

Topics:

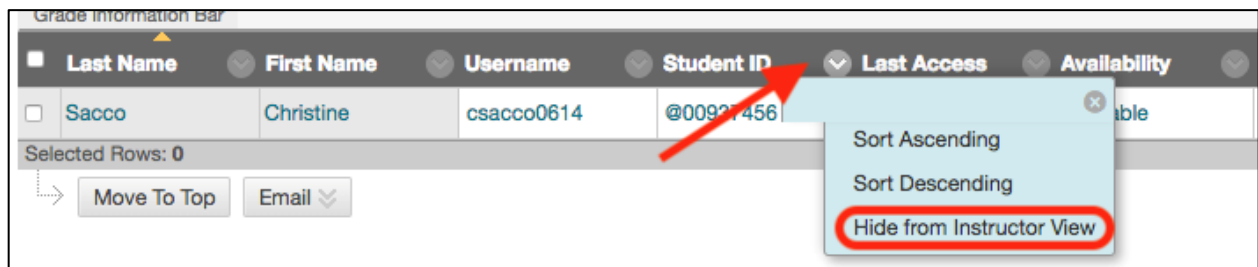
- Intro to Grade Center
- Grading Papers
- Adding and Deleting Columns
- Renaming Columns
- Column Organization: Moving, Showing, and Hiding Columns
- Weighted Grades

**Course: Grade Center CS**

Look at Grade Center

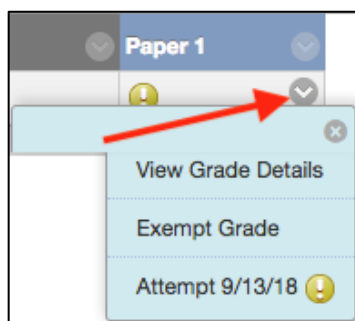
- Needs Grading
- Full Grade Center
  - Assignments
  - Tests

Last Name, First Name, Username, Student ID, Last Access, Availability, Weighted Total, Total  
Can hide these columns:



Look at Paper 1:

When you click on the down arrow, you see these options:



View Grade Details:

**Grade Details**

User **Christine Sacco (csacco0614)** < > Column **Paper 1 (Assignment)** < > Jump to...

**Current Grade:** **Needs Grading** 0 out of 100 points **Exempt**  
Grade based on Last Graded Attempt  
Due: None  
Calculated Grade  
**View Attempts**

**Attempts** | Manual Override | Column Details | Grade History

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Sep 13, 2018 3:06:16 PM	Sep 13, 2018 3:06:16 PM (Needs Grading)	0			<b>Grade Attempt</b> <b>Clear Attempt</b> <b>Ignore Attempt</b> <b>Edit Grade</b>

This user has submitted the maximum number of attempts allowed for this assignment. You may allow this student to submit an additional attempt. Alternatively, you can mark an existing attempt as ignored (Ignored Attempts are not counted against the maximum number of attempts).

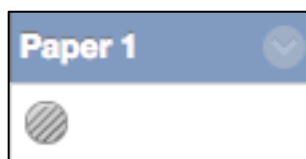
**Allow Additional Attempt**

**Icon Legend**

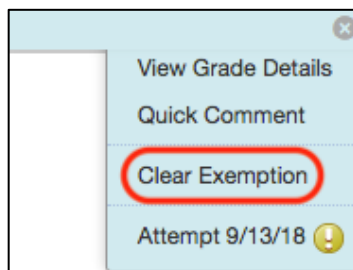
**← Return to Grade Center**

Exempt Grade:

When you click on Exempt Grade, you will see the following icon and this grade will not be included in the Total:



The next time you click on the down arrow next to the Assignment, you will have an option to Clear Exemption:



Attempt:

**Grade Assignment: Paper 1**  
Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

Viewing 1 of 1 gradable items

Christine Sacco (Attempt 1 of 1)

If grading multiple Assignments, click here to go to the next Student

Click here to use Inline Grading features: Draw Box and Add Comments

Click in either of these places to see more options: Rubric and Give Feedback

Online Course Readiness Checklist – Curry College - 2015

**Course Design**

- Is the course easy to navigate?
- Can the students find their way easily back and forth throughout the course?
- Are the module materials consistent in design and format?

