

# Learning Management System user guide: Grade Centre

Student grades may be either automatically or manually added to the Grade Centre. Manually added grades may be entered online individually for each student or uploaded from an appropriately formatted file. Each student in the class has a unique row and every Grade Centre item has its own column.

Some grades are automatically added to the Grade Centre from work generated in other areas of the LMS, such as tests, assignments, and discussion board threads. Each gradable item that is created in another area of the course automatically generates a Grade Centre column. Automatically entered grades can be changed manually once in the Grade Centre. All changes are recorded in the Grade History. The Grade Centre can also be downloaded for offline record keeping.

Each column can be hidden using the Contextual Menu in the column header; only the Last Name column cannot be hidden. The column of checkboxes that begins each row can be used to select specific students to send emails.

## ENTER A GRADE

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Identify the grade you wish to enter then click the appropriate cell in the spreadsheet.
3. Enter a new grade or edit an existing grade, then press **Enter**.

NB: The next cell becomes active. Another grade may be added while the grade in the previous cell is being saved.

## DELETE A GRADE

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Identify the grade you wish to delete then click the cell in the spreadsheet.
3. Press **Delete** or **Backspace** on the keyboard.
4. Press **Enter**.

## EXEMPT A GRADE

A grade may be excluded from all calculations by exempting it. Exempted grades can be reverted from the Grade Details page or from the Grade Centre spreadsheet. It is also possible to drop a grade by using a Weighted Column to automatically drop the lowest grade out of a particular category, such as the lowest grade on weekly quizzes.

1. Position the cursor above the appropriate cell.
2. Click the **chevron** (double arrow) to open the contextual menu for the grade.
3. Click **Exempt Grade**.

## CREATE A GRADE COLUMN

Grade Columns represent gradable items such as tests and papers. Columns may be manually created in the Grade Centre or automatically generated from outside the Grade Centre. The Column Name is limited to 15 characters.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Click **Add Grade Column**.
3. Enter a **Column Name** and **Points Possible**.
4. Enter a **Due Date**.
5. Click **Submit**.

## CREATE A WEIGHTED COLUMN

A calculated column gathers data from multiple Grade Centre columns and performs a calculation to attain performance results, such as an average grade for a set of assignments. In turn, data from multiple calculated columns can be gathered to create a composite calculated column. The calculated columns available are: Weighted Grade, Average, Total, and Minimum/Maximum.

Weighting grades is done by adding a Weighted Grade Column. Some or all of the other columns may be included in the weighting calculation. All new subjects contain a Weighted Grade Column in the Grade Centre by default. However, multiple weighted grade columns may be created and used.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Click **Add Calculated Column**.
3. Select **Weighted**.
4. Enter a **Column Name**.
5. Select **Columns/Categories** to include.
6. Set the percentage of the total for each column/category.
7. Click **Submit**.

## DELETE A COLUMN

Column properties may be modified or delete a column, including all of its grades and associations. Deleting a Column is a final action and cannot be undone.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Position the cursor above the appropriate column title.
3. Click the **chevron** (double arrow) to open the contextual menu for the column.
4. Click **Remove Column**.
5. Click **OK** on the warning message.

## FREEZE A COLUMN

Grade Centre columns can be frozen in place so they do not move while scrolling through the other data. The columns containing students' first and last names are frozen by default. This feature can be used to easily match up individual students with their data across the length of the Grade Centre.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Manage**.
3. Select **Organise Grade Centre**.
4. Click and drag the bar into position so the desired columns are located above the bar. It is also possible to drag any Grade Centre column above the bar to freeze it by clicking and holding down the mouse in the left-most column (shown with grey diagonal shading) for the relevant row and dragging it above the bar.
5. Click **Submit**.

☐ Shown in All Grade Center Views						
↕	Name	Grading Period	Category	Due Date	Creation Date	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			

## HIDE A COLUMN IN THE GRADE CENTRE

Hiding a column from displaying saves all existing information associated with the column, but prevents it from being seen within the Grade Centre. Note that this does **not** hide the grades from students, only staff for ease of Grade Centre management. Hiding columns that are not currently being used reduces the length of the grid, reducing the need for scrolling.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Position the cursor above the appropriate column title.
3. Click the **chevron** (double arrow) to open the contextual menu for the column.
4. Click **Hide Column**.

