

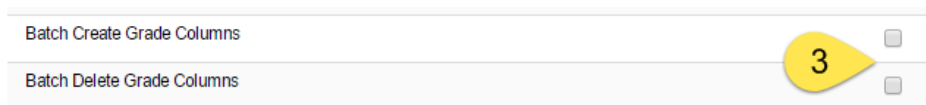
Batch Create and Delete Grade Center Tool

The Batch Create / Delete tool can be used to quickly add multiple manually graded columns to the grade center or to delete columns that are no longer needed.

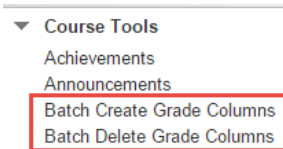
Important Note: When using the delete feature, the tool pulls any columns that are eligible to be deleted. This includes any columns created by the system that were attached to assessments that have been deleted and any manually created columns. Columns that are attached to assessment items cannot be deleted.

To turn on the Batch Create and/or Delete Grade Center Tool:

1. Control Panel → Customization → Tool Availability
2. Scroll down to the following two rows:
 - a. Batch Create Grade Columns
 - b. Batch Delete Grade Columns
3. Place a **check** in the checkbox under the **Available column** for each tool to be activated.



4. Scroll to the top of the screen and click the **Submit** button.
5. The tool(s) will now appear under the Course Tools.



How to Batch Create Grade Center Columns

1. Control Panel → Course Tools → Batch Create Grade Columns
2. Enter in the **number of columns** to be created. *(Enter in the exact number to be created, if the value is higher than the number needed the extra columns will need to be filled in or the tool will not let you continue.)*

NUMBER OF COLUMNS _____

Enter the number of Grade Columns you want to create

* Number of Columns 

3. Click the **Submit** button.

Batch Create and Delete Grade Center Tool

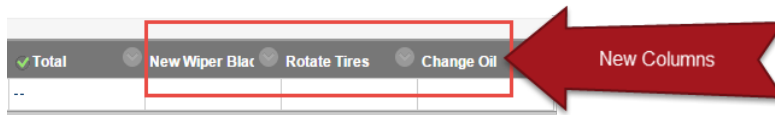
- Fill in the information for each assignment.

ENTER COLUMN INFORMATION

Enter the information for each Grade Column to be created in the Grade Centre.

Column Name	Primary Display Type	Category	Points Possible
<input type="text"/>	Score	No Category	<input type="text"/>
<input type="text"/>	Score	No Category	<input type="text"/>
<input type="text"/>	Score	No Category	<input type="text"/>

- Once the information is entered, click the Submit button. *(The tool automatically goes back to create more columns. If you are done creating columns, go to the grade center to review the columns just created, or if more columns are needed, repeat steps 2-5.)*



How to Batch Delete Grade Center Columns

- Control Panel → Course Tools → Batch Delete Grade Columns
- All columns eligible to be deleted will be listed. *(The external grade column is also listed but note that it does not have a check box so it cannot be deleted.)*
- Check** any columns that **need to be deleted**.

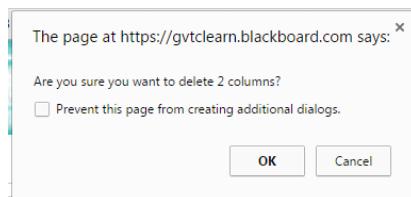
SELECT COLUMNS TO DELETE

Check the boxes next to the Grade Columns you want to delete from the Grade Centre.

Column Name	Category
<input type="checkbox"/> Column Name	Category
<input checked="" type="checkbox"/> Weighted Total	Calculated Grade
Total (External Grade)	Calculated Grade
<input checked="" type="checkbox"/> New Wiper Blades	Assignment
<input type="checkbox"/> Rotate Tires	Assignment
<input type="checkbox"/> Change Oil	Assignment

NOTE: In this example weighted total is checked because it is not needed, the external grade demonstrates that this is a points based gradebook using the Total column.

- Click the **Submit** button.
- A **pop-up box appears** asking for **confirmation** to delete the checked columns. Click the **OK** button to proceed or **Cancel** to go back.



The screen refreshes to show any columns that are still eligible to be deleted. *(If you are done deleting columns navigate anywhere else in the course or if you need to delete more columns, repeat steps 3-5.)*