Mastering the Grade Center
Workshop Handout

Information Technology Services Centre
The Chinese University of Hong Kong

Last updated: June 25, 2015

Index

Index

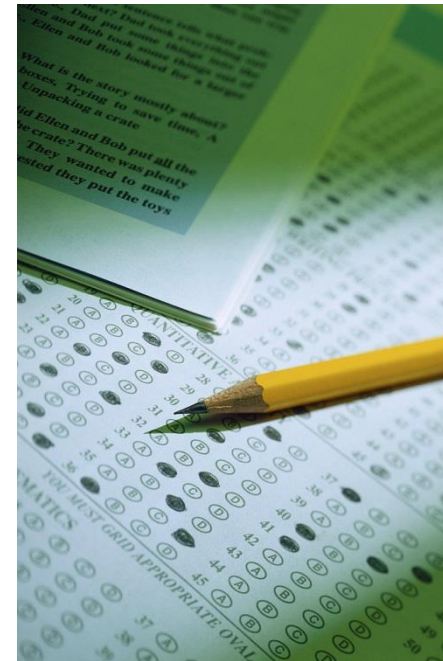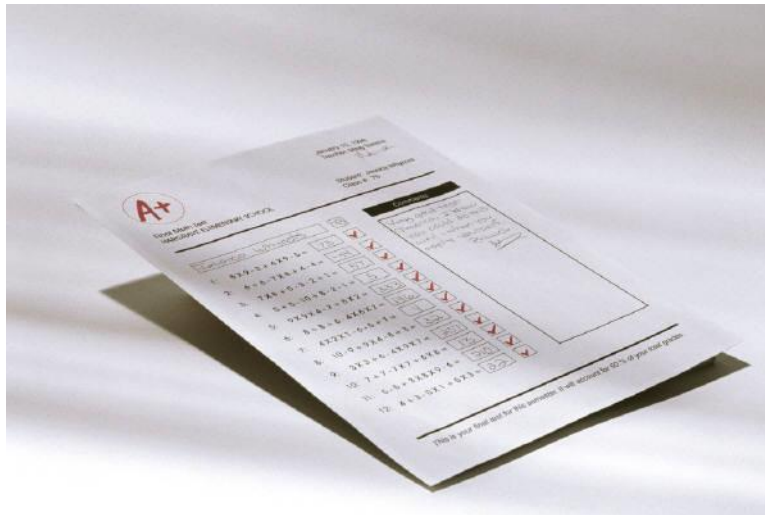# Mastering the Grade Center
Workshop Handout

A) Exploring the Grade Center

Exploring the Grade Center
Getting Started with the Grade Center

Grade Center

- Definition:
  - A dynamic and interactive tool, allowing you to **record data**, **calculate grades**, and **monitor student progress**

Exploring the Grade Center
Getting Started with the Grade Center

What you can do in Grade Center…

- **provide and manage your students' grades** for assignments, tests, discussion posts, journals, blogs, and wikis.

- **create grade columns for any activities or requirements you want to grade**, such as special projects, participation, or attendance.

- determine which assigned grades to **show to your students in My Grades**

- **generate reports**

Exploring the Grade Center
Getting Started with the Grade Center
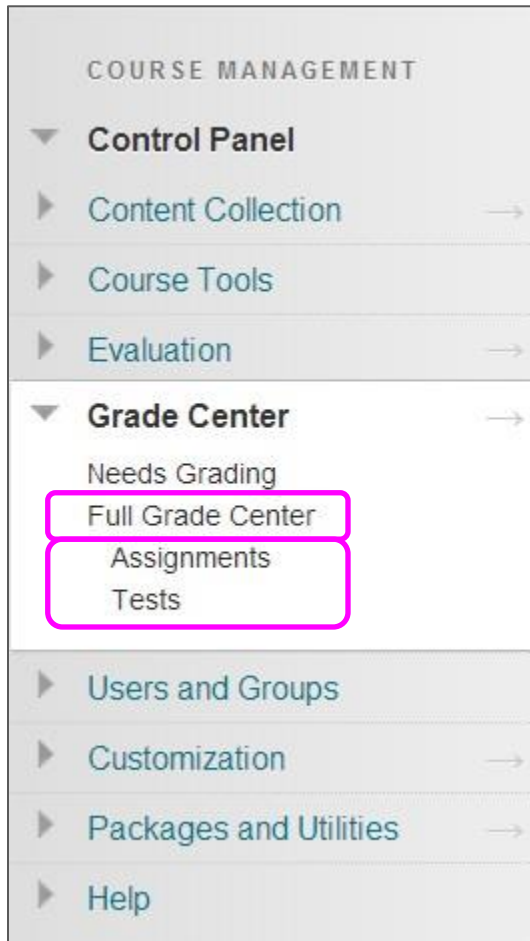
Full Grade Center	The Full Grade Center link **displays all columns and rows** in the Grade Center and is the default view of the Grade Center.
Smart View	The Smart View links appear as an indented list below Full Grade Center. A Smart View is a focused look at the Grade Center and shows only the data that matches a set of criteria. For example, the default **Assignments Smart View displays only assignment columns**. You can create customized Smart Views and remove unneeded Smart Views. Click a Smart View link to open the Grade Center using that view.

COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Needs Grading
Full Grade Center
Assignments
Tests

Users and Groups

Customization

Packages and Utilities

Help

Exploring the Grade Center
Getting Started with the Grade Center

1) **Action bar:**
Rows preceding the grid information containing functions and drop-down lists specific to the current page, such as **Create Column, Manage, Filter, Email, Sort Columns By,** and **Order.**

2) **Grade Information Bar:**
Information about a selected column, such as type of grade and points possible. Point to a Grade Center column title and details appear in the area preceding the grid and following the action bar. In this same row, you can view when data was last saved.

3) **Action Links from Menus:**
A contextual menu displays options that are available and specific for that item.

Exploring the Grade Center
Getting Started with the Grade Center

4) Icon Legend:
Explanation of the symbols used in the columns and cells.

- ⊘ User Unavailable
- Column Not Visible to Users
- ✔ Completed
- Needs Grading
- ▶ Override
- Attempt in Progress
- External Grade
- Grade Exempted for this User
- Error
- Not Participating
- Anonymous Grading is enabled for this item

5) Edit Rows Displayed:
You can change the number of rows appearing in the grid. In the box, type a number *between 5 and 50*, and click **Go**.
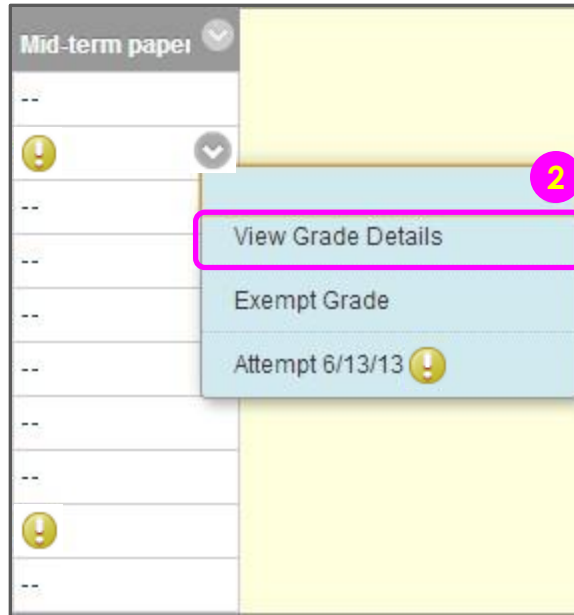
Mastering the Grade Center
Workshop Handout

B) Grading Assignments and Tests

CU @Learning System

Grading Assignments and Tests
View Grade Details (Assignment)

1) Access **Assignments** under **Full Grade Center**.

2) Access the **Grade Details** page from the contextual menu ⊙ for the assignment listed in the Grade Center.

CU @Learning System

Grading Assignments and Tests
View Grade Details (Assignment)

3) On the **Attempts** tab, you can view each attempt's submission date, feedback, and grading notes. Use **View Attempts** to successively view each attempt in detail.

4) For each attempt, you can **Grade Attempt**, **Clear Attempt** to remove it, or **Ignore Attempt** to keep it but omit the score from Grade Center calculations and not count it toward the number of allowed attempts. Assignment attempts also have an **Edit Grade** function.

5) If a student submits the maximum number of attempts, the **Allow Additional Attempt** function appears so that you can permit another submission.

Grading Assignments and Tests

Exempt Grades

Teacher/TA can exempt students (e.g. guest/auditor/sit-in students) from any grade item in the Grade Center. Existing grades that have been exempted are not deleted but are ignored in all total and statistical or total grade calculations.

