

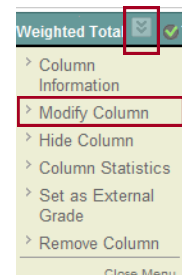
### 1) Adding a Grade Column

All steps assume that you are starting from the Control Panel of your course site.

1. Click on the Grade Center link in the Assessment section.
2. Click on the Add Grade Column button.
3. Type in the column's name in the Column Name field. The Grade Center Display Name is an optional, shorter name that can be entered.
4. Type a description of the item in the Description field.
5. Choose a Primary Display option from the drop-down menu. The default selection is Score.
6. Choose a Secondary Display from the drop-down menu. This optional selection displays the selected format for this grade item in the Grade Center only.
7. Choose a category from the Category drop-down menu (this requires that categories be set up in advance).
8. Type the points possible for this item in the Points Possible field.  
**Note: if this field is left at the default point value of zero, any score recorded for a student will not be added to the Total column.**
9. Enter a due date for Grade Column or choose none.
10. Choose a display option in the Display As drop-down menu:
  - Complete/Incomplete – This option indicates whether or not a student has completed an item.
  - Letter – Letter grade that equals a specific range of percentages. For example, 90% to 100% equals an “A” letter grade.
  - Percentage – Percentage that is calculated by using the following calculation:  $(\text{score} / \text{points possible}) * 100$ .
  - Score – The numeric value that represents the score earned by the student.
  - Text – This option allows the instructor to enter text as the as the indication of a grade for a item. If a column is to be used in Grade calculations, the display cannot be set to text.
11. Scroll down to the bottom of the window and click the Submit button.

### 2) Weighting Grades

1. Click on the Grade Center link in the Assessment section.
2. Click on the Action link next to the Weighted Total column name.
3. Select the Modify Column link.
4. Under the Column Information section, you will notice the column is already named Weighted Total. The Grade Center Display Name is an optional, shorter name that can be entered.
5. In the Description field, type a description for this item (this is optional).
6. Choose a Primary Display from the drop-down menu. Calculated grades will be displayed in this format in the Grade Center and in My Grades (student's view of the Grade Center).
7. Choose a Secondary Display from the drop-down menu. This is an additional display option which will be shown in the Grade Center only.
8. Under the Select Columns section, select the columns and/or categories to include in this weighted grade column.





Arrow Button

- **Columns to Select** – A list of grade items is shown. Select the column you wish to weigh and then click the arrow button to add that item to the Weighted Grade column. For example, select Assignment 1 and click the arrow button to move the column into the selected columns area. Repeat this process for each column.
  - **Categories to Select** – A list of all categories is shown. Select the category and click the arrow button to add that category to the Weighted Category column. You can also choose No Category. Click the arrow button to move a category into the selected columns area.
9. Once you have selected the appropriate columns and/or categories, enter the percentage for each selection. For example, type 25% for Assignment 1, 25% for Assignment 2, and 50% for Assignment 3. The total weight must equal 100%

When you choose to weight by category, additional options will appear:

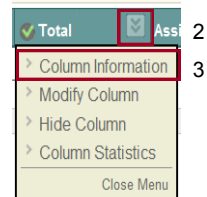
- Select a Grading Period for the Category using the drop-down menu. This will only appear if a Grading Period has been created. Only columns within the selected Grading Period will be included in the Weighted Grade.
  - Select how to weigh columns within the Category Equally or Proportionally. Choosing Equally applies equal value to all Columns within a Category. Choosing Proportionally applies the appropriate value to a Grade Item based on its points compared to other columns in the Category.
  - Decide whether to drop high or low grades within the Category or use the lowest or highest value in the category.
10. Calculate as a running total - A running total only includes items that have grades or attempts recorded. Select Yes to calculate the weight as a running total that includes only the Columns that have been graded. Select No to include all items in the calculations, using a value of 0 for an item if there is no grade.
11. Under the Options section, Select Yes to include this column in Grade Center Calculations. Select Yes for the second option to make this Grade Center column available in My Grades. Select No for the third option if you do not wish to display column statistics in My Grades.

Include this column in Grade Center calculations	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show this column in My Grades	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Statistics (average and median) for this column in My Grades	<input type="radio"/> Yes <input checked="" type="radio"/> No

12. Scroll down to the bottom of the window and click the Submit button.

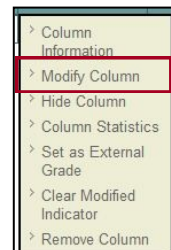
### 3) Viewing Grade Column Information

1. Click on the Grade Center link in the Assessment section.
2. Click on the Action link next to the column name.
3. Select the Column Information link.
4. Review the information provided and click the Close Menu link when done.



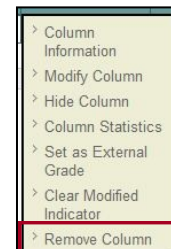
### 4) Modifying a Grade Column

1. Click on the Grade Center link in the Assessment section.
2. Click on the Action link next to the column name.
3. Choose the Modify Column link.
4. Change the desired fields (description, category, points possible, due date, display).
5. Scroll down to the bottom of the window and click the Submit button.



