

LEARNING MANAGEMENT SYSTEM USER GUIDE: GRADE CENTRE

Student grades can be either automatically or manually added to the Grade Centre. Manually added grades can be entered individually for each student, or uploaded in bulk from an appropriately formatted file. Each student in the class has a unique row and every Grade Centre item has its own column.

Grades from work generated in other areas of the LMS (such as tests, assignments, blogs, wikis and discussion boards) are automatically added to the Grade Centre. Each gradable item created in the subject automatically generates a Grade Centre column with distinct behaviours depending on assessment type. Automatically entered grades can be changed manually once they appear in the Grade Centre. All changes are recorded in the Grade History. The Grade Centre can be downloaded for offline record keeping.

This guide provides details about commonly used functions of the LMS Grade Centre.

| | |
|---|-----------|
| Display the Grade Centre | 2 |
| Customise appearance of the Grade Centre | 3 |
| Hide/Show columns | 3 |
| Reorder columns | 4 |
| Freeze a column | 4 |
| Create columns | 4 |
| Create calculated column | 5 |
| Edit column information | 6 |
| Delete column | 6 |
| Why can't I delete a column? | 6 |
| Grading colour codes | 7 |
| Smart Views | 8 |
| Create a Smart View | 8 |
| Use a Smart View | 8 |
| Grades | 9 |
| Enter a grade | 9 |
| Delete a grade | 9 |
| Exempt a grade | 9 |
| Feedback | 9 |
| Manually created Grade Centre column | 10 |
| Turnitin Assignments | 10 |
| Blogs and Wikis | 10 |
| Tests | 10 |
| Blackboard assignments and discussion board | 11 |
| Download grades | 12 |
| Upload grades | 13 |
| Grade history | 13 |
| Create a report | 14 |
| Students and the Grade Centre | 14 |
| Allow students to see grades | 14 |

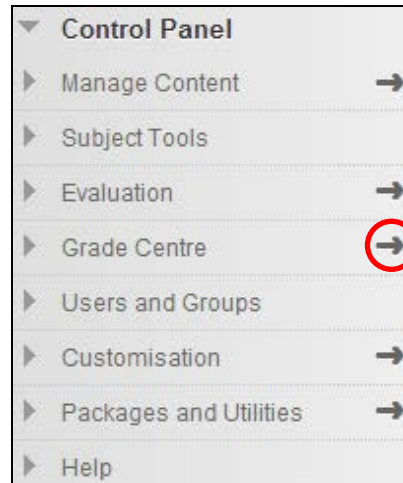
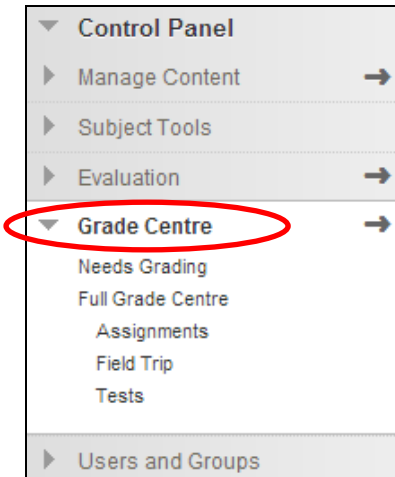
Hide a column in the grade centre from students..... 15

Display the Grade Centre

The Grade Centre is available from the Control Panel.

Click the Grade Centre to view options.
Click an option to view it in the subject content area.

Shortcut: Click the arrow to the right of Grade Centre to display the most recent view of the Grade Centre in the subject content area.



Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending Hide Color Coding

Grade Information Bar Last Saved: January 18, 2013 9:47 AM

| <input type="checkbox"/> | Last Name | First Name | Username | Student ID | Last Access | Availability | Weighted Total | Total |
|--------------------------|-----------|------------|-----------|------------|-------------|--------------|----------------|-------|
| <input type="checkbox"/> | Donato | Domenica | sp10stu04 | | | Available | -- | -- |
| <input type="checkbox"/> | Engen | Eun | sp10stu02 | | | Available | -- | -- |
| <input type="checkbox"/> | Janis | Julius | sp10stu10 | | | Available | -- | -- |
| <input type="checkbox"/> | Jonason | Jesus | sp10stu03 | | | Available | -- | -- |
| <input type="checkbox"/> | Larosa | Lashawnda | sp10stu08 | | | Available | -- | -- |
| <input type="checkbox"/> | Moton | Melany | sp10stu07 | | | Available | -- | -- |
| <input type="checkbox"/> | Nettleton | Nada | sp10stu06 | | | Available | -- | -- |
| <input type="checkbox"/> | Oda | Ozell | sp10stu05 | | | Available | -- | -- |
| <input type="checkbox"/> | Tavernier | Tera | sp10stu01 | | | Available | -- | -- |
| <input type="checkbox"/> | Troutt | Tatiana | sp10stu09 | | | Available | -- | -- |

Selected Rows: 0 Move To Top Email Icon Legend Edit Rows Displayed

Each student appears on a separate row. Each column contains information about the student, information on an assessment task or a calculation based on assessment tasks.

Hint: Put your cursor on any column heading to see details about that column, including grade type and points possible (where applicable).

Customise appearance of the Grade Centre

You can customise your view of the Grade Centre by hiding columns that are not needed, freezing columns so they are always visible when scrolling, and changing the order of columns. These actions are all done through **Manage >> Column Organisation**.

Column Organization

Shown in All Grade Center Views

| | Name | Grading Period | Category | Due Date | Date Created | Points Possible |
|---|---|----------------|-------------|----------|--------------|-----------------|
| + | <input type="checkbox"/> Last Name (Frozen) | | Institution | | | |
| + | <input type="checkbox"/> First Name (Frozen) | | Institution | | | |
| + | Everything above this bar is a frozen column. Drag this bar to change which columns are frozen. | | | | | |
| + | <input type="checkbox"/> Username | | Institution | | | |
| + | <input type="checkbox"/> Student ID | | Institution | | | |
| + | <input type="checkbox"/> Last Access | | Institution | | | |
| + | <input type="checkbox"/> Availability | | Institution | | | |

Not in a Grading Period

| | Name | Grading Period | Category | Due Date | Date Created | Points Possible |
|---|---|-------------------------|------------------|--------------|--------------|--------------------------|
| + | <input type="checkbox"/> Weighted Total | Not in a Grading Period | Calculated Grade | | None | 0 (may vary by student) |
| + | <input type="checkbox"/> Total (External Grade) | Not in a Grading Period | Calculated Grade | | None | 20 (may vary by student) |
| + | <input type="checkbox"/> Group assignment | Not in a Grading Period | Assignment | Jan 30, 2013 | Jan 14, 2013 | 10 |
| + | <input type="checkbox"/> Book review | Not in a Grading Period | Assignment | Jan 30, 2013 | Jan 14, 2013 | 10 |

Click Submit to proceed. Click Cancel to quit.

Hide/Show columns

Hiding a column saves all existing information associated with the column, but prevents it from being seen by staff within the Grade Centre. Hiding columns that are not currently being used reduces the length of the grid, reducing the amount of scrolling. The column positioned first in the Grade Centre cannot be hidden, but can always be moved to another position and then hidden.

Note: The process below does not hide the grades from students, only from staff for ease of Grade Centre management. To hide a column from students see **Hide a column in the grade centre from students** on page 15.

Hide column


1. In the *Grade Centre* select **Manage >> Column Organisation**.
2. Click the check box to the left of any column to be hidden.
3. Select **Show/Hide >> Hide Selected Columns**; OR
Click the down pointing arrow next to the column title and select **Hide Column from Staff**; OR
Create a **Smart View** to show a subset of grade centre information (see page 8).

Show column

1. In the *Grade Centre* select **Manage >> Column Organisation**.
2. Click the check box to the left of any hidden column.
3. Select **Show/Hide >> Show Selected Columns**.

The column will now be visible to staff in the Grade Centre.

Reorder columns

1. In the *Grade Centre* select **Manage >> Column Organisation**.
2. Drag the four headed arrow  at the left of any column name to a new location in the list of columns. The higher in the list the name, the further to the left in the Grade Centre the column will appear.