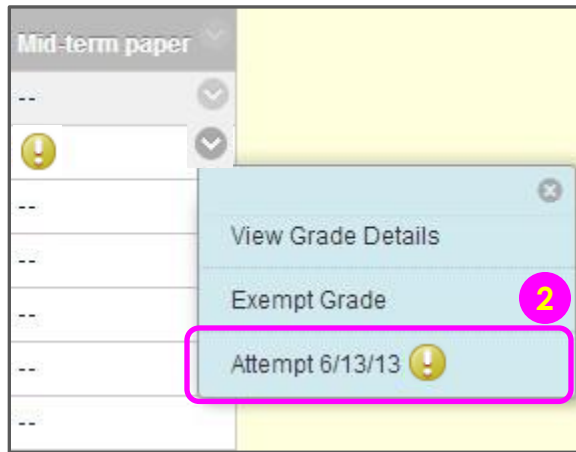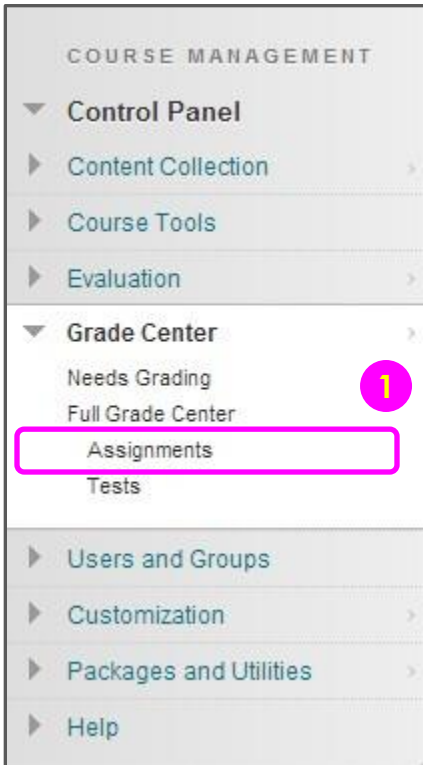1) From the Grade Center, access an item's contextual menu. Select **Exempt Grade**. It will display an **Exempted icon** in the cell of the exempted grade.

Grading Assignments and Tests
Inline Assignment Grading

1) Access **Assignment** under **Full Grade Center**.

2) Access the **Attempt** from the contextual menu for the assignment listed in the Grade Center.

Grading Assignments and Tests
Inline Assignment Grading
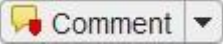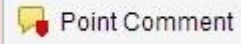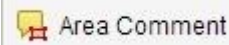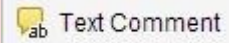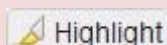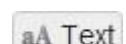
3) Review and comment directly in the document.

4) From the inline viewer toolbar you can **zoom** the contents of the document in or out, open the annotation tools menu to **comment** in the document, **download** the document and **move** from page to page.

5) Grade the submission from the inline grading sidebar. From here you can view the assignment details, the grading rubric and each attempt. You can type an overall grade and grades for each attempt as well as provide **feedback** to your students without leaving the page.

Notes:
Inline Assignment Grading is available only with submitted files, not for content created using the text editor.

Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).

15

Grading Assignments and Tests
Inline Assignment Grading

Button	Description
Zoom out / Zoom in	Zoom out / in. Make the content of the file appear smaller / larger.
Comment	Expand the list of annotation tools
Download	Download a copy of the file. If annotations have been made, you have the option to download a copy in the original format or download a PDF version that includes the annotations. This button is also available to students when they review their submission.
«	View all annotations.
Point Comment	Add a comment to a specific point in the document.
Area Comment	Add a comment to a selected area in the document.
Text Comment	Add a comment to selected text in the document.
Draw	Draw in the document using a pencil tool.
Highlight	Highlight selected text in the document.
aA Text	Add text to the document.
Strikeout	Strike out text in the document.
Move forward / back	Move forward / back a page. This button is also available to students when they review their submission.

Grading Assignments and Tests
Grading Schema

In the Grade Center, when an item is graded, **a numeric score appears in the students' cells by default**. You can choose to display grades in other ways by using grading schemas. **A grading schema takes the actual points scored on a graded item and compares it to the total points possible for that item to derive a percentage. This percentage is mapped to a range of scores and displays a grade, such as a letter (A, B, C) or text (Pass/Fail).** This information is presented in a table format.

You can associate the default grading schema with an individual or multiple columns in the Grade Center. When you grade items, the grade values (letters) appear in the cells in the Grade Center grid and to students in My Grades. You can choose not to show grades to students when creating or editing a column.

Grading Assignments and Tests
Grading Schema

1) Select **Manage** from action menu then select **Grading Schemas**.

2) On the **Grading Schemas** page, click **Create Grading Schema**.

3) Enter a name for the Schema.

Grading Assignments and Tests
Grading Schema

SCHEMA MAPPING

4) Click the arrow buttons to **insert rows**.

5) Type the percentage range for each grade and type the letter, number, or text to display to represent that percentage.

6) In the **Will Calculate As** boxes, type the percentage values to be used if a grade is provided manually. This percentage must fall in between the range of percentages for automatically scored columns. For example, grades scored manually as A will be calculated as 95.

7) Click **Submit** to confirm the changes.