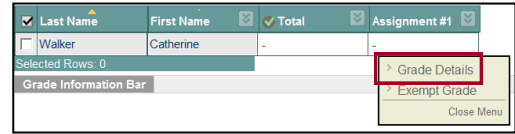
### 5) Removing a Grade Column

1. Click on the Grade Center link in the Assessment section.
2. Click on the Action link next to the column name.
3. Select the Remove Column link.
4. A window will appear that states, "Remove this column and all of its associations? This action is final and cannot be undone."



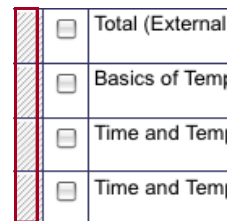
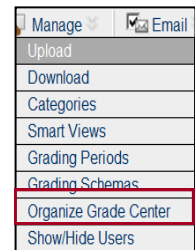
## 6) Manually Override a Grade

1. Click on the Grade Center link in the Assessment section.
2. Click on the Action link for the grade cell (not the grade item) to open the contextual menu.
3. Select the Grade Details link.
4. Click Override and enter a new grade.
5. Click Save.
6. Scroll down to the bottom of the window and click the OK button.



## 7) Rearranging Grade Center Columns

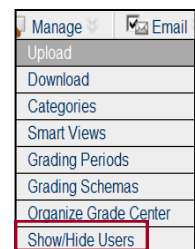
1. Click on the Grade Center link in the Assessment section.
2. Place your cursor over the Manage button in the Action Bar to open the contextual menu.
3. Select the Organize Grade Center link.
4. At the far left on each row (representing the different Grade Center columns) is a gray box. This box will allow you to slide any of the rows to a new position. To move an item, click and drag the gray box up or down; release the mouse button when the item is in the correct location.



## 8) Hiding and Showing Users in My Grade Center View

### To hide users:

1. Click on the Grade Center link in the Assessment section.
2. Place your cursor over the Manage button in the Action Bar to open the contextual menu.
3. Select the Show/Hide Users link.
4. Place a checkmark next to the student(s) you would like to hide and then click the Hide Users button. Note: Student(s) that are hidden will appear grayed out.
5. Scroll down to the bottom of the window and click the Submit button



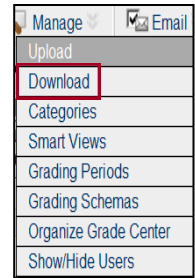
### To show hidden users:

1. Click on the Grade Center link in the Assessment section.
2. Place your cursor over the Manage button in the Action Bar to open the contextual menu.
3. Select the Show/Hide Users link.
4. Place a checkmark next to the student(s) you would like to view and then click the Show Users button.
5. Scroll down to the bottom of the window and click the Submit button.

## 9) Downloading and Uploading Grade Center Information

### Downloading from the Grade Center

1. Click on the Grade Center link in the Assessment section.
2. Place your cursor over the Manage button in the Action Bar to open the contextual menu.
3. Click on the Download link.
4. Select the data you would like to download. You can download data from the entire Grade Center, a specific Grading Period or Column, or the user information by selecting the appropriate options. Select the check box to include comments when downloading a single column.
5. Under the Data section, select Full Grade Center. This will download all of the Grade Center items and scores. You also have the ability to select one item from the Grade Center to download under Selected Column option. The User Information selection allows only the user information to be downloaded.
6. Under the Options section, set the delimiter type to Tab.
7. Scroll down to the bottom of the window and click the Submit button.
8. The following instructions will appear, "The data has been saved to a delimited file or CSV. Download this file and view it using any software that accepts such formats. In order to successfully upload preserve the file format upon saving to your desktop. Click on the Download button to save the file locally."
9. Click Download, and then save the .CSV file to a folder on your local hard drive.
10. Scroll down to the bottom of the window and click the OK button.



### Uploading to the Grade Center

If you wish to update/modify your grades using Excel, start by having all of your grade items entered into the Grade Center. Using the steps above, download the .CSV file to your computer. Modify the file using Excel. Follow the steps below, to upload the data back into the Grade Center.

1. Click on the Grade Center link in the Assessment section.
2. Place your cursor over the Manage button in the Action Bar to open the contextual menu.
3. Click on the Upload link.
4. Under the Choose File section, click the browse link to locate where you have saved the file to upload to the Grade Center.
5. Choose a Delimiter Type: Auto (most commonly used), Comma, or Tab.
6. Scroll down to the bottom of the window and click the Submit button.
7. Place a checkmark in the Upload column next to the Upload Column item you would like to upload.
8. A Match checkmark and Column Name will appear next to the column you can upload back to the Grade Center. A Match checkmark indicates that the Grade Center column being uploaded exists in the Grade Center.
9. Scroll down to the bottom of the window and click the Submit button.

