

Setting Up / Customizing the Grade Center

The Grade Center is set-up with Student Names, Usernames, Student ID, Last Access, and Availability.

Adding a Column

1. On the Full Grade Center page, click Create Column.
2. Enter the **Column Name**. Entering a **Grade Center Display Name** is optional and it will appear in place of the Column Name in the Grade Center for the instructor and in My Grades for the students. This may be useful for shortening column widths.
3. Use the drop down menu to select the **Primary Display**, which is the format that will be displayed in the Grade Center and in My Grades. The **Secondary Display** is optional and will appear in the parenthesis behind the Primary Display in the Grade Center. The Secondary Display is not visible to students.
4. Choosing a **Category** is optional but recommended if you will be weighting grades according to type and necessary if you would like to drop highest/lowest grades.
5. Enter the **Points Possible** and the **Due Date**.
6. In the **Options** area, choose whether you would like to include the grade, whether the grade will be visible to students, and whether you would like the class statistics to be visible to student in My Grades.
7. Click **Submit**.

Sorting Columns

The Grade Center, by default, lists Students' Last and First Names first, followed by their usernames, student IDs, last access and availability. Columns for gradable items and calculations of sets of graded items appear across the page. To facilitate seeing Grade Center data in different ways, Instructors, TAs, and Graders may sort all visible columns within the Grade Center based on categories (test, assignment, etc.), due date, creation date, points possible or display name.

To sort the columns according to the criteria listed above:

1. Place your cursor over **Layout Position** (next to **Sort Columns By**) > select the criteria by which you would like to sort the visible columns.
2. Place your cursor over **Ascending** (next to **Order**) > select whether you would like the rows to appear in **Ascending** or **Descending** order from left to right.

Moving Columns

1. To reorganize columns, click **Column Organization** underneath **Manage** on the Full Grade Center page.
2. Click on the **Column Name** and drag the row to the desired location.
3. Click **Submit**.

Showing/Hiding Grade Columns from the Grade Center Default View

To show/hide multiple grade columns all at once:

1. Click **Column Organization** underneath **Manage** on the Full Grade Center page.
2. Check the boxes (to the left of the column names) for the columns you would like to hide or show from the Grade Center default view.
3. Place your cursor over the Show/Hide button and select whether you would like to Hide Selected Columns, Show Selected Columns, or Show Selected Columns in All Grade Center Views.
4. Click **Submit**.

To hide a grade column one-by-one:

1. Click the action link next to a grade column heading, which you want to hide from the Grade Center Default view.
2. Click **Hide Column**.

Showing/Hiding Grade Columns to Students

Grade columns can be hidden from students in My Grades page.

To show/hide a grade column to students:

1. Click the action link next to a grade column heading, which you want to show/hide to students.
2. Click **Show/Hide to Users** from the drop-down menu.
3. When it is successfully hidden from students in My Grades page, the symbol (dark gray circle with an orange line through it) will appear next to the column heading.

IMPORTANT! Showing/Hiding grade columns from the Grade Center default view is different from showing/hiding grade columns to students. Although a grade column is hidden from the Grade Center default view, the column information can still appear on students' My Grade page unless it is hidden to Students.

Showing/Hiding Grade Rows (Users) from the Grade Center Default View

Users can be hidden from the Grade Center View, reducing the number of rows in the grid. Hidden users are not deleted from the Grade Center and can be revealed at any time. To hide users follow these steps:

1. Place your cursor over **Manage** on the Full Grade Center page > select **Row Visibility**.
2. Select the desired users and choose to **Hide Rows** from the Grade Center View. Show users who have been hidden by selecting them and clicking **Show Rows**.
3. Click **Submit**.

Viewing a Single Student Grade

1. Place your cursor over **Manage** on the Full Grade Center page > select **Row Visibility**.
2. Click the check box beside Last name.
3. **Uncheck** the student you want to view.
4. Click **Hide Rows**.
5. Click **Submit**.

To Display Your Full Class

1. Place your cursor over **Manage** on the Full Grade Center page > select **Row Visibility**.
2. Click the check box beside Last name.
3. Click **Show Rows**.
4. Click **Submit**.