**Course Kickoff**

- Do the students clearly know how to get started with the course (what should students do first)?
- Did you include a Start Here area that orients students to the course?
- Do the students know where to find the various course components and how to work through the weekly content?

**Assignment Details**

**GRADE**  
LAST GRADED ATTEMPT - /100

**ATTEMPT**  
9/13/18 3:06 PM /100

**SUBMISSION**  
[Online Course Readiness Checklist.pdf](#)

Click here to download the Assignment

After clicking on the down arrow, you will see the following:

**Assignment Details**

**GRADE**  
LAST GRADED ATTEMPT - /100

**ATTEMPT**  
9/13/18 3:06 PM /100

Click here to grade the Assignment using the Rubric

**GRADE BY RUBRIC**

**PAPER RUBRIC** Used for Grading

**FEEDBACK TO LEARNER**

Overall feedback to Learner here

Rubric:

GRADE BY RUBRIC

**PAPER RUBRIC** Used for Grading

☐ Show Descriptions ☐ Show Feedback

**FORMATTING** --

☐ **Novice** 0 (0.00%) points

☐ **Competent** 16.5 (16.50%) points

☐ **Proficient** 33 (33.00%) points

**ORGANIZATION** --

☐ **Novice** 0 (0.00%) points

☐ **Competent** 17 (17.00%) points

☐ **Proficient** 34 (34.00%) points

**GRAMMAR** --

☐ **Novice** 0 (0.00%) points

☐ **Competent** 16.5 (16.50%) points

☐ **Proficient** 33 (33.00%) points

Raw Total: 0.00 (of 100)

Change the number of points out of 100 to:

Feedback:

abc ✓

Cancel **Save Rubric**

When you are finished, click on Exit:

Viewing 1 of 1 gradable items

Christine Sacco (Attempt 1 of 1)

**Exit**

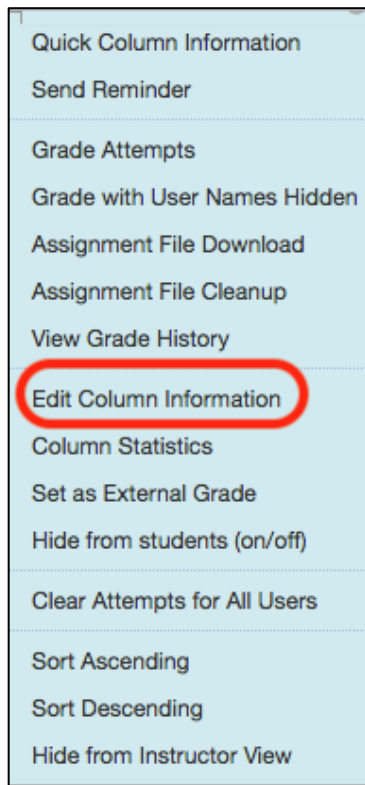
Column Information:

The first arrow is to look at Column Information. The second arrow is to View the Assignment:

**Paper 1**

! ↓ ↓

The most useful item on this list is the Edit Column Information option:



Edit Column Information:

**Edit Column**  
*Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)*

*\* Indicates a required field.*

**COLUMN INFORMATION**

Item Name      Paper 1

Grade Center Name     

Description

Paragraph    Arial    3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, undo, redo, and other text formatting options.

Path: p

Words:0

Primary Display     

*Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.*

Secondary Display  This display option is shown in the Grade Center only.

Score attempts using

Category

✱ Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Paper Rubric	Used for Grading	Sep 13, 2018 2:44:01 PM	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

**DATES**

Date Created

Due Date   Enter dates as mm/dd/yyyy. Time may be entered in any increment.

**GRADING OPTIONS**

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

☐ Enable Anonymous Grading  
You do not have the ability to change this setting.

☐ Enable Delegated Grading  
Delegate grading responsibilities to one or more additional grader.

**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students in My Grades. Select **Yes** for the third option to show column statistics to students in My Grades.

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

Click **Submit** to proceed.

