Grade Center

Grade Center Views

How do I set up Categories?

In the Grade Center, you can use categories to group related columns together and organize the data.

With categories, you can perform these tasks:

- Filter your view of the Grade Center. For example, you can view only assignment columns in the Grade Center grid.
- Calculate grades. For example, you can assign a weight to a category when you calculate final grades with a weighted column.
- Create a smart view. A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. For example, you can create a smart view that only displays columns associated with the test category.
- Create a report. You can create a printable report that displays statistics of performance for all of the columns in a certain category.

There are eight default categories that are created in the Grade Center:

- Assignment
- Blog
- Discussion
- Journal
- Self and Peer
- Survey
- Test
- Wiki—when the tool is available and you created a gradable wiki

When you create a gradable item from the list, a grade column is created automatically for the item in the Grade Center. The column is associated automatically with the correct category.

How do I create a new Categories to use in my Weighted Totals?

You can create as many categories as needed to organize your Grade Center data. The Categories page in the Grade Center displays the default categories and those you create. Each category's row displays an optional description and the grade columns associated with that category.

When you manually create a grade column, you can associate it with a default or custom category. If you don't, it defaults to No Category.

To create new Categories go to the Full Grade Center, click on “Manage” and select “Categories.”
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On the Categories page, select Create Category and type a name and an optional description. Select Submit.

To edit or delete a category you created, access its menu. You can't delete a category that has columns associated with it.

Smart Views

What are Smart Views and how do I use them?

A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. The view is saved for continued use.

With smart views, you can view the progress of these items:

- An existing group
- Student performance for a particular item
- Individual students
- Category and status of items
- Custom combination of attributes

To create Smart Views go to the Full Grade Center, click on “Manage” and select “Smart Views.”
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1. On the Smart Views page, select Create Smart View and provide a name and an optional description.
2. Optionally, select the Add as Favorite check box. This is to have a shortcut link under “Full Grade Center” in the Menu on the left-hand side.
3. For Type of View, make a selection.
4. In the Select Criteria section, set the requirements.
5. In the Filter Results menu, select which columns, categories, statuses, or grading periods you want to appear in the Grade Center grid.

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Columns</td>
<td>All Grade Center columns that are not hidden on the Column Organization page appear, including columns that you have hidden from users.</td>
</tr>
<tr>
<td>None (Show user information only)</td>
<td>No grade columns are selected. Only user columns appear, such as Last Name. If you chose to hide some user columns from view, they don't appear.</td>
</tr>
<tr>
<td>All columns shown to users</td>
<td>All columns set to appear to users and those that you haven't hidden on the Column Organization page appear.</td>
</tr>
<tr>
<td>All columns hidden from users</td>
<td>All columns appear that are hidden from users. Columns that you hid on the Column Organization page don't appear.</td>
</tr>
<tr>
<td>Selected Columns Only</td>
<td>Select columns from the list of columns that appears.</td>
</tr>
<tr>
<td>Selected Categories Only</td>
<td>Select the categories from the list of categories that appears.</td>
</tr>
<tr>
<td>Selected Grading Periods Only</td>
<td>Select grading periods from the list of grading periods that appears.</td>
</tr>
</tbody>
</table>

6. If the Include Hidden Information check box appears, you can select it to display hidden columns that pertain to the filter. When you view the smart view, the columns you hid on the Column Organization page appear in the grid also.
7. Select Submit.

The smart view appears on the Smart Views page. Select the title to display it in the Grade Center grid.
Is it possible to filter the Grade Center?
Yes, Faculty can narrow their view of the Full Grade Center. Select “Filter” and you can chose multiple settings. These setting range from Categories to Status to Smart Views.