✓) appears in the student's cell in the Grade Center. To view survey results, access the column's contextual menu and click **ATTEMPTS STATISTICS**. On the **SURVEY STATISTICS** page, you can view the percentage of students who selected each answer. **NOTE: You cannot view individual results as student responses are anonymous.**
- **TESTS:** Most test questions are scored automatically by the system. If you create a test that is comprised only of questions scored automatically, the grades appear in the students' cells in the Grade Center.
- **DISCUSSION BOARD:** If you enabled grading for forums or threads, you must manually grade submitted posts. After a student submits the required number of posts, the needs grading icon appears in the student's cell in the Grade Center.
- **BLOGS, JOURNALS, and WIKIS:** If you enabled grading, you must manually grade submitted entries and wiki contributions. After a student submits work, the needs grading icon appears in the student's cell in the Grade Center.

Creating a Grade Column

If a grade column is not created automatically, you can create your own grade column for any student work you want to grade.

For example, you can create a column to record participation grades.

Step 1: Within the Grade Center, click on **CREATE COLUMN**:



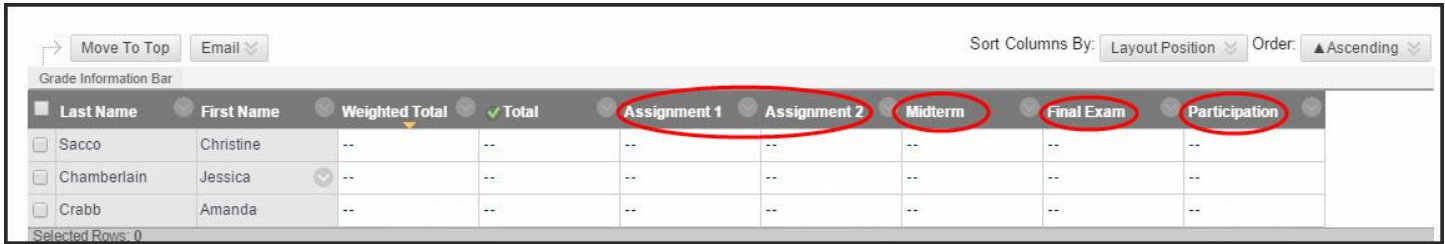
Step 2: Include the **COLUMN NAME** and **POINTS POSSIBLE**.

You may also add a description, change the display of the grade, and add a Rubric, but these are optional.

Step 3: Click **SUBMIT**.

A screenshot of the 'Create Grade Column' form. At the top, the title is 'Create Grade Column'. Below it is a paragraph of text explaining that grade columns represent student effort and can be created manually. There's a 'More Help' link. On the right, there are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted by a red circle. The form is divided into sections. The 'COLUMN INFORMATION' section has a 'Column Name' field with 'Participation' entered (highlighted with a red circle and a callout 'Add Column Name (required)'), a 'Grade Center Name' field, and a 'Description' field with a rich text editor (highlighted with a red circle and a callout 'Add Description (optional)'). Below this is a 'Path' field. The 'Primary Display' section has a 'Score' dropdown. The 'Secondary Display' section has a 'None' dropdown. The 'Category' section has a 'No Category' dropdown. The 'Points Possible' section has a '100' field (highlighted with a red circle and a callout 'Add Points Possible (required)'). The 'Associated Rubrics' section has an 'Add Rubric' button (highlighted with a red circle and a callout 'Add Rubric (optional)').