Note: If you drag a column into the top section of the page (Shown in All Grade Centre Views area) it will be visible even in Smart Views.

Freeze a column

Selected columns appearing in the far left of the Grade Centre can be frozen in place so they do not move while you scroll to the right.

The columns containing students' first and last names are frozen by default. This feature can be used to easily match up individual students with their data across the length of the Grade Centre.

1. In the *Grade Centre* select **Manage >> Column Organisation**.
2. Drag any Grade Centre column above the "Everything above this bar is frozen" message to freeze it in place.
3. Click **Submit**.

Create columns

Grade columns represent gradable items such as tests, presentations and papers. Columns are automatically generated if a test, assignment or similar tool is used inside the LMS, but may also be manually created in the Grade Centre to record other gradable assessments.

1. In the *Grade Centre* click **Create Column**.
2. Enter a **Column Name**. Grade Centre Name and Description are optional.
3. Select a *Primary* and *Secondary Display* from the menus.
The primary display will be visible to staff and student (if they are allowed to see this column).
The secondary display is visible only to staff.
4. Select a Category appropriate for the column. In previous versions of Blackboard there have been Grade Centre display issues if No Category is selected.
5. Enter the **Points Possible**.
6. Add a rubric, set dates and select other options as desired.
7. Click **Submit**.

Create calculated column

The value in a calculated column is generated using a formula and other grade centre column data. There are four types of calculated columns that can be created in the Grade Centre.

Average – calculate and display the average for a selected number of columns. Options can be selected to allow sophisticated calculation of columns e.g. the two highest scoring tests, plus one essay and an oral presentation.

Minimum / Maximum – calculate either the minimum or maximum grade for a selected number of columns.

Total – calculate the total points for a number of columns related to the total number of points allowed. Total columns are useful for generating a final score.

Weighted – data from multiple calculated columns can be gathered to create a composite calculated column. Some or all of the other columns may be included in the weighting calculation. All new subjects contain a Weighted Grade Column in the Grade Centre by default. However, multiple weighted grade columns may be created and used.

Note: Columns with text as the primary display cannot be used in calculated columns.

As the process for creating each type of calculated column is very similar, an example of creating the most complicated (Weighted) is shown below.

1. In the *Grade Centre* select **Create Calculated Column >> Weighted Column**.
2. Enter a **Column Name**.
3. Select a *Primary* and *Secondary Display* from the menus.
The primary display will be visible to staff and student (if they are allowed to see this column).
The secondary display is visible only to staff.
4. At *Select Columns* select the columns and/or categories to include. Click a column or category name then click the arrow to the left. The item is added to the selected column area.

5. Set the percentage of the total for each column/category selected. The total should equal 100%.
6. Use the red cross in the top right of any selected column to remove it. Select other options as desired.
7. Choose if the column should be calculated as a running total.
Select **Yes** if you want only attempted items to contribute to the total.
Select **No** if you want unattempted items to have a grade of 0 to contribute to the total.
8. Select your preference for **Show this Column to Students**.
9. Click **Submit**.

Edit column information

You can edit information in a column such as name, description, score preferences, category, due date, and display information.

1. In the *Grade Centre* click the double arrow next to the column title.
2. Click **Edit Column Information**.
3. Edit information as required.
4. Click **Submit** or press **Enter**.

Note: Some automatically generated columns (e.g. from a test or Turnitin assignment) do not allow some fields to be edited.

Delete column

When you delete a column, all of its grades and associations are also deleted. Deleting a column is a final action and cannot be undone.

1. In the *Full Grade Centre* click the downward pointing arrow next to the column title.
2. Click **Delete Column**.
3. Click **OK** on the warning message.

Why can't I delete a column?

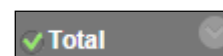
There are a couple of instances where you will not be able to delete columns.

Some columns may not be deleted because they are linked to items that are automatically populated by the LMS e.g. tests or assignments. To delete such a column, you must first delete the item from the page where it appears. As the linked item is deleted, the column will usually also be removed (you may be prompted for preferences). If it is not automatically deleted, the Delete Column will become an option in the Grade Centre. If the item is deleted, but the column still does not show the option to Delete Column, please contact the helpdesk:

<http://www.lms.unimelb.edu.au/support/helpdesk/>



If your column has a green tick next to the title, this column is marked as the external grade. While we don't use the external grade function here at the University of Melbourne, we can't remove a column marked in this way. However, you are able to move the mark to another column, then deleted the unwanted column.

