

Mastering the Grade Center

Audience	Instructors who have completed the introductory <i>Getting Started</i> workshop or similar orientation training.
Format	Face-to-face hands-on workshop
Length	2 to 3 hours
Overview	This workshop provides a comprehensive, hands-on introduction to the Grade Center tool. Participants will first experience the student perspective by exploring the My Grades tool and becoming familiar with how grades will appear to their own students. Then, turning to the instructor perspective, you will learn how to navigate the Grade Center and customize it to suit your needs. Next, you'll learn how to create columns to manage and calculate grades. Finally, you'll learn how to enter and manage grades, including grading test and assignment submissions.
Topics	<p><i>The Student Experience</i></p> <ul style="list-style-type: none">– Access My Grades– View Grades– View Feedback from the Instructor <p><i>Exploring Grade Center</i></p> <ul style="list-style-type: none">– The Grade Center Interface– Hide and Sort Columns and Rows– Use Organize Grade Center– Understand Column Types <p><i>Creating and Working with Columns</i></p> <ul style="list-style-type: none">– Create Grade Columns– Create Calculated Columns– Default Calculated Columns– Customize the Letter Grade Schema– Create Categories– Move an Existing Column to a Different Category

Working with Grades

- Grade an Assignment
- View and Grade Tests
- Reset Test Attempts
- Override Grades
- Exempt a Grade
- Create Smart Views

Workshop Wrap Up

- Spotlight on YOUR Course
- Q & A

Objectives

After completing this workshop, participants will be able to:

- access My Grades and view grades and feedback from the instructor
- navigate the Grade Center interface and understand the symbols
- hide and sort rows and columns to focus on specific data
- use the *Organize Grade Center* page to quickly rearrange columns, freeze columns to aid scrolling, and hide or show multiple columns simultaneously
- explain the difference between grade columns and calculated columns
- explain the purpose and features of categories
- create grade columns to enter and manage grades
- create calculated columns to calculate grades
- explain the purpose of the default calculated columns, Total and Weighted Total
- create grading schemas
- create categories and add and move columns into categories
- enter grades for items that must be manually graded, such as assignments
- view and grade tests
- override grades, reset test attempts, and exempt a grade
- create a Smart View to see a customized display of student performance