## SHOW A HIDDEN COLUMN IN THE GRADE CENTRE

A column hidden from view in the Grade Centre for purposes of management ease may be made visible again at any time by organising the Grade Centre.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Manage**.
3. Select **Organise Grade Centre**.
4. Locate the hidden column to be made visible and select the check box for that column.
5. Click **Show/Hide**

6. Click **Show Selected Columns**.
7. Click **Submit**.

## HIDE A COLUMN IN THE GRADE CENTRE FROM STUDENTS

Columns may be hidden from students for a variety of reasons such as ensuring all grades for an essay are entered before releasing grades to all students simultaneously, or hiding component grades (eg: weekly attendance) contributing to a calculated column (eg: total attendance).

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Position the cursor above the appropriate column title.
3. Click the **chevron** (double arrow) to open the contextual menu for the column.
4. Click **Modify Column**.
5. Set the option to *Show this column in My Grades* to **No**.
6. Click **Submit**.

NB: Columns hidden from students in the *My Grades* view are indicated with an appropriate icon in the Grade Centre column title.

## UPLOADING GRADES

Grades can be created off-line and then uploaded to the Grade Centre as single or multiple columns.

NB: To minimise potential for errors, first download the data from the Grade Centre so the spreadsheet output is correctly formatted for uploading. The column ID numbers generated in the downloaded spreadsheet for each Grade Centre column are uniquely generated by the LMS and should not be changed or removed.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Manage**.
3. Select **Upload**.
4. Click **Browse** to locate the file to be uploaded and select the appropriate delimiter type. NB: This can usually be left as the default **Auto** setting.
5. Click **Submit**.
6. Select the grade columns to be uploaded then click **Submit**.

## DOWNLOADING GRADES

Grade Centre data can be downloaded as a delimited (separated) file and used in other applications such as Microsoft Excel, other spreadsheet or statistical analysis programs. Staff can select specific data to download, or download the complete Grade Centre data set.

It is advisable to regularly download the Grade Centre to ensure an offline copy of the grades exists for all students in the subject. This is particularly relevant for subjects offering automatically-graded assessments such as tests and surveys.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Manage**.
3. Select **Download**.
4. Select the data to be downloaded, options for content formatting and location for file storage.
5. Click **Download**.
6. Click **Save**.
7. Select a location to save the file then click **OK**.

NB: The downloaded file automatic naming convention provides information about the contents:

*gc\_subjectid\_downloadfilter\_timestamp*

- *gc* = grade centre
- *subject id* = University of Melbourne subject code (eg: 123456\_2008\_2)
- *downloadfilter* = may be *fullgc* (all data in Grade Centre), *column* (single column of data downloaded, or *svdownload* (if a smart view is used to filter data before download).
- *timestamp* = year-month-day-hour-minute-second (eg: 2008-10-30-17-19-09 = downloaded on 30 Oct 2008, at 5:19:09 pm).

## GRADE HISTORY

The Grade History in the Grade Centre records all of the changes that occur to grades within a Course. The Grade History page displays all the data for grade submissions within a set date range. It is possible to manipulate the view and export the information.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Grade History**.
3. Manipulate and view the grade history as required.

## CREATE SMART VIEW

Smart Views are specific views of the Grade Centre based on a variety of criteria. Once created and saved, Smart Views become an item on the *Current View* drop-down menu of the Grade Centre page. Users can toggle back and forth between the Full Grade Centre view, Smart Views, and Grading Periods. Any Smart View can be saved as the default view of the Grade Centre.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Manage**.
3. Select **Smart Views**.
4. Click **Add Smart View**.
5. Enter a **name** and **description**.
6. Select the appropriate **Selection Criteria**.
7. Click **Submit** then click **OK** to return to the Grade Centre.