Grading Assignments and Tests
Associate Grading Schema
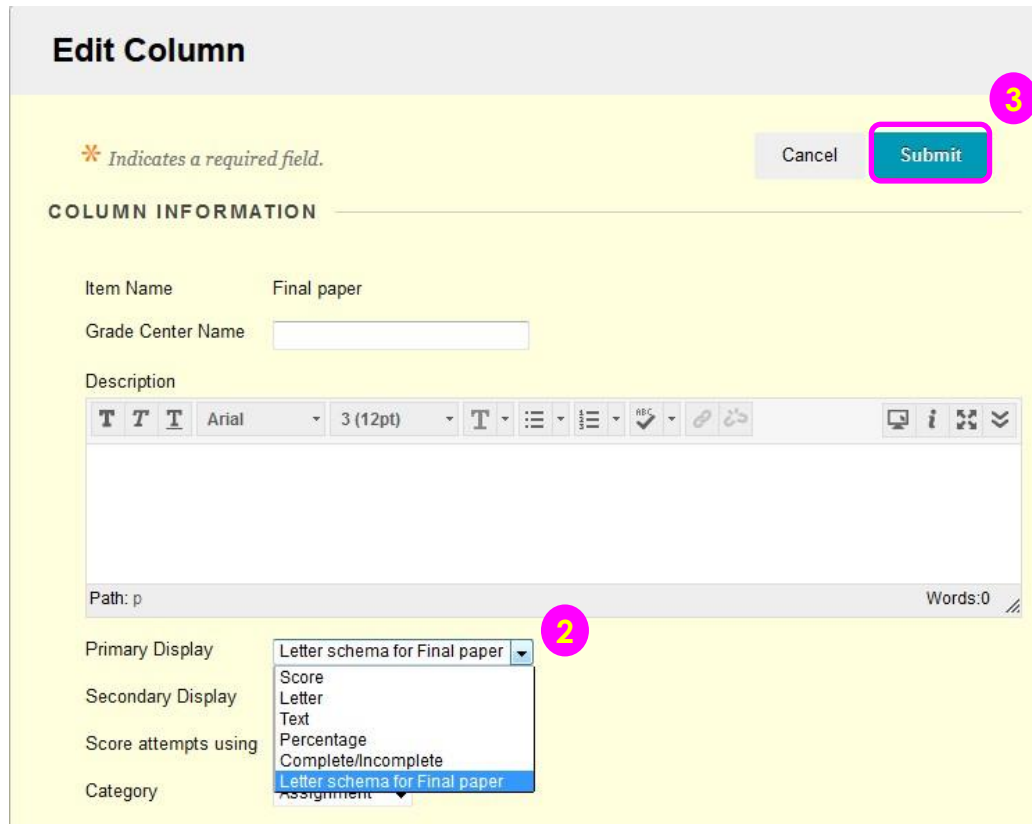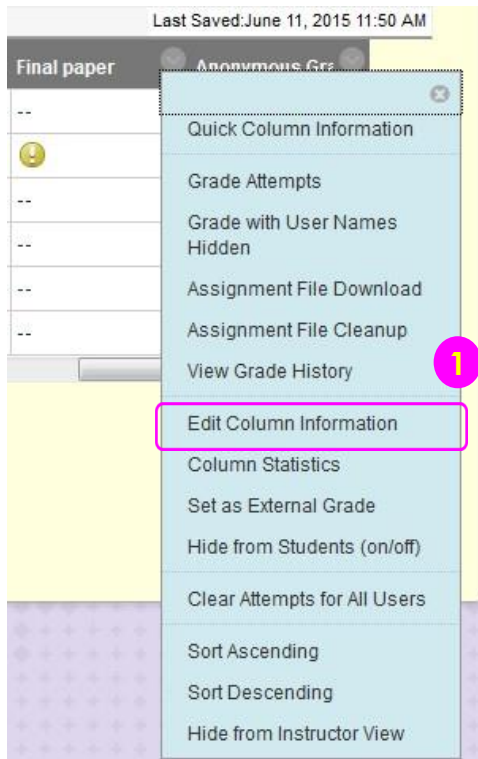
1) Access the appropriate column's the contextual menu and click **Edit Column Information**.

2) On the **Edit Column** page, make a selection in the **Primary Display** drop-down list. If you create a customized grading schema, it appears in the list.

3) Click **Submit**.

Grading Assignments and Tests
Associate Grading Schema

4) Numerical grades has to be inputted for grading attempts.

5) And the grades will be shown as letter/text accordingly in the Grade Column.