1. In the *Full Grade Centre* click the downward pointing arrow next to the column title to where you will move the green tick.
2. Choose **Set as External Grade**.



Grading colour codes







You can use Grading Colour Codes to apply background and text colour to items in the Grade Centre that meet specified criteria. Colours can be defined for items based on grade status or score. Grading colour codes can be defined and turned on/off as required.

1. In the *Grade Centre* select **Manage >> Grading Colour Codes**.
2. Click the checkbox next to **Enable Grading Colour Codes** if they are to be used now.
3. **Grading Status** – Used to highlight *In Progress*, *Needs Grading* and *Exempt** items. System defined icons will still appear e.g. Needs Marking  or Attempt in Progress .
* For more information on *Exempt a grade* see page 9.
Click the down arrow next to each to select background colours and click apply.

Grading Status

Colors can be defined for items that are In Progress, Need Grading, or Exempt.










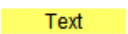
Background Color

| | | | |
|---------------|---|---------------------|---|
| In Progress |  | Spring-Spring-Green |  |
| Needs Grading |  | Orange Orange-Red |  |
| Exempt |  | Light Blue-Azure |  |

4. **Grade Ranges** – Used to highlight items *More Than*, *Less Than* or *Between* percentage ranges. Students at risk, or those excelling, may be easily identified this way.
Click **Add Criteria** and enter preferences.

Grade Ranges

Grade Ranges can be defined by Less Than, More Than, or Between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not overlap.

| Criteria | Background Color | Text | Indicator Preview |
|---|--|---|---|
| Less Than <input type="text" value="40"/> % |  Dark Hard Red  |  White  |  Text <input type="button" value="Delete Criteria"/> |
| Between <input type="text" value="41"/> % and <input type="text" value="59"/> % |  Light Faded Yellow  |  Black  |  Text <input type="button" value="Delete Criteria"/> |

5. Click **Submit**.
6. Once set (as in step 2 above), Colour Coding may be shown or hidden at any time by using the **Show / Hide Colour Coding** button that appears in the options directly above the Grade Centre grid.

Smart Views

Smart Views are specific sub-set views of the Grade Centre based on a variety of criteria including grading periods, category and performance. Once created and saved, Smart Views listed as favourites become an item on the Grade Centre list in the Control Panel. Users can toggle back and forth between the Full Grade Centre view, Smart Views, and Grading Periods. Any Smart View can be saved as the default view of the Grade Centre.

Create a Smart View

1. In the *Grade Centre* select **Manage >> Smart Views**.
2. Click **Create Smart View**.
3. Enter a name and description.
4. Tick **Add as Favourite** if desired (this action puts a star next to the Smart View name for higher visibility when selecting and adds this Smart View to the list in Control Panel >> Grade Centre).
5. Select the **Type of View** required; this will change the Select Criteria that follow.
6. Select the appropriate **Selection Criteria**.
7. Select **Filter Results** to show all or a subset of columns.

Note: Multiple columns can be selected by pressing Ctrl + clicking the desired columns.

8. Click **Submit**.

Note: Smart Views may also be created via **Control Panel >> Users and Groups >> Groups**.

Use a Smart View

Once a Smart View has been created, it may be used by any member of teaching staff who is involved with the subject. When a Smart View is in use, downloading data from the Grade Centre includes only the students included in the results of the filtering performed by the Smart View. This is useful for staff wanting to obtain an offline grade record for all students within a particular tutorial.

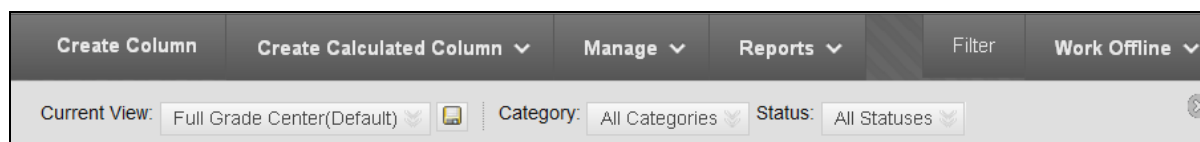
Option 1


1. From *Control Panel* click *Grade Centre* (if not already expanded).
2. Click the name of the desired *Smart View* from the expanded list.