## USE A SMART VIEW TO PRESENT FILTERED RESULTS

Once a Smart View has been created, it may be used by any member of teaching staff involved with the subject. When a Smart View is in use, downloading data from the Grade Centre includes only the students included in the results of the filtering performed by the Smart View. This is useful for staff wanting to obtain an offline grade record for all students within a particular class (eg: all students in a specific tutorial).

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. Change *Current View* from **Full Grade Centre (default)** to the desired Smart View.

The screenshot shows the Grade Centre interface. At the top, there is an action bar with buttons for 'Add Grade Column', 'Add Calculated Column', 'Manage', 'Email', 'Reports', and 'Grade History'. Below this, the 'Current View' is set to 'Full Grade Centre (Default)' and 'Sort Columns By' is set to 'Layout Position'. A table of student grades is displayed with columns for 'Last Name', 'Student ID', 'Last Access', 'Availability', and 'Total'. A dropdown menu is open over the 'Last Name' column, showing 'Smart Views' with options: 'Full Grade Center (Default)', 'H1 on three quizzes', 'Monday tutorial', and 'Tuesday tutorial'. The table contains the following data:

Last Name	Student ID	Last Access	Availability	Total
Copic	v_studentg_id		Available	1.00
Corbeni	v_studentf_id		Available	2.00
Daniels	v_studenti_id		Available	3.00
Hoosen, Cristina	v_studentj_id		Available	4.00

At the bottom of the table, it says 'Selected Rows: 0'. Below the table is a 'Grade Information Bar' and an 'Icon Legend' button.

## CREATE A REPORT

Printable reports, like a progress report, are available by clicking Reports on the Action Bar and defining the report data. Reports can display all or a number of students or groups; grade columns or calculated columns; or all of the columns in a category. Reports can be customised in a variety of ways, including header and footer information, signature line, date, subject information, and many other data elements.

1. In the *Control Panel* of your subject, from the *Assessment* module, select **Grade Centre**.
2. From the *Action Bar* above the grades, select **Reports**.
3. Select and enter the appropriate report elements.
4. Click **Submit** to view a printable webpage.

NB: The reporting tool is not particularly responsible from an environmental perspective, printing only one student per page which can waste significant paper for subjects with few assessable tasks. In addition, Firefox 3 is the recommended browser for this tool since Internet Explorer 6 may insert additional blank pages in the report causing a report for 5 students (which may be expected to use 5 pages) to consume as many as 16 pages. Please print responsibly.

## ADDING MY MARKS TO THE SUBJECT MENU

Students may view grades from three locations where:

- *Tools* is a subject menu link allowing students to click *My Grades* as one of the tools in the collection; or
- where *My Grades* has been added to the subject menu; or
- from the *My Home* tab, by clicking *My Marks*.

Each individual student may view only their grades for assessed content, with the class average shown or hidden based on staff preferences when managing the Grade Centre. Columns hidden from students in the Grade Centre are not visible to students in any location.

For maximum convenience in the student experience, adding a link to *My Grades* on the subject menu allows immediate access to grades in the context of the subject.

1. In the *Control Panel* of your subject, from the *Subject Options* module, select **Manage Subject Menu**.
2. Click **+Tool Link** on the top menu.
3. Select **My Marks** from the drop-down menu.
4. Click **Submit** and then **OK** on the following receipt page.

NB: Only students will be able to see their grades within the *My Grades* area – staff in the subject will receive an error message when attempting to access it because staff are not presented as a row of data in the Grade Centre.

## INTERACTIVE VIEW / NON-INTERACTIVE VIEW OF GRADE CENTRE

The Grade Centre may be presented in either the interactive or non-interactive view. It is unlikely staff will wish to change the view often though this may be achieved by clicking the small icon located to the top right of the last column.

- *Interactive view*: Default view that allows inline editing of entries and freezing/unfreezing of columns.
- *Non-interactive view*: Displays the data in a simplified grid with no inline editing and no freezing/unfreezing of columns. This view is designed for accessibility: it is easy to navigate using only the keyboard and is accessible by screen readers.

NB: If staff find themselves unable to enter or modify grades in the Grade Centre, check this option to confirm use of the interactive view.

Report any errors or omissions in this user guide to:

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