Grading Assignments and Tests
Assignment File Download
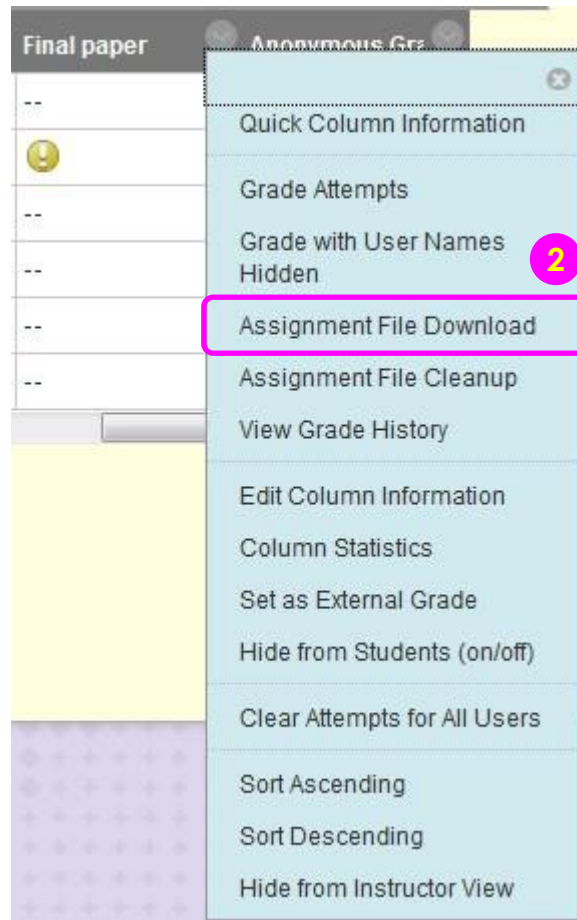
1) In the **Grade Center**, locate the column for the assignment you want to download.

2) Access the assignment column's contextual menu 🔽 and select **Assignment File Download**.

Grading Assignments and Tests
Assignment File Download

3) Click **Show All** to see all submitted assignment.

4) Select the **check box** in the header bar to choose all available submissions.

5) Select files to download.

6) Click **Submit**. On the next **Download Assignment** page, click the **Download assignments now** link. In the pop-up window, select **Save File** and click **OK**. Browse to the location where you want to download the file and click **Save**.

Grading Assignments and Tests
Grade Attempts (Tests)

COURSE MANAGEMENT

- ▼ **Control Panel**
- ▶ Content Collection
- ▶ Course Tools
- ▶ Evaluation
- ▼ **Grade Center**
  - Needs Grading
  - Full Grade Center
  - Assignments
  - **1** Tests
- ▶ Users and Groups
- ▶ Customization
- ▶ Packages and Utilities
- ▶ Help

Test	Mobile Test (IF...	testing (...
--		
0.00		
--		
0.00		
10.00		
--		

Quick Column Information
Edit Test **2**
Grade Attempts
Grade with User Names Hidden
Attempts Statistics
Download Results
View All Attempts
Grade Questions
Item Analysis
View Grade History

Edit Column Information
Column Statistics
Set as External Grade
Hide from Students (on/off)

Clear Attempts for All Users

Sort Ascending
Sort Descending

Hide from Instructor View

1) Select the **Tests smart view**.

2) Access the test column's contextual menu. Select **Grade Attempts**.

24

Grading Assignments and Tests
Grade Attempts (Tests)

3) Expand the Test Information link to view the following information:

- **Status**: Needs Grading, In Progress, or Completed.
- **Score**: If the test needs grading, this number is blank.
- **Time Elapsed**: If you chose the Set Timer option, the time a student spent taking the test is recorded and appears here.
- **Started Date**: The date the student began.
- **Submitted Date:** The date the student submitted the test for grading.
- **Clear Attempt**: Use when you want to give a student another chance to start over on a test.
- **Submit Attempt**: This function overrides an In Progress test attempt and submits it for grading.

4) Type a **score** for each question. You can overwrite scores for questions graded automatically.

5) Click **Save and Next** to display the next user.

Grading Assignments and Tests
Grade Questions (Tests)

1) In the Grade Center, access a test column's contextual menu and select **Grade Questions**.

2) You can filter the questions by status: **Graded, Needs Grading,** or **In Progress**.

3) For each question, click the number in the **Responses** column.

Grading Assignments and Tests
Grade Questions (Tests)

4) Expand the **Question Information** link to view the question.

5) Click **Edit** next to the score for a user.

6) Type a grade in the **Score** box. Optionally, add Response Feedback specific to the individual question. The feedback box only appears for certain question types, such as Essays. Optionally, use the content editor .

7) Click **Submit**.

Mastering the Grade Center
Workshop Handout

C) Grade with Rubrics

Grading Assignments and Tests
About Rubrics

- A rubric is an assessment tool **listing evaluation criteria for an assignment**

Rubric Detail

*You can interact with a rubric to grade in **Grid View** or **List View**. More Help*

Name: **Rubric for assignment 1**

The columns correspond to **the level of achievement expressed for each criterion**

Grid View   List View

	Novice	Competent	Proficient
Content	**0** (0%)	**2** (20%)	**4** (40%)
Structure	**0** (0%)	**1.5** (15%)	**3** (30%)
Grammar	**0** (0%)	**1** (10%)	**2** (20%)
Others	**0** (0%)	**.5** (5%)	**1** (10%)

