

Grade Center – Configuration – End of Term Checklist

1. Categories (go to Manage → Categories)

- Correct categories are in use (individual items in each category will be checked later).
- Category names are not duplicated and only contain letters and numbers, no punctuation or special characters.
- There are no stray items in *unused* categories.

2. Columns (go to Manage → Column Organization)

- Columns are in the correct categories.
- Columns that are not included in the course grade calculation are either in No Category category or in a category that is not included in the Total or Weighted Total column.
- Correct point values for each column are displayed on the right end of each row.
- Column headers/titles only contain letters and numbers, no punctuation or special characters.
 - Edit test, forum and assignment titles by going to the items themselves.
 - Edit manual columns by selecting column header menu → select Edit Column Information.

3. Weighted Total column for category-based grade centers (go to column header menu → Edit Column Information)

- Column has green External Grade checkmark.
- Primary Display: correct type is selected. Secondary display is optional.
- Selected Categories: correct categories are listed in Selected Columns area on the right.
- Category weights match those listed in syllabus.
- Columns within categories are weighted correctly (see also [Grade Center: Equal vs. Proportional Weighting within Categories](#) handout).
 - Equally: averages column percentages. Select this if all columns in category have the same point value.
 - Proportionally: averages column points.
- Drop Grades: correct number of grades is dropped OR boxes are left blank to include all grades.
- Calculate as Running Total: correct setting is chosen per instructor's preference or college policy.
 - Yes: instructor is responsible for entering zeros (0) for missed assignments.
 - No: instructor is responsible for entering make-up grades, if any.

4. Total column for points-based grade centers (go to column header menu → Edit Column Information)

- Column has green External Grade checkmark.
- Primary Display: correct type is selected. Secondary display is optional.
- Selected Columns: correct columns are listed in Selected Columns area on the right.

- Column selection for the final grade calculation matches syllabus.
- Calculate as Running Total: correct setting is chosen per instructor's preference or college policy.
 - Yes: instructor is responsible for entering zeros (0) for missed assignments.
 - No: instructor is responsible for entering make-up grades, if any.

5. Extra Credit (skip if not used)

NOTE: if extra credit points were added to the grades in individual columns instead of using a separate column or category, skip this section.

Weighted Total Grade Center

See also [Extra Credit in a Percentage-Based Grade Center](#) handout.

- Extra credit column is in No Category category and is worth zero (0) points.
- New course grade column was created to add original Weighted Total column and extra credit column together.
- New course grade column is set as external grade (has green checkmark).
- Original Weighted Total column is hidden from students, if desired.

Total Grade Center

See also [Extra Credit in a Points-Based Grade Center](#) handout.

- Extra credit column is worth zero (0) points.
 - Extra credit column has been included in Total column calculation.
- OR
- Extra credit column is worth zero (0) points.
 - New course grade column was created to add original Total column and extra credit column together.
 - New course grade column is set as external grade (has green checkmark).
 - Original Total column is hidden from students, if desired.

6. Download Grade Center Spreadsheet and Grade History Reports

Download Grade Center Spreadsheet

1. On main grade center screen, go to right side of action bar → select Work Offline on right side of action bar → leave default settings → select Submit.
2. Select Download button → save file according to college's policy regarding FERPA-protected information.

Download Grade History Report

1. On main grade center screen, go to action bar → select Reports from the action bar → select View Grade History.
2. Select Download from the action bar → leave default settings → select Submit.
3. Select Download button → save file according to college's policy regarding FERPA-protected information.