Technical Assistance:

- Website: http://help.asu.edu
- Help Desk Phone: 855.278.5080 (24/7 support)

Instruction

1. Manage
The Manage menu contains several functions. Today we will discuss:

- **Categories** – categories aid you in setting up your weighted grades and gathering different areas of your grade center for reports
- **Smart Views** – Smart Views are views of the Grade Center based on a variety of student criteria. They enable Instructors to create certain views of the Grade Center—based on performance criteria for gradable items such as Assessments or Assignments—that quickly track Students’ progress.
- **Grading Periods** – Grading Periods are user created segments that can help manage the Grade Center. They can be defined as Sections, Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.
- **Grading Schemas** – A Grading Schema is a diagram based on percentage ranges that matches scores to specific grade displays.
- **Show/Hide Users** – allows you to show or hide users enrolled in the shell

2. Add a Category

- Categories, much like Content Areas, should represent your terminology. If you use the term Exams instead of Tests, create an Exams category. If you use the term Assignments instead of Homework, then create that category. And so on.

   Grade Center | click Full Grade Center from sub-menu | hover over Manage | click Categories | you can add a new category by clicking Add Category button | enter Name | click Submit

3. Grading Schemas

- Instructors can change the Grade Scale (A+, A, A-, etc.)
- If you change the ranges, note that the numbers must overlap (i.e. – A+ is 97 to 100, the next grade must include 97 in its range)
- Instructors can use any value range desired
- Faculty Center uses the following letter grades: A+, A, A-, B+, B, B-, C+, C, D, E
- You can use anything on the scale above or fewer, but no more or no different
Grade Center | click **Full Grade Center** from sub-menu | hover over **Manage** | **Grading Schemas** | next to **Letter**, click the **contextual menu** and choose **Edit** | make the desired changes | you can remove rows by clicking **Delete Row** at the far right | you can insert rows using the **left-facing arrows** at the far right

**Notes:**
- When changing the **Grades Scored Between** values, the percentage entered in the left will match the number in the previous row; this is necessary as there can be no gap in the ranges
- When changing the schema, it is crucial that the number in the far right column (**Will Calculate as**) be **between** the range

4. **Grade History**
- The Grade History page in the Grade Center acts like a log file that 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.

**Download**
Hover over **Reports** | click **View Grade History** | **Download** | choose **Tab** (for Excel format) | choose **Yes** or **No** to include **Comments** | click Submit | click **Download** button | choose location to save your file | click **Ok**

**Clear Grade History**
Hover over **Reports** | click **View Grade History** | **Clear Grade History** | you will be prompted to confirm you want to complete this action | **this cannot be undone** so recommend downloading copy of history prior to clearing

**Disable Grade History**
Hover over **Reports** | click **View Grade History** | **Disable Grade History** | clicking this button will turn off the **Grade History** | it will stop recording the history, but will not remove the previous history | when you click **Enable Grade History**, it will turn back on and resume recording **Grade History** from that moment forward

**Sort Data**
Click on column heading to sort by that column | click again to change sorting to **Ascending** or **Descending**
5. Weight Grades

   Grade Center | click Full Grade Center from sub-menu | hover over Create Calculated Column | choose Weighted | enter Name | choose Display | in the Columns to Select box, choose the categories you wish to use | click arrow to add to the Selected Columns box | enter number in Percentage field | choose equally or proportionately | choose Yes to Include in Grade Center Calculations | click Submit

Notes:

   a) Equally: divides total points earned by total points possible to find an average.
   b) Proportionately: adds percentage of each assignment together then divides them by total number of assignments

6. Extra Credit

   • Extra Credit is managed by adding a Grade Column with zero possible points. When your total column is created, it defaults to include All Grade Columns, which will automatically add together all gradable columns including those with zero possible points.