The rows correspond to **the various criteria of an assignment**

Exit

Grading Assignments and Tests
Create Rubric
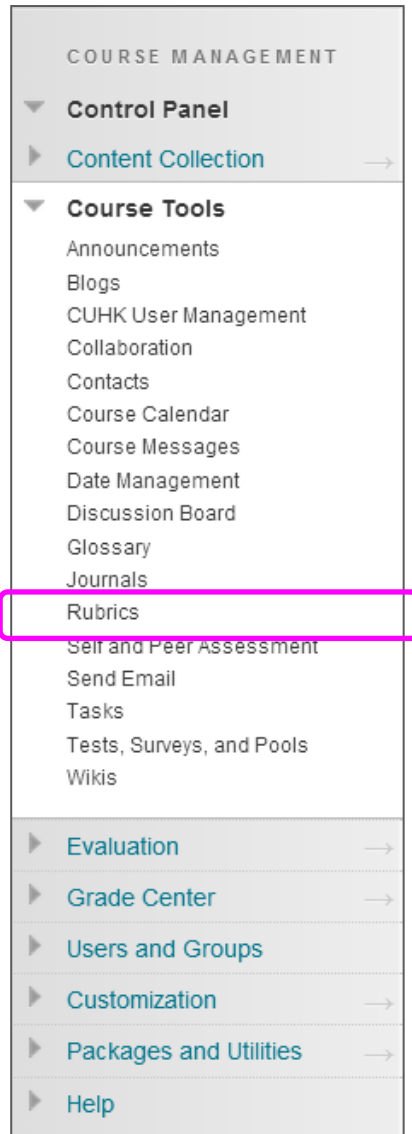
1) On the **Control Panel**, expand the **Course Tools** section. Select **Rubrics**.

2) Click **Create Rubric**.

Grading Assignments and Tests
Create Rubric

3) Type a **Name** for the rubric. The name is the title text that identifies the rubric.

4) Click the contextual menu to **Edit** the rubric grid.

5) Click **Submit**.

Rubrics
Associate a Rubric

In the **Create Assignment** or **Edit Assignment** page:

1) To associate a rubric during the editing or creation process, point to **Add Rubric** to access the drop-down list and choose **Select Rubric** to associates a rubric that you created in the Rubrics area of Course Tools.

32

Rubrics
Associate a Rubric

2) Select rubrics.

3) Click **Submit**.

4) **Show Rubric to Students** offers four options for rubric visibility:

- **No** does not allow students to view the rubric at any time.
- **Yes (With Rubric Scores)** allows students to view the rubric when you make the item available, including possible point or percentage values.
- **Yes (Without Rubric Scores)** allows students to view the rubric when you make the item available, but does not include the possible point or percentage values.
- **After Grading** allows students to view the rubric only after you have completed grading their submissions.

33

Rubrics
Associate a Rubric

	Remove Rubric Association severs the connection to a rubric, but does not delete the rubric itself. If you already used the rubric for grading in this assignment, removing the association also removes those evaluations and the attempts need to be regraded.	
	View Rubric opens a preview that you cannot edit, with a link to view associated items and print the rubric.	
	Edit Rubric opens the associated rubric to allow for immediate editing. If you already used the rubric for grading, you cannot edit it.	

Rubrics
Grade with a Rubric

Access the gradable item in the **Grade Center.**

1) Click **Rubric.**

Rubrics
Grade with a Rubric

GRADE BY RUBRIC

RUBRIC FOR ASSIGNMENT 1   Used for Grading

☐ Show Descriptions ☐ Show Feedback

2

CONTENT   --
○ **Novice**   0 (0%) points
○ **Competent**   2 (20%) points
○ **Proficient**   4 (40%) points

ORGANIZATION   --
○ **Novice**   0 (0%) points
○ **Competent**   1.5 (15%) points
○ **Proficient**   3 (30%) points

GRAMMAR   --
○ **Novice**   0 (0%) points
○ **Competent**   1.5 (15%) points
○ **Proficient**   3 (30%) points

3

Raw Total: 0.00 (of 10.0)
Change the number of points out of 10.0 to: [   ]

Feedback: Students will not see this feedback unless you
set the rubric grading score to be visible to the students.

[   ]

abc ✓

4

Text Editor   Cancel   **Save Rubric**

2) Click a cell to apply that point value to the grade. To change the selection, click another cell in the same row. Optionally, type **Feedback** to the student in the text box that appears when a cell is selected.

3) A running **Raw Total** score appears as you make point selections. Optionally, type a score in the **Change the number of points box** to override the selected score, and type **overall Feedback** to the student using the full features of the content editor.

4) Click **Save Rubric** to save the score and feedback and return to the attempt.

Mastering the Grade Center
Workshop Handout

D) Managing the Grade Center

Managing the Grade Center
Create Column

Grade Center : Full Grade Center ⊙

①

| Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ | Filter | Work Offline ⌄ |

COLUMN INFORMATION

✳ Column Name   `Presentation`   **②**

Grade Center Name   ``

Description

| T T T | Arial ▼ | 3 (12pt) ▼ | T ▾ | ☰ ▾ | ☷ ▾ | ✓ ▾ | 🔗 🔗 | 🖵 i ⛶ ⌄ |

Path: p   Words:0

③

Primary Display   `Text` ▼

Secondary Display   `None` ▼

Category   `No Category` ▼

✳ Points Possible   `5`   **④**

Associated Rubrics   `Add Rubric ⌄`

| Name | Type | Date Last Edited | Show Rubric to Students |

1) In the Grade Center, click **Create Column** on the action bar.