Note: Only Smart Views listed as favourites may be selected with this method.

Option 2

1. In the *Grade Centre* select **Filter**.
2. Additional tools appear at the top of the screen including *Current View*, *Category* and *Status*.



3. From *Current View* select the desired Smart View from the list offered.
4. If desired you can click the **Set current view as default** button  if you wish this Smart View to become the default view. If you are one of multiple staff using this subject, please be aware that changing the default view will impact on all staff viewing the Grade Centre.
5. Click **Filter** again to hide additional tools.

More information on Smart Views is available from:

<http://www.lms.unimelb.edu.au/teaching/assessment/gradecentre/>

Grades

General information appears below, but please be aware that if you are using anonymous or delegated grading your experience may not be the same as other staff with different roles in the subject. For more information on anonymous and delegated grading see:

http://lms.unimelb.edu.au/user_guides/anonymousdelegatedgrading_guide.pdf

Enter a grade

While it is possible to enter a grade in the method described below, for automatically created columns such as Blackboard and Turnitin assignments, it is preferable to mark via the assignment, allowing richer, in-line feedback options.

1. From the *Control Panel* select **Full Grade Centre**.
2. Identify the grade you wish to enter then click the appropriate cell in the spread sheet.
3. Enter a new grade or edit an existing grade, then press **Enter**.

Note: The next cell becomes active. Another grade may be added while the grade in the previous cell is being saved.

Delete a grade

1. From the *Control Panel* select **Full Grade Centre**.
2. Identify the grade you wish to delete then click the cell in the spread sheet.
3. Press **Delete** or **Backspace** on the keyboard.
4. Press **Enter**.
5. You will be prompted to select options for overriding the grade.
If you attempt to delete a grade for a submitted assignment, you will be prompted to either reset the assignment back to **Needs Grading** (inline grading will be lost), or **Delete** the student submission.
6. Click **Submit**.

Exempt a grade

A grade may be excluded from all calculations by exempting it. Exempted grades can be reverted. It is also possible to eliminate a grade by using a Weighted Column to automatically exclude the lowest grade from of a particular category, e.g. the lowest grade on weekly quizzes.

1. Open the **Full Grade Centre**.
2. Position the cursor above the appropriate cell.
3. Click the down pointing arrow and select **Exempt Grade**.
4. Click **Exempt Grade / Clear Exemption** as desired.

Feedback

Feedback to students on assessment tasks can be can be given in different ways:

Grading Schema: The grading schema used can be labelled to give the appropriate feedback to students e.g. Satisfactory/Unsatisfactory, Complete/Incomplete.

For details: **Grade Centre >> Manage >> Grading Schemas**.

Manually added feedback: View the Grade Details of any cell in the Grade Centre to manually add feedback. An example of this is given below in Manually created Grade Centre column on page 10.

Attached File: This expansion of the manual feedback method allows you to attach a file of any type. The file can be attached from your local computer or the content collection.



An example of this is given below in Collect and grade all available – includes anonymous option on page 11.

In each of the methods listed above, students will be able to access the feedback through their **My Grades** tool (page 14). The method of feedback can also vary depending on the assessment type.

Note: If the assessment type is from an external tool (e.g. Turnitin, blogs or wiki), there may also be feedback methods available within the tool that the student will be able to access without using the grade centre.

Manually created Grade Centre column

You can attach feedback to manually created grade centre columns using Grade Details. This option is also available for many other types of assessment.

1. Open the Full Grade Centre.
2. Position the cursor above the appropriate **cell** corresponding with student/assessment task.
3. Click the down pointing arrow and select **View Grade Details**.
4. If a mark was already entered, you will need to select **Edit Grade**.
If there was no mark, enter one in **Current Grade Value**.
5. Enter **Feedback to User** as desired. 
In the *Feedback to User* field you can also attach a file using the **Insert File** option.
Note: you may need to Show More (last button on the right) to see the *Insert File* option.
6. Click **Save**. 
7. Click **Return to Grade Centre**.