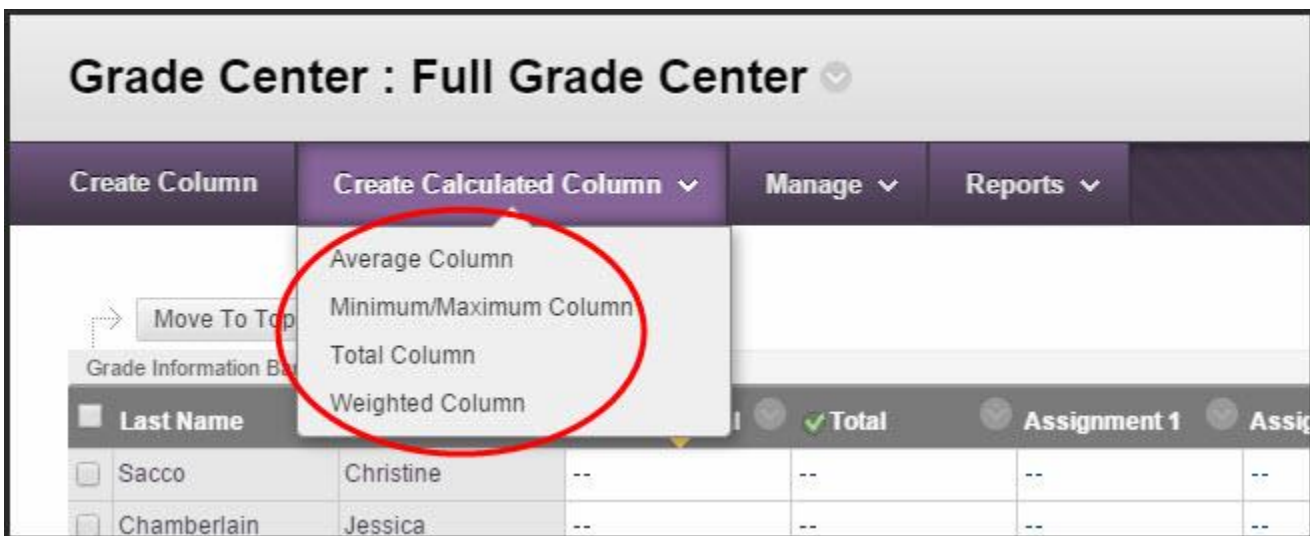
You will now see the added Participation column along with the automatically created Assignments, Midterm and Final Exams:



	Last Name	First Name	Weighted Total	Total	Assignment 1	Assignment 2	Midterm	Final Exam	Participation
<input type="checkbox"/>	Sacco	Christine	--	--	--	--	--	--	--
<input type="checkbox"/>	Chamberlain	Jessica	--	--	--	--	--	--	--
<input type="checkbox"/>	Crabb	Amanda	--	--	--	--	--	--	--

Calculated Columns

In the Grade Center, you can create several different types of calculations: **AVERAGE**, **MINIMUM**, **MAXIMUM**, **TOTAL**, and **WEIGHTED**.



All of these are created by simply clicking on them and giving them a name and selecting the options you want, except for the **WEIGHTED COLUMN**.

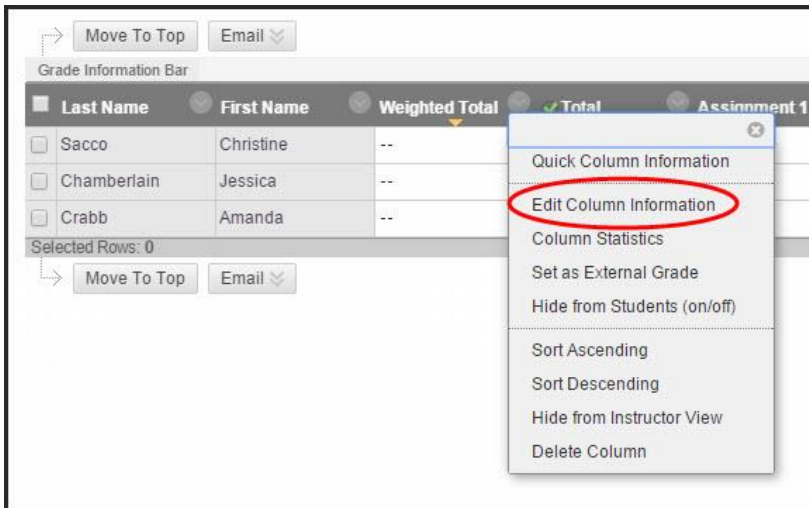
Creating Weighted Grades

By default there is one Weighted Total column created. You can edit the settings on this or add another Weighted Column.