   Create Extra Credit Column:
   Click Create Column | choose options | enter 0 (zero) for value | include in total calculations | Submit

   Extra Credit with Weighted Grades:
   Extra Credit cannot be used within the Weighted Grades column. As a matter of fact, Extra Credit columns frankly don’t work with Weighted Grades. It is best to add the extra points to the score of an existing column being used in your grade calculation. This does mean that it will be calculated at a percentage.
7. Grading Periods

- Grading Periods can be defined as Terms, Semesters, Quarters, Years, and so on, and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by the instructor. They can be used to:
  - View the performance of students in a certain grading period
  - Create a report that displays the performance for a grading period
  - Calculate a grade column for a grading period

Grade Center | click Full Grade Center from sub-menu | hover over Manage | click Grading Periods | click Add Grading Period

Example for Fall 2011:
  - Name: Section 1 | Description: Chapters 1 through 5 | Dates: 08/18/11 through 10/07/11
  - Name: Section 2 | Description: Chapters 6 through 11 | Dates: 10/08/11 through 12/06/11
  - And so on

- Please note that the Grading Periods cannot overlap; if they do, the most recently added Grading Period will include any columns that might have been included in the existing period, making the original inaccurate

8. Smart Views

Grade Center | click Full Grade Center from sub-menu | hover over Manage | click Smart Views

Course Group

- Allows the instructor to select a group, which was created in the Manage Groups subsection of User Management Area of the Control Panel. These groups are set up by the instructor.

Click Create Smart View | select Course Group | type a name | you have the option to include a description | you have the option to make the view a Favorite | choose Group from User Criteria drop-down box | choose Condition (i.e. – equal to) | choose the group(s) from Value drop-down box (to choose multiple, hold Control while you select them from the list) | choose the columns you want displayed in the Filter Results area | click Submit

Example: You can choose to show a group assignment for a specific group to see if they have done the work
Performance

- Allows the instructor to select students based on performance.

Click Create Smart View | select Performance | type a name | you have the option to include a description | you have the option to make the view a Favorite | choose a column from User Criteria drop-down box | choose Condition (i.e. – less than or equal to) | enter Value (i.e. – score) | choose the columns you want displayed in the Filter Results area | click Submit

Example: set up a benchmark of 75% or lower on Test #1 (you'll have to know the score of the column and enter a value that equals 75% of the total score because percentage cannot be entered)

User

- Allows the instructor to view individual students’ grades.

Click Create Smart View | select User | type a name | you have the option to include a description | you have the option to make the view a Favorite | you have the option to choose individual users or All Users | choose a name from User list (you can choose more than one/just hold Control as you do) | choose the columns you want displayed in the Filter Results area | click Submit

Example: Instructor can view each student’s grades independently

Category and Status

- Allows the instructor to view all or some of the students’ grades filtered by the status of the column including completed, in progress, exempted, not attempted, etc.

Click Create Smart View | select Category and Status | type a name | you have the option to include a description | you have the option to make the view a Favorite | you have the option to choose individual users or All Users | choose a name from User list (you can choose more than one/just hold Control as you do) | choose the status you would like to see from the Filter Results area (not attempted for example) | click Submit

Custom

- Allows the instructor to select from a full list of student attributes. This is a combination of the options of the other Smart Views.
Click **Create Smart View** | select **Custom** | type a name | you have the option to include a description | you have the option to make the view a **Favorite** | choose item from **User Criteria** drop-down box | choose **Condition** | enter **Value** | click **Add User Criteria** to add another | follow same instructions | can change **Formula Editor** to say “OR” instead of “AND” | click **Manually Modify** and change the word | choose the columns you want displayed in the **Filter Results** area | click **Submit**

**Example:** view students who have not turned in a specific assignment and haven’t accessed the shell since a specific day or number of days

**Formula Editor:** click Manually Modify – change AND to OR so that the report provides those who did either

### 9. Reports

- Instructors can create printable Reports for their Courses and Students. For example, an Instructor can create a Report, like a progress report, that contains all of the grades from a particular marking period for a defined group of Students in a class, such as special-needs students or transfer students. This report can then be printed, and handed out to each student, parent or guardian. Reports print one student per page.

**Grade Center | Full Grade Center | Reports | Create Report** | choose options
- You can choose to include specific columns, or due dates, or a Grading Period
- Example: you could choose to run a report for all users showing work from the Final Project (a Grading Period)

### 10. Column Statistics

- Column statistics are available for each column with information about
  - Min/max value, range, median, etc.
  - Status distribution
  - Grade distribution

**Grade Center | Full Grade Center** | hover over column heading | click the **contextual menu** | choose **Column Statistics** | you can navigate to the next column using the navigation tool at the top of the page

### 11. Student Visibility

- User can be hidden from the Grade Center View, like your student test account
- Hidden users are not removed from the Grade Center, and can be changed to visible at any time
- Hidden users are grayed out on the User Visibility page

**Grade Center | Full Grade Center | Manage | Row Visibility**