Add:

- Paper 2

In Week 1, Click on Assessment/Assignment  
Name it: Paper 2  
Assign 100 Points  
Submit

- Click on Discussions on the Left Navigation  
Click on Create Forum  
Name it: Discussion Reflection 1  
Make it 100 Points  
Submit

- Click on Create Forum  
Name it: Discussion Reflection 2  
Make it 100 Points  
Submit

This is what you will see:

Paper 1	Paper 2	Discussion Ref	Discussion Ref
!	--	--	--

COLUMN INFORMATION

Item NameDiscussion Reflection 1

Grade Center NameDB Ref 1

Description

T T T Paragraph Arial 3 (12pt) [List Icons] [Text Icon] [Image Icon]

[Cut Copy Paste Find Undo Redo] [B I U X] [Link Unlink] [Align Left Center Right Justify Full Width] [Decrease Increase Indent] [Outdent Bulleted Numbered Disclosed Closed] [Table Insert Table Grid] [HTML CSS]

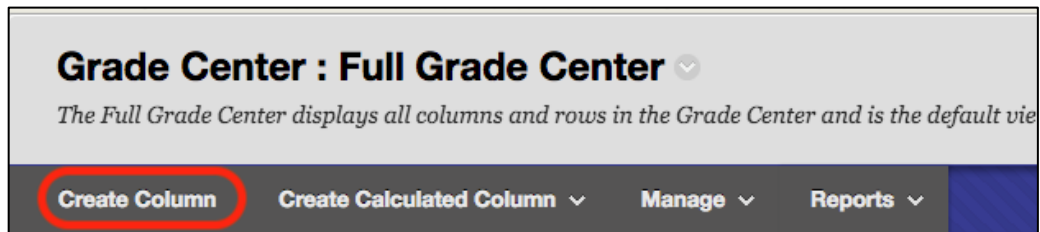
Click **Submit** to proceed.

Cancel Submit

Paper 1	Paper 2	DB Ref 1
!	--	--

## Create Column – Participation

Click on Create Column:



Add Name:

The 'Create Grade Column' form is displayed. It includes a title 'Create Grade Column' and a subtitle explaining that grade columns represent student effort and are added automatically. A note indicates that work not automatically graded can be measured by creating a grade column, with a link to 'More Help'. A legend states that an asterisk (\*) indicates a required field. The 'COLUMN INFORMATION' section contains the following fields: 'Column Name' (required, with 'Participation' entered), 'Grade Center Name' (empty), and 'Description' (with a rich text editor). The 'Description' field has a toolbar with various formatting options. At the bottom, it shows 'Path: p' and 'Words:0'.

Add Points Possible:

The 'Add Points Possible' form is shown. It includes a title 'Add Points Possible' and a subtitle explaining that grades must be entered using the selected format. The form contains the following fields: 'Primary Display' (dropdown menu with 'Score' selected, highlighted with a red circle), 'Secondary Display' (dropdown menu with 'None' selected), 'Category' (dropdown menu with 'No Category' selected), 'Points Possible' (required field, empty, highlighted with a red circle), and 'Associated Rubrics' (button labeled 'Add Rubric'). Below these fields is a table with columns: 'Name', 'Type', 'Date Last Edited', and 'Show Rubric to Students'. The 'DATES' section includes 'Date Created' (Sep 15, 2018) and 'Due Date' (empty field with a calendar icon). A note at the bottom states: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'



Click Submit:

**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from students in My Grades. Select **Yes** for the third option to show column statistics to students in My Grades.

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

Click **Submit** to proceed.

Cancel **Submit**

Deleting a Column:

You can delete Participation:

Hide from students (on/off)

Sort Ascending

Sort Descending

Hide from Instructor View

**Delete Column**

Ref Participation

You cannot delete the Discussion Board:

Quick Column Information

Send Reminder

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from students (on/off)

