The Grade Center

The Grade Center is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. You can generate reports to communicate information to parents, administrators, and other stakeholders. You can determine which assigned grades to show to your students in My Grades, including columns displaying performance results.

Access the Grade Center

You access the Grade Center from the Control Panel. Expand the Grade Center section to display the links to the Needs Grading page, the Full Grade Center, and the smart views. Click the right-pointing arrow next to the Grade Center heading to go directly to the Full Grade Center.

The Grade Center resembles a spreadsheet. Each row is populated by a user in your course and each column includes information for an item, such as an assignment, test, graded blog entry, or survey. You can also use columns to calculate grades.

Smart Views

The smart view links appear as an indented list in the Full Grade Center section. A smart view is a focused look at the Grade Center and shows only the data that matches a set of criteria. You can use smart views to quickly find data when the Grade Center includes a great number of students and columns. To learn more, see Smart Views.

Entering Grades into the Grade Center

You can enter grades in the Grade Center in the following ways:

- Scores are entered automatically into the Grade Center for course items such as online tests, exams, and surveys.
- Grades can be uploaded from an external source, such as a comma separated values (CSV) file or an Excel spreadsheet, eliminating the need for double entry.
- Grades can be manually entered into the Grade Center.
Full Grade Center

The Full Grade Center link displays all columns and rows in the Grade Center.

A. **Action bar**: Rows preceding the grid information containing functions and drop-down lists specific to the current page.

B. **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.

C. **Grid/spreadsheet**: Columns, rows, and cells that make up the current view of the Grade Center data.

D. **Scroll bars**: Use the horizontal and vertical scroll bars to navigate through the Grade Center columns and rows.

E. **Icon Legend**: Explanation of the symbols used in the cells.

F. **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.

Needs Grading

The Needs Grading link allows you to quickly view individual assignment, group assignment, and test attempts, as well as blog and journal entries, wiki page saves, and discussion posts, ready for grading or review.

A. Click **Grade All** on the action bar to begin grading and reviewing immediately. The Grade All function places all attempts in a queue for easy navigation among items.

B. Sort columns to organize your list. To sort a column, click the column title. The following columns appear on the Needs Grading page:
   - **Category**: Sort attempts to group all assignments or tests together.
   - **Item Name**: Sort attempts by alphabetical order or reverse alphabetical order.
   - **User Attempt**: Sort attempts by a student's name. The number of attempts for the item is listed in parentheses. Click a user’s name to go directly to the attempt.
   - **Date Submitted**: Sort attempts by the date and time students submitted the attempts.
   - **Due Date**: If you provided a due date when the item was created, sort attempts by due date and grade items that are due first.

C. Apply filters to narrow the list by Category, Item, User, and Date Submitted. The filtered list remains in effect until you edit the filter choices or log out.

D. The total number of items to grade appears above the list of items. If you filter the list, the number reflects how many items match the current filter settings.

E. Access an item’s contextual menu and make a selection, such as Grade All Users or Grade with User Names Hidden.

F. Click **Show All** to display up to 1,000 items on one page. Click **Edit Paging** to change the number of items to view per page.