2) On the Create Grade Column page, type a brief, descriptive **Column Name**.

3) Make a selection in the **Primary Display** drop-down list. The selection is the grade format shown in the **Grade Center** and to students in **My Grades**.

4) In the **Points Possible** box, type the total points. Entries must be numeric.

38

Managing the Grade Center
Create Column

5) Select the Options.
- **Include this Column in Grade Center Calculations:** Select Yes to make the column available for potential inclusion when creating calculated columns.
- **Show this Column to Students:** Select Yes to display the column to students in My Grades.
- **Show Statistics (average and median) for this Column to Students in My Grades:** Select Yes to include statistical information with the grade value when shown to students.

6) Click **Submit**.

Managing the Grade Center
Edit Column Information

1) Access the contextual menu. Select **Edit Column Information**.

You can change:
- Whether students see the column results in My Grades
- The grade display in the Primary and Secondary Display drop-down lists.
- Which attempt is used as the score in the Grade Center
- Etc.

40

CU @Learning System

Managing the Grade Center
Column Organization

1) In the Grade Center, point to **Manage** on the action bar to access the drop-down list. Select **Column Organization**.

![CU eLearning System]

Managing the Grade Center
Column Organization

2) **Rearrange** the order of the columns quickly using the **drag-and-drop** function.

3) Columns in gray are frozen in place on the left side of the Grade Center, so they do not move while scrolling through other columns. Drag grade item above the grey bar to make them frozen.

4) Click **Show/Hide** to select the grade item which you want to show/hide.

5) Click **Submit** to confirm the changes.

Notes: If you want to hide grade column from student view, you have to use another option **Show/Hide to Users** from column contextual menu instead.

Grading Assignments and Tests
Email

1) In the **Grade Center**, select the check boxes of students you want to email.

2) On the action bar, point to **Email** and select the type of recipients: **Email Selected Users**.

3) Provide the **Subject** and **Message**.

4) Select **Include list of recipients** to show the names of who will receive this email.

5) Click **Attach a file** to include an attachment with your message.

6) Click **Submit**.

Managing the Grade Center
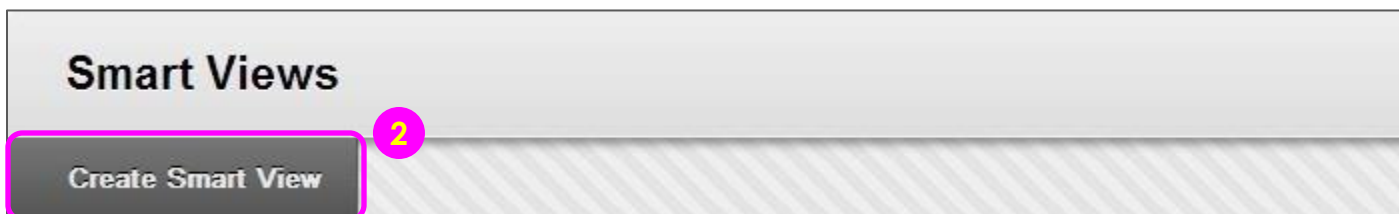## Smart Views

CU @Learning System

Managing the Grade Center
Smart Views

3) Type a **Name** for the smart view and provide an optional **Description**.

4) Optionally, select the **Add as Favorite** check box to make the smart view a favorite. In the **Grade Center** section of the **Control Panel**, favorite smart views appear in alphabetical order in the indented list in the **Full Grade Center** section.

5) For **Type of View**, select **Course Group**.

6) In the **Condition** drop-down list, select **Equal to** or **Not Equal to**. In the **Value** box, select the group or groups. If no groups exist, the selection box is empty.

7) Click **Submit**.

Managing the Grade Center
Smart Views

CU @Learning System

Mastering the Grade Center
Workshop Handout

E) Work Offline (Download and Upload Grades)

Work Offline (Download and Upload Grades)
Download Student Grades

1) In Full Grade Center, point to **Work Offline** and select **Download**.

CU @Learning System

Work Offline (Download and Upload Grades)
Download Student Grades

Download Grades

Cancel   Submit

DATA

Select Data to Download   ⦿ Full Grade Center **2**

○ Selected Column   Weighted Total ▾   ☐ Include Comments for this Column

○ User Information Only

OPTIONS

Delimiter Type   ○ Comma ⦿ Tab **3**

Include Hidden Information   ○ Yes ⦿ No
Hidden information includes columns and users that have been hidden from view.