Sort Ascending

Sort Descending

**Hide from Instructor View**

Discussion Ref Partic

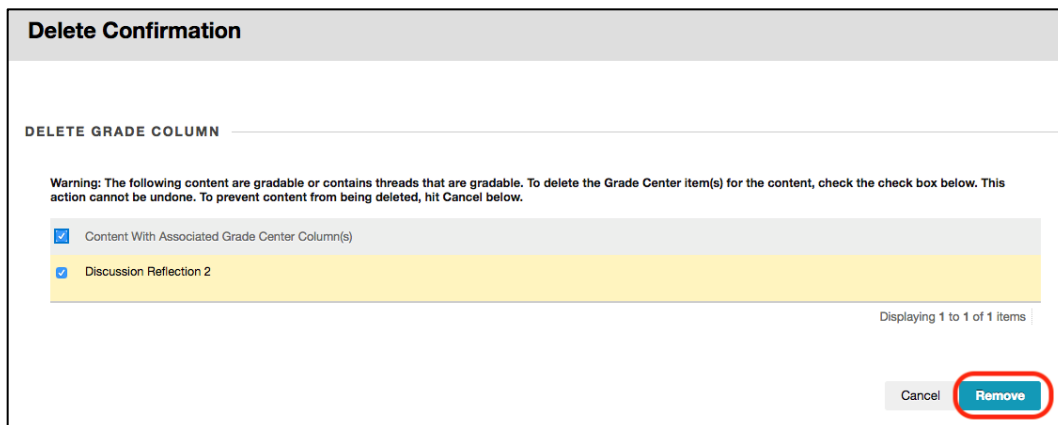
You must delete the Discussion Board from the Discussions tab to remove it from the Grade Center. Go to the Discussions Tab, check the Discussion Reflection 2 box and click Delete:



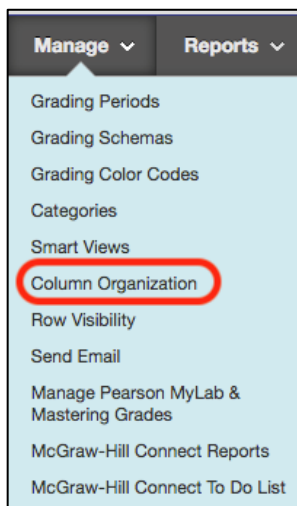
Click OK:



Click on "Content with Associated Grade Center Column(s)" and click Remove:



Manage – Column Organization – Allows you to change the order of the Grade Center columns:



Note the Show/Hide Button:

### Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

**Shown in All Grade Center Views**

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Last Name (Frozen)		Institution			
<input type="checkbox"/> First Name (Frozen)		Institution			
Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.					
<input type="checkbox"/> Username		Institution			
<input type="checkbox"/> Student ID		Institution			
<input type="checkbox"/> Last Access		Institution			
<input type="checkbox"/> Availability		Institution			

Click and hold and drag on four pronged arrow to move Participation.

Note Up and Down arrows on right of screen which can also be used to move Columns:

**Not in a Grading Period**

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total (External Grade)	Not in a Grading Period	Calculated Grade		None	400 (may vary by student)
<input type="checkbox"/> Paper 1	Not in a Grading Period	Assignment	None	Sep 13, 2018	100
<input type="checkbox"/> Paper 2	Not in a Grading Period	Assignment	None	Sep 15, 2018	100
<input type="checkbox"/> DB Ref 1	Not in a Grading Period	Discussion	None	Sep 15, 2018	100
<input type="checkbox"/> Participation	Not in a Grading Period	No Category	None	Sep 15, 2018	100

Click **Submit** to proceed.

Cancel Submit

Weighted Column:

Click on the down arrow next to Weighted Total and choose Edit Column Information:

**Weighted Total**

- Quick Column Information
- Edit Column Information**
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

You will see the name filled in:

### Edit Weighted Column

*\* Indicates a required field.*

#### COLUMN INFORMATION

\* Column Name

Grade Center Name

*Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.*

Description

The weighted sum of all grades for a user based on item or category weighting.

Path: p Words:15

Primary Display

*Calculated grades display in this format in both the Grade Center and My Grades.*

Click on Column or Category and then on the arrow to move to Selected Columns:

### 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
- Paper 1
- Paper 2
- DR Ref 1
- Participation**

Column Information  
Participation: Category:None/ Points Possible:100

Categories to Select:

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

Category Information  
Assignment:Paper 1, Paper 2

Selected Columns:  
*Enter the weight percentage for each item. Percentages should add up to 100 percent.*

Total Weight: 0.00%

Add all Columns making sure Total is 100%:

Selected Columns:  
*Enter the weight percentage for each item. Percentages should add up to 100 percent.*

>

✱

33

% Column: Participation

✕

✱

33

% Column: DB Ref 1

✕

✱

34

% 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: 100.00%

Choose whether to show this column to students and click Submit:

Calculate as Running Total ☒ Yes ☐ No

*A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.*

**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.

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

Click **Submit** to proceed.

Cancel

Submit

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