Before creating the Weighted Columns, you want to decide what percentages you are going to give to your grades. For example:

Assignments:	40%
Midterm:	20%
Final Exam:	20%
Participation:	20%

Step 1: Click on the down arrow next to the **WEIGHTED TOTAL** Column and select **EDIT COLUMN INFORMATION**:



NOTE: The other way to do it is to select **CREATE CALCULATED COLUMN/WEIGHTED COLUMN**.

Step 2: Edit the **COLUMN NAME** and **DESCRIPTION** if you want. Change the **PRIMARY DISPLAY** to **SCORE, LETTER, TEXT** or **COMPLETE/INCOMPLETE** or leave it as **PERCENTAGE**.

A screenshot of the 'Edit Weighted Column' form. At the top right are 'Cancel' and 'Submit' buttons. The form has a section 'COLUMN INFORMATION' with a red asterisk indicating a required field. The 'Column Name' field contains 'Weighted Total' and is circled in red, with a callout bubble saying 'Edit the Name (optional)'. The 'Grade Center Name' field is empty, with a note below it: 'Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.' Below this is a 'Description' section with a rich text editor. The description text is 'The weighted sum of all grades for a user based on item or category weighting.' and is circled in red, with a callout bubble saying 'Edit the Description (optional)'. At the bottom, there is a 'Path' field with 'p' and a 'Words: 15' counter. The 'Primary Display' dropdown is set to 'Percentage' and is circled in red, with a callout bubble saying 'Edit the Primary Display (optional)'. Below it is a note: 'Calculated grades display in this format in both the Grade Center and My Grades.' The 'Secondary Display' dropdown is set to 'None'.

Step 3: Select the **COLUMNS** and/or **CATEGORIES** you would like to weight and click the right arrow to add them to the **SELECTED COLUMNS** side.

SELECT COLUMNS

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

- Total
- Assignment 1
- Assignment 2
- Final Exam
- Participation
- Midterm

Choose a Column

Categories to Select:

- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer Assignment

Choose a Category

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

Add a Column

Add a Category

Total Weight: 0%

In our example, we will add:

Midterm:	COLUMN
Participation:	COLUMN
Final Exam:	COLUMN
Assignments:	CATEGORY

Selected Columns:

* % **Column: Midterm**

* % **Column: Participation**

* % **Column: Final Exam**

* % **Category: Assignment**

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Grades ☐ Lowest Value to Calculate

Drop Lowest Grades ☐ Highest Value to Calculate

Total Weight: 0%

Step 4: Add the weights to the **SELECTED COLUMNS**. The **TOTAL** must add up to 100%.

Midterm:	20%
Participation:	20%
Final Exam:	20%
Assignments:	40%

You also have the option of dropping the highest or lowest grades.

Selected Columns:

- * 20 % Column: Midterm
- * 20 % Column: Participation
- * 20 % Column: Final Exam
- * 40 % Category: Assignment

Weight Columns: ☒ Equally ☐ Proportionally

☒ Drop Grades OR ☐ Use only the

Drop Highest Grades ☐ Lowest Value to Calculate

Drop Lowest Grades ☐ Highest Value to Calculate

Total Weight: 100%

Step 5: You may opt to **CALCULATE AS RUNNING TOTAL** and choose to **INCLUDE THIS COLUMN IN THE GRADE CENTER CALCULATIONS**.

Step 6: Click **SUBMIT**.

Calculate as Running Total ☒ Yes ☐ No

OPTIONS

Include this Column in Grade Center Calculations ☒ Yes ☐ No

Show this Column to Students ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

Cancel Submit