

Existing Grade Center Checklist

The required steps must be checked in every course in every term to ensure students' grades are always accurately calculated.

1. REQUIRED: Check categories (Manage > Categories)

- All required categories are present. Do not duplicate category names.

2. REQUIRED: Check manually created columns for entering grades by hand, if any (Manage > Column Organization)

- All the necessary manual columns have been created.
- Manual columns do not have any punctuation or special characters in the title.

3. REQUIRED: Sorting columns into correct categories (Manage > Column Organization)

- Columns are placed into correct categories.

4. REQUIRED: Check for unwanted columns that need to be deleted (Manage > Column Organization)

- Drag-and-drop unwanted columns to bottom of list > click Submit.
- In full grade center view, scroll far right to columns > either delete column from header dropdown menu OR go to item itself and delete it (tests, forums and assignments).

5. REQUIRED: Weighted Total and Total column calculation set-up

- Correct column type has been selected: "Weighted Total" for percentage-based grade centers and "Total" for points-based grade centers.
- Weighted Total or Total column is marked with green checkmark to designate it as the external grade.


For Total columns (click header dropdown arrow > Edit Column Information)

- Correct columns are included in calculation.
- Does calculation match syllabus?
- *Make sure that any new columns created throughout term are added to calculation
- "Calculate as Running Total" setting is chosen correctly.

For Weighted Total columns (click header dropdown arrow > Edit Column Information):

- Correct categories are included in calculation.
- Categories are weighted correctly.
- Do categories and weights match syllabus?
- Columns within categories are weighted correctly: either equally (averages column percentages) or proportionally (averages column points).
- Correct number of grades is dropped (if any). Leave boxes blank to include all grades.
- "Calculate as Running Total" setting is chosen correctly.

6. REQUIRED: Other settings

- Column headers/titles can only contain letters and numbers, and NO punctuation or special characters. Underscores () can be used if absolutely necessary.
 - Edit manual column t by clicking header dropdown menu > Edit Column Information.
 - Edit test, forum and assignment titles by going to the items themselves.
- Extra Credit: category or column must be worth zero regardless of how many extra credit points students can earn. Use GVTC's handout to ensure this is set up correctly.
- Verify that any hidden columns are also hidden from students (these are separate settings!). Always hide from students *first*, then instructor.
 - Enter Student Preview mode > go to My Grades > click "All" above list > scroll down looking for columns that are not supposed to be visible to students > write them down > exit mode.
 - In full grade center view find the columns > click header dropdown arrow > select Hide from Students (on/off). The not-visible icon () should appear in column header.
 - For the same column, click header dropdown arrow again > select Hide from Instructor View.
 - Double-check! Enter Student Preview mode and check My Grades again.

7. REQUIRED AT END OF TERM: Download Grade Center Backups and Reports

- Download Grade Center: on right side of action bar > click gray Work Offline button > Download > leave default settings > Submit > click Download button > save file to secure location.
- Download Grade History Report: action bar > Reports > View Grade History > on right side of screen, select "All" in "Show Entries from Past" dropdown and click Go > click Download button > leave default settings > Submit > Download > save file to secure location.

Recommended for easier grade center management:

1. More column organization options (Manage > Column Organization):
 - Freeze Weighted Total or Total column next to students' names so it's visible when scrolling sideways: click-and-drag the column to immediately below "First Name (Frozen)" column.
 - Hide Username, User ID, Availability and Last Course Access columns if not needed: check the column > click Show/Hide button > select Hide Selected Columns.
Note: these particular columns are never seen by students whether you hide them here or not.
 - Arrange columns in the desired order (top-to-bottom order on this page = left-to-right order in full grade center view): click-and-drag columns into position or sort columns by name, category, due date, creation date or possible points.
2. Hiding students' names from grade center list (2 methods): click dropdown arrow beside student's first or last name > select Hide Row, OR go to Manage > Row Visibility > check student > click Hide Rows button > Submit.
3. Smart Views (Manage > Smart Views): create custom filters and add them as favorites to the Control Panel menu to simplify viewing specific columns, grades, categories, groups, individual students, and more.