Grade Centre- Advanced

Grade Centre Organisation ...........................................................................................................2
Manage Menu ................................................................................................................................2
Task 1: How to create and manage marking periods ......................................................................3
Task 2: How to sort, edit, and delete marking periods ..................................................................3
Task 3: How to use the filter function ............................................................................................4
Task 4: How to view and associate columns with your marking periods ......................................5
Task 5: How to associate columns manually ..................................................................................6
Categories .....................................................................................................................................7
Task 6: How to create a category. ...................................................................................................8
Task 7: How to sort, edit, and delete categories ............................................................................8
Task 8: How to use the filter function ...........................................................................................8
Task 9: How to Associate Columns Manually ..................................................................................9
Task 10: How to set grading colour codes ......................................................................................10
Smart Views ...................................................................................................................................11
Task 11: How to access a smart view: ............................................................................................11
Task 12: How to create a smart view to show all users in a group ..................................................11
Marking Schemas ..........................................................................................................................12
Task 13: How to create a marking schema ....................................................................................12
Task 14: How to apply a marking schema to a column .................................................................12
Calculated Columns .......................................................................................................................12
Task 15: How to create a calculated column ..................................................................................12

If you require this document in an alternative format, such as large print or a coloured background, please contact Paul Smyth (Learning Technology Advisor) at learn.service@ed.ac.uk
Grade Centre Organisation

Viewing and filtering. There are a number of ways you can organise your Grade Centre to help you see only the things you want to see. Depending on how many columns you have and what you need to do, one of the following might be useful:

• Filtering. It is possible to filter your view of the Grade Centre to only certain sets of information.
• Smart Views. Default smart views under the Full Grade Centre are ‘Needs Grading’, ‘Tests’ and ‘Assignments’. These are shortcuts that take you to filtered views of the Grade Centre. You can create your own views and add them here.

Organise before you create. Some features like categories and marking periods can be added to columns when you create them. It’s useful to set these up first, rather than go back and edit afterwards (although that it is possible).

Categories. There are built in categories for specific Learn tools (e.g. tests and assignments) which are applied automatically when you add them to your course. You can also create your own categories.

Marking Periods. These are time periods for when the work is marked. This would be useful if you are putting a lot of marks into the Grade Centre. (Example - you could have a Semester 1 and Semester 2 grading period and then filter by these so you only see the relevant columns.)

Colour coding. You can colour code the Grade Centre to quickly show the status of assignments and/or how students are performing.

Calculated columns. These allow calculations or combined marks which can be useful if you want to group together small assignments. (Example - you might have a set of weekly tests that make up one component of your module assessment.)

Manage Menu
The Manage tab, accessible through the action bar in the Grade Centre, provides the following options:

• Marking Periods – allows view of grade columns to be ordered by due dates
• Categories – groups Grade Centre data
• Column Organisation – re-orders columns and brings back hidden columns (select the hidden columns, then click the Show/Hide button, then Show Selected Columns)
**Task 1: How to create and manage marking periods**

By default, the Grade Centre has no Marking Periods established. You can associate any column with a Marking Period except user columns. You cannot associate a column with more than one Marking Period simultaneously.

1. In the Grade Centre, point to **Manage** on the Action Bar to access the drop-down list.
2. Select **Marking Periods**.
3. On the **Marking Periods** page, click **Create Marking Period** on the Action Bar.
4. On the **Create Marking Period** page, type a **Name**.
5. Optionally, provide a **Description**. The description can assist with identifying the Marking Period.
6. Select the **Marking Period Dates**.
7. Select **None** to manually associate columns with the Marking Period. For example, you can create a Grading Period named "Group Project." Later, you can manually associate the columns for the project.
8. Select Range and select a date range that is used to associate columns that have a due date within that range. Each Marking Period must have unique dates.
9. Optionally, select the check box for **Associate Columns** to associate all existing columns with a due date within the assigned date range.

   **Note:** This only applies to existing columns that you have assigned due dates to. New columns must be associated with the Marking Period during or after column creation, if at least one Marking Period exists.

10. Click **Submit**

**Task 2: How to sort, edit, and delete marking periods**

1. Click on the **Manage** tab and select the **Marking Periods** page
2. If many Marking Periods exist, click **Show All** to display all on one page.
3. To sort the Title column, click the **column heading** or **caret**.
4. To edit or delete a Marking Period, click its **Action Link** to access the 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 Centre columns associated with a deleted Marking Period are reset and will not be associated with a Marking Period.

If you change the date range for a Marking 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 Marking Period.

**Viewing a marking period and associated grade centre columns**

In the Grade Centre, you can view the columns associated with a Marking Period in two ways. You can filter the view of the Grade Centre and select a Marking Period, or you can view all Marking Periods and associated columns on the Column Organisation page.

If columns were not associated automatically with a Marking Period based on due dates, you can manually associate columns on the Column Organisation page or when editing a column’s settings. For example, you can create a Marking Period for a group project and associate the columns that pertain.

**Task 3: How to use the filter function**

1. In the Grade Centre, click **Filter** on the Action Bar to expand the **Filter** field.

2. In the **Current View** drop-down list, select a Marking Period. The columns associated with the Marking Period appear in the grid.

3. Optionally, click **Set Current View as Default** to lock the view. In the grid, you will see the Marking Period’s columns each time you access the Grade Centre. You can change the default view as often as you want.
4. Click the X to collapse the Filter field.