Turnitin Assignments

Turnitin has a built-in set of tools called GradeMark for providing comprehensive feedback to students. For full details: <http://www.lms.unimelb.edu.au/teaching/assessment/turnitin/>

Blogs and Wikis

If the option to connect to the grade centre was used when the blog or wiki assignment was created, feedback can be entered via the tool. For more details:

http://www.lms.unimelb.edu.au/user_guides/bliki_workshop_guide.pdf

Tests

Tests which include question types such as *Essay* must be manually graded before the test result can be finalised and manually entered into Grade Centre.

You can grade and give feedback for individual tests one at a time by selecting the relevant cell. Alternatively, you can mark all submissions for the test sequentially.

Grade one at a time

1. Open the **Grade Centre**.
2. Position the cursor above the appropriate cell corresponding with student/assessment task.
3. Click the down pointing arrow and select **View Grade Details**.*
4. Click **View Attempt**.
5. Read submission and enter feedback as desired.
6. Click **Submit**.
7. Click **Return to Grade Centre**.

***Note:** Clicking the down pointing arrow also displays a list of attempts by that student in chronological order (most recent at bottom); while selecting View Grade Details will show in reverse chronological order (most recent at top). The safest course of action is to select View Grade Details as date and time of the submission will also be displayed for each attempt.

Blackboard assignments and discussion board

The instructions below apply for marking individual and group assignments.

Group assignments can be marked as a group, with a single mark and comment given to all students within the group. Grades for individual students within the group may be adjusted as needed.

In addition to the Grade One at a Time option (shown above for tests) Blackboard assignments and discussion boards can be marked with inline grading. See these guides for more details.

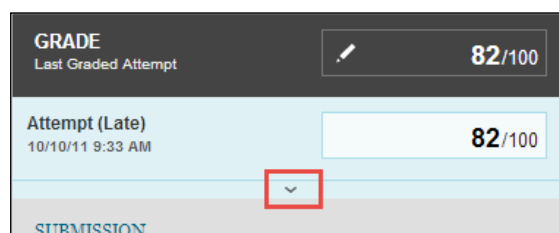
Assignments: http://lms.unimelb.edu.au/user_guides/assignments_guide.pdf

Discussion Board: http://lms.unimelb.edu.au/user_guides/discussions_guide.pdf

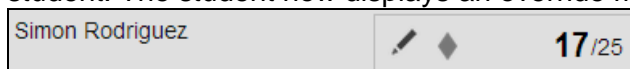
Collect and grade all available – includes anonymous option

1. Open the **Grade Centre**.
2. Position the cursor above the appropriate column heading.
3. Click the down pointing arrow and select **Grade Attempts** or **Grade Anonymously** if you don't want to see who owns the submission you are grading.

4. Read the student submission and enter inline comments as desired.
5. Enter a grade and feedback for the first student.
Note: You may need to expand the Attempt area (click the down pointing arrow) to see the feedback field, including the option to attach a file.



6. If this was a group assignment all group members will be listed on the right of screen for this submission, with the option to override the group grade for an individual. (Not applicable to anonymous marking).
Once a new grade is entered, click the tick (✓) that appears to confirm the change for that student. The student now displays an override mark next to their score.



7. If a rubric was attached, this may be accessed by clicking the rubric name (found above the feedback text area). Select a level for each criteria and **Save Rubric**.
Note: For details on using rubrics see http://lms.unimelb.edu.au/user_guides/rubrics_guide.pdf
8. Click **Save and Next** to continue reading student submissions and giving feedback.
Click **Save and Exit** to finish marking.

Collect and grade all using Needs Grading


1. In the *Control Panel* click the down arrows to expand the *Grade Centre* item (if not already expanded).
2. Click **Needs Grading**.
3. Outstanding assessments (all submissions which have not been graded) will appear in the subject content area.
4. Click **Grade All**.
5. Read the first submission and enter feedback as desired, including inline grading.
If this was a group assignment all group members will be listed on the right of screen for this submission, with the option to override the group grade for an individual.
Once a new grade is entered, click the tick (✓) that appears to confirm the change for that student. The student now displays an override mark next to their score.



