

# How do I create and manage grading periods in the Grade Center?

You can divide Grade Center columns into grading periods in order to customize your view as well as to divide your graded items for averages columns and reports.

This guide covers the following questions pertaining to Grading Periods:

- A. How do I create a Grading Period?
- B. How do I manage Columns in a Grading Period?
- C. How do I view a Grading Period in the Grade Center?
- D. How do I create an averages column for a Grading Period?

# A. How do I create a Grading Period?

COURSE MANAGEMEN  Control Panel  Content Collection	nt →	1. First, go to the <b>Grade Center</b> tab on the <b>Control Panel</b> drop down menu on the left side of the course homepage, and click the <b>Full Grade Center</b> .					
<ul><li>Course Tools</li><li>Evaluation</li></ul>	$\rightarrow$	2. Under the <b>Manage</b> tab above the Grade Center, click on	Manage V Reports V Grading Periods				
Grade Center	$\rightarrow$	Grading Periods.	Grading Schemas				
Needs Grading Full Grade Center Assignments Tests		3. Next, click on <b>Create Grading Period</b> at the top of the toolbar.	Grading Color Codes Categories Smart Views Column Organization				
Lieers and Groups		4. Give the period a name (e.g. 1" Quarter). You can also give the	Row Visibility				
		period a date range. Then, when you click the Associate Columns	Send Email				
Customization	$\rightarrow$	button below the range, all the columns for items falling within this date range will become associated with this period. <b>Note:</b> Each column can					
Packages and Utilities	$\rightarrow$						
▶ Help		only be associated with one grading period.					
DATES							

Grading Period Dates	O None	
	<ul> <li>Hange</li> </ul>	Start Date 08/01/2015
		Enter dates as mm/dd/yyyy
		End Date 09/30/2015
		Enter dates as mm/dd/yyyy
Associate Columns	Associa	te this Grading Period with all columns that have a Due Date within this date range.

5. Click **Submit** when finished.

## B. How do I manage Columns in a Grading Period?

1. You can also manually designate columns for a grading period even when they fall out of the date range you have designated for the period. In the **Grade Center**, select **Column Organization** under the **Manage** tab at the top.

2. Next, click the boxes beside all columns you would like to associate with the grading period.

 	Shown in Selected Views Only	Assignment
	Shown in Selected Views Only	Assignment
	Shown in Selected Views Only	Assignment
Midterm Exam	Shown in Selected Views Only	Test
	Shown in Selected Views Only	Assignment
	Shown in Selected Views Only	Assignment
	Shown in Selected Views Only	Assignment

3a. Then, click on the grading period (e.g. 1<sup>st</sup> Quarter) with which you would like to associate these columns under the **Change Grading Period to...** tab at the top.

Change Grading Period to $\otimes$
1st Quarter
Shown in Selected Views Only

Manage 🗸

Categories Smart Views Column Organization

Row Visibility

Send Email

Grading Periods

Grading Schemas

Grading Color Codes

Reports

3b. Selecting **Shown in Selected Views Only** will make the selected columns unassociated with any grading period. For example, if the columns you had selected already belonged to a period (e.g. 1<sup>st</sup> Quarter) and you wanted to take them out of that period, you would selected **Shown in Selected Views Only**.

4. When you are done, select **Submit**. The columns you manually selected for a grading period should now be associated with that period.

### C. How do I view a Grading Period in the Grade Center?

Filter

Work Offline

1. You can limit your Grade Center view to only one grading period in order to organize your view and lessen scrolling between columns. In the **Grade Center**, select the **Filter** button in the top right-hand corner.

2. Then, under the **Current View** tab, select the period (e.g. 1<sup>st</sup> Quarter) you would like to view in the **Grading Periods** list.



3. Now only those items associated with the grading period will be visible:

Last Name	First Name	Student ID	Last Access	Availability	Response Pape	Video assignme	Test 1	

#### D. How do I create an Averages Column for a Grading Period?

1. You can create a column in the Grade Center that averages all the graded columns in a period. For further details, see our PDF Walkthrough on how to create an averages column.



3. Next, under **Select Columns**, choose to **Include in Average** the option **All Grade Columns in Grading Period**. Then, specify the period you would like to average (e.g. 1<sup>st</sup> Quarter).

SELECT COLUMNS					
Choo Colu	ose All Grade Columns to umns in Grading Period	include all grade columns in the average. If Grading Periods exist, limit the columns included in the average by choosing <b>All Grade</b> To include specific columns or categories in the average, choose <b>Selected Columns and Categories</b> .			
Inclu	ude in Average	<ul> <li>All Grade Columns</li> <li>All Grade Columns in Grading Period 1st Quarter</li> <li>Selected Columns and Categories</li> </ul>			

4. When you are finished creating the averages column, click **Submit**. A column averaging all graded items in a grading period for your students will now appear in the **Grade Center** when you view the designated period.