Cancel   Submit **4**

2) Select the data to download.

3) Select the file delimiter, **Comma** or **Tab**.

4) Click **Submit**. On the next **Download Grades** page, click **Download** and save the file. Do not change the file name while saving because the Grade Center needs the information it contains to deliver it to the appropriate column when uploading.

Work Offline (Download and Upload Grades)
Upload Student Grades

1) In Full Grade Center, point to **Work Offline** and select **Upload**.

Work Offline (Download and Upload Grades)
Upload Student Grades

Upload Grades

Cancel   Submit

CHOOSE FILE

⭐ Attach File   Browse My Computer   Browse Course   **2**

Delimiter Type   ● Auto   ○ Comma   ○ Tab   **3**

4

Cancel   Submit

2) Browse for the file.

3) Choosing **Auto** attempts to automatically detect the delimiter used in the selected file.

4) Click **Submit** to upload the selected file.

Work Offline (Download and Upload Grades)
Upload Student Grades

Upload Grades Confirmation

*Review the list below and select what to upload, then click **Submit**.*

Cancel   Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Weighted Total	✓	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	✓	Total	-	Automatically calculated data will not be uploaded.
☑	Assignment 1	✓	Assignment 1	-,-,-,-,-,-,-,90,85,80	
	Test 1	✓	Test 1	-	No Data Updates

Click Submit to proceed. Click Cancel to quit.

Cancel   Submit

(5)

5) Review the list of data from the file to be uploaded on the **Upload Grades Confirmation** page. Review the **Data Preview** column to be sure the correct data is being uploaded. Click **Submit** to confirm and upload the file.

Mastering the Grade Center
Workshop Handout

F) Viewing Test and Survey Results

Viewing Test and Survey Results
View All Attempts

1) In the Grade Center, access a test column's contextual menu and select **View All Attempts**.

You can see the following information:
- Grade
- Attempt Number
- Date completed
- Status
- Duration

Viewing Test and Survey Results
Attempt Statistics

1) Access a test column's contextual menu and select **Attempts Statistics**.

You can see the following information:
- Average score (whole test and each question)
- Questions
- Correct Answer
- Percentage Answered of each option

Test	
--	
0.00	
--	
0.00	
10.00	
--	

Mobile Test (IE I   testing (qu

Quick Column Information

Edit Test

Grade Attempts

Grade with User Names Hidden

Attempts Statistics

Download Results

View All Attempts

Grade Questions

Item Analysis

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from Students (on/off)

Clear Attempts for All Users

Sort Ascending

Sort Descending

Hide from Instructor View

Name	MC Test
Attempt Score	37.5
Attempts	4 (Total of 4 attempts for this assessment)
Graded Attempts	4
Attempts that Need Grading	0
Instructions	
Alignments	

Question 1: Multiple Choice   Average Score 7.5 points

1+1=?

Correct		Percent Answered
	1	25%
✓	2	75%
	3	0%
	4	0%
	Unanswered	0%

55

Viewing Test and Survey Results
Column Statistics

1) Access a test column's contextual menu and select **Column Statistics**.

You can see the following information:
- Grade Distribution
- Median
- Standard Deviation

Viewing Test and Survey Results
Release Grades and Statistics

1) Select **Edit Column Information** from the Action menu of the grade column item

Options :

- **Include this Column in Grade Center Calculations**: Select **Yes** to make the column available for potential inclusion when creating calculated columns.

- **Show this Column to Students**: Select **Yes** to display the column to students in **My Grades**.

- **Show Statistics (average and median) for this Column to Students in My Grades**: Select **Yes** to include statistical information with the grade value when shown to students.

Viewing Test and Survey Results
Download Results

1) Access a test column's contextual menu and select **Download Results**.

2) Select **Tab.** Choose **Format of Results** and **Attempts to Download** for the report, then **Click to download results**.

Test | Mobile Test (IE | testing (qu

Quick Column Information

Edit Test

Grade Attempts

Grade with User Names Hidden

Attempts Statistics

1 Download Results

View All Attempts

Grade Questions

Item Analysis

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Hide from Students (on/off)

Clear Attempts for All Users

Sort Ascending

Sort Descending

Hide from Instructor View

DOWNLOAD RESULTS

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

2 ○ Comma

⦿ Tab

Question text and results will download for all question types. Unsupported question types will be noted. Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions.
All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results   ○ By User   ⦿ By Question and User

Attempts to Download   ○ Only Valid Attempts   ⦿ All Attempts

Cancel   **Click to download results**

58

Viewing Test and Survey Results
Download Results

Contact us

- **ITSC Service Desk:**
https://servicedesk.itsc.cuhk.edu.hk/

- **ITSC Consultation Hotline Service:**
Tel: 394 38845

- **ITSC eLearning blog:**
http://elearning.itsc.cuhk.edu.hk/blog/