6. If a rubric was attached, this may be accessed by clicking the rubric name (found above the feedback text area). Select a level for each criteria and **Save Rubric**.
Note: For details on using rubrics see http://lms.unimelb.edu.au/user_guides/rubrics_guide.pdf

7. Click **Save and Next** to continue reading student submissions and giving feedback; OR
Click **Save and Exit** to finish marking.

Notes about group assignments

Students are able to see their marks and feedback for an assignment via the My Grades tool. If this is a **group assignment**, members are also able to see grade and feedback via the assignment. To prevent students from seeing this mark until you are ready to release it, hide the grade centre column from students: Control Panel >> Grade Centre >> Full Grade Centre >> click column title >> Select Show/Hide to students. A grey circle with a red slash now appears next to the column name. 

Even if the grade centre column is hidden from students, if you use inline grading, students will be able to see the inline comments. You will need to edit and hide (Limit Availability) the assignment from students to prevent them from seeing inline comments until you are ready.

Download grades

Grade Centre data can be downloaded as a delimited (separated) file and used in other applications such as Microsoft Excel, other spreadsheet or statistical analysis programs. You can select specific data to download, or you can download the complete Grade Centre data set.

It is advisable to regularly download the Grade Centre data to ensure an offline copy of the grades exists for all students in the subject. This is particularly relevant for subjects offering automatically-graded assessments such as tests and surveys.

Note: If you are specifically interested in uploading grades into StudentOne you should see:

http://www.lms.unimelb.edu.au/animations/gc_transferring.htm

1. Open the Grade Centre.
2. From *Work Offline* select **Download**.
3. If you are viewing the *Full Grade Centre* you will be able to choose from *Full Grade Centre*, *Selected Column* or *User Information Only*.
If you are viewing a *Smart View*, you will only have the option to download the *current view*.
4. Select options for creating the document and where it should be saved.
5. Click **Submit**.
6. Click **Download**.

Notes: The downloaded file contains column IDs that **must not** be removed if you wish to upload the file to the LMS once you have edited it.

The automatic naming convention for the downloaded file provides information about the contents:

gc_subjectid_downloadfilter_timestamp

gc = grade centre

subject id = University of Melbourne subject code (e.g. HIST10005_2014_SM2)

downloadfilter = may be *fullgc* (all data in Grade Centre), *column* (single column of data downloaded), or *svdownload* (if a smart view is used to filter data before download).

timestamp = year-month-day-hour-minute-second (e.g. 2014-10-30-17-19-09 = downloaded on 30 Oct 2014, at 5:19:09 pm).

Upload grades

Grades can be created or edited off-line and then uploaded to the Grade Centre as single or multiple columns.

Note: To minimise potential for errors, first download the data from the Grade Centre so the spreadsheet output is correctly formatted for uploading. The column ID numbers generated in the downloaded spreadsheet for each Grade Centre column are uniquely generated by the LMS and should not be changed or removed.

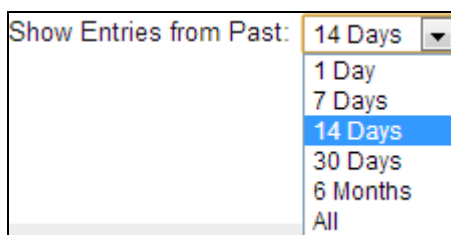
1. Open the **Grade Centre**.
2. From *Work Offline* select **Upload**.
3. Click **Browse My Computer** or **Browse Content Collection** to locate the file to be uploaded.
4. Select the appropriate delimiter type. Note: This can usually be left as the default **Auto** setting.
5. Click **Submit**.
6. Check boxes will be visible to the left of those columns that contain new data. Click the checkboxes of the columns to be uploaded.
7. Click **Submit**.
8. Any cells that contain data that has been overwritten will contain an override symbol (orange triangle) in the top left corner.