On the Column Organisation page, you can:

- Move one or more columns to a Marking Period, a different Marking Period, or no Marking Period.
- Show and hide columns in the Grade Centre grid.
- Change the order of Marking Period tables and columns.

**Task 4: How to view and associate columns with your marking periods.**

1. On the Action Bar, point to Manage to access the drop-down list.
2. Select **Column Organisation**.
3. On the Column Organisation page, any Marking Periods you created and their associated columns appear in the corresponding table, such as Semeter 1. To sort a column, click the column’s Action Link and set an ascending or descending order.
4. **Note:** *Columns not associated with a Marking Period appear in the Not in a Marking Period table.*
5. To move a column to a Marking Period, a different Marking Period, or no Marking Period, select its check box. Select multiple check boxes to move multiple columns to a Marking Period in one action.
6. On the Action Bar, point to the **Marking Period to...** drop-down list and make a selection.

7. Alternatively you can drag columns between marking periods.

8. Click **Submit**. If you try to navigate away from this page without clicking **Submit**, a pop-up window warns you to save the changes.

**IMPORTANT!** Changes you make on this page do not affect what students see on their **My Grades** pages.

**Task 5: How to associate columns manually**
You can also associate a column with a Marking Period, a different Marking Period, or no Marking Period by editing the column's settings from the Grade Centre grid.

1. In the Grade Centre, click the Action Link in the column header.

2. Select **Edit Column Information**.

3. On the Edit Column page, make a selection in the **Marking Period** drop-down list in the **Dates** section.

4. Click **Submit**.
Categories
In the Grade Centre, you can use categories to group related columns together and organise the data. By default, the following categories are created in the Grade Centre:

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

When you add a gradable item from the preceding list within your Learn Course, a grade column is created automatically for the item in the Grade Centre and the column is associated automatically to the appropriate category.

The Categories page in the Grade Centre (Manage > Categories) 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.

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.

Once you have created a new category, you can do the following:

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

In the Grade Centre, you can view the columns associated with a category in two ways. You can filter the view of the Grade Centre and select a category, or you can view all categories and associated columns on the Column Organisation page. If columns were not associated with a category when created, you can manually associate columns on the Column Organisation page or when editing a column’s settings.
Task 6: How to create a category.

1. In the Grade Centre, 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.

Task 7: How to sort, edit, and delete 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, the default categories.

1. Click on the Manage tab and select the Categories page

2. To sort the Title column, click the column heading or caret.

3. To edit or delete a Category you created, click its Action Link to access the 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.

Task 8: How to use the filter function

1. In the Grade Centre, 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 Centre until you change it or close your browser.
3. Click the X to collapse the Filter field.

![Image of Grade Centre]

**Task 9: 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 Centre grid.

1. In the Grade Centre, click the Action Link in the column header.

   ![Edit Column Information]

2. Select **Edit Column Information**.

   ![Edit Column Information Settings]

3. On the Edit Column page, make a selection from the Category drop-down list in the Column Information section.

4. Click **Submit**.
Task 10: How to set grading colour codes

1. From within the **Full Grade Centre**, select **Manage**, then **Marking Colour Codes** from the action bar.

2. In the Colour Code Information area, tick the **Enable Grading Colour Codes** box.

3. In the Colour Coding Options area, set colours as required using the drop-down arrows.

4. Click **Submit**.
Smart Views
Smart Views are filtered views of the Grade Centre. Any number of Smart Views can be created based on a variety of criteria including marking periods, categories and performance.

Task 11: How to access a smart view:
1. Go to Grade Centre, Full Grade Centre.
2. From the action bar select Current View, then Smart views

Task 12: How to create a smart view to show all users in a group
1. From the Control Panel, select Grade Centre, then Full Grade Centre.
2. From the action bar, select Manage then Smart Views.
3. Select Create Smart View from the action bar.
4. Under Smart View Information, enter a name.
5. Tick the Add as favourite box. (Optional)
6. Under Selection Criteria, set Type of View to Course Group.
7. Check that User Criteria is set to Group, set the Condition to Equal to and set Value to the group for which you want to display the users.
8. Click Submit.
Marking Schemas

Task 13: How to create a marking schema

1. From the Control Panel, select Grade Centre, then Full Grade Centre.
2. From the action bar, select Manage, then Marking Schemas.
3. Select the Create Marking Schema button from the action bar.
4. Fill in the Name box.
5. Enter criteria into the Schema Mapping boxes.
6. Click Submit.

Task 14: How to apply a marking schema to a column

1. From the Control Panel, select Grade Centre, then Full Grade Centre.
2. Click the action link at the top of the column.
3. Select Edit Column Information.
4. Under Column Information, set the Primary Display to Score using the drop-down menu. This is how students will see grades in My Grades.
5. From the Secondary Display select the schema you created. This display option is shown in the Grade Centre only.

Calculated Columns
Calculated columns combine data from multiple columns to attain performance results. By default, the system creates two calculated columns that appear in new courses—total and weighted total.

Task 15: How to create a calculated column

1. From the Control Panel, select Grade Centre, then Full Grade Centre.
2. Click on the tab Create Calculated Column
3. Choose one of the four options;
   a. Average, displays the average for a selected number of columns
   b. Maximum/minimum, displays either the minimum or maximum grade for a selection of columns.
c. Total, generates a grade based on the cumulative points earned, related to the points allowed. You can select which columns and categories are included in a total column's calculation.

d. Weighted, generates a grade based on the result of selected columns and categories, and their respective percentages (weightings).

4. In each instance you will create a column name and select the columns you wish to be included in the calculation.

5. Click Submit