Grade history

Grade History records all changes to grades within a subject. Grade History displays a table of data detailing every grade change in the Grade Centre to date with the most recent event at the top. The Grade History table can be sorted by clicking the desired column header. Click again to reverse the sort. The Grade History table can be filtered to display entries within a date range using **Show Entries from Past**, located at the top of the table.

1. Open the **Grade Centre**.
2. From *Reports* select **View Grade History**.
3. The history will be shown with the default settings. Use the drop down menu on the top right to view the grade history as required.



4. Click **Download** if you want to download a copy of the Grade History.
5. Click **OK** or use your breadcrumbs when finished (you may need to scroll to see the **OK** button).

Create a report

The most common example of a report is a progress report.

Reports can display all or a number of students or groups; grade columns or calculated columns; or all of the columns in a category. Reports can be customised in a variety of ways, including header and footer information, signature line, date, subject information, and many other data elements.

1. Open the **Grade Centre**.
2. From *Reports* select **Create Report**.
3. Select the information that should appear in the report. This information includes which users and columns the report is to be run for.
4. Click **Submit** to view a printable webpage.

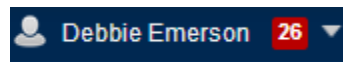
Note: The reporting tool is not environmentally responsible, as it prints only one student per page which can waste significant paper. Additionally, some browsers may insert additional blank pages in the report causing a report for 5 students (which may be expected to use 5 pages) to consume as many as 16 pages. Please print responsibly.

Students and the Grade Centre

Allow students to see grades

Students can view grades from several locations:

- My Home tab, My Grades.
- From the *Notification* area on the top right, click your name. Then click the *My Grades* option from the menu that appears.
- Tools link on subject menu – My Grades is one of the tools listed (depends on option being selected by teaching staff). Shows grades for this subject only.
- My Grades link on subject menu – may have a different name e.g. Results (depends on option being selected by teaching staff). Shows grades for this subject only.
- Turnitin assignments only – via the View/Complete link of the assignment if options allow access.
- Blackboard group assignments only – the assignment will be available on the page where it was created and via the student's group page.



Student can only view their own grades. Columns hidden from students in the Grade Centre are not visible to students; Group Assignments are the exception to this as they may be visible via the Groups pages (see **Notes about group assignments** on page 12).

To make access to grades by students as easy as possible, create a My Grades tool in the subject menu.

1. Ensure *Edit Mode* is **ON**.
2. From the plus sign at the top of the subject menu select **Tool Link**.
3. Enter a name for the link e.g. My Grades, or Results.
4. From *Type* select **My Grades**.
5. Click **Available to Users**.
6. Click **Submit**.

Note: Students are only able to see their own grades; they do not have access to other students' grades. As staff do not have grades, they will see an error message when attempting to access My Grades.

Hide a column in the grade centre from students

Columns may be hidden from students for a variety of reasons such as ensuring all grades for an essay are entered before releasing grades to all students simultaneously, or hiding component grades (e.g. weekly attendance) contributing to a calculated column (e.g. total attendance).

If you are unsure if a grade centre column is visible to students, the best check is to log in with your [student view account](#) and see if it is visible. Alternatively, you can do the following:

1. From the *Control Panel* select **Grade Centre**.
2. Navigate to the column that you want to check.
3. When a column is hidden from students it will display a red and grey icon to the left of the column name. In the example below the **Essay week...** column **is not** visible to students via MyGrades, while the **Talk for points** column **is** visible.

| Essay week | Talk for points |
|------------|-----------------|
| 35.06 | 10.00 |
| -- | -- |

4. To change the visibility of a column click the down pointing arrow to the right of the column name.
5. Select **Show/Hide to Users**.

Notes: If you have a Group Assignment and want to **hide** this column from students, be warned! Group assignments are accessible by students by another method. Simply hiding the column in the grade centre is not enough to prevent students from seeing marks and feedback. Use Adaptive Release to hide group assignments to prevent access by students.

Do not use the **Hide Column from Staff** option (visible when you click the column title). This option removes the column from the staff view only. If you accidentally hide a column from staff rather than from students, you will have to **Manage >> Column Organisation** and **Show** the column to staff before you will be able to hide it from students.

Please report any errors or omissions in this guide to
ims-guides@lists.unimelb.edu.au

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