USING THE GRADE CENTRE IN STUDENTCENTRAL

INTRODUCTION **3**

WHAT IS THE GRADE CENTRE **3**

HOW TO FIND THE GRADE CENTRE 3

GRADE CENTRE COLUMN ORGANISATION 3

ICONS USED IN THE GRADE CENTRE 4

HOW STUDENTS SUBMIT AN ASSIGNMENT **4**

HOW STUDENTS VIEW GRADES AND FEEDBACK 4

USING MANUAL COLUMNS **5**

HOW TO CREATE A MANUAL COLUMN 5

HOW TO GRADE USING A MANUAL COLUMN 5

SHOWING AND HIDING COLUMNS IN STUDENTCENTRAL **5**

HOW TO SHOW AND HIDE A COLUMN IN STUDENTCENTRAL 5

EDITING THE SCORE DISPLAY **6**

CALCULATED COLUMNS **6**

USING WEIGHTED COLUMNS **6**

HOW TO CREATE A WEIGHTED COLUMN 6

VIEW GRADE DETAILS **6**

HOW TO VIEW GRADE DETAILS 6

CLEARING AN ATTEMPT 7

EXEMPT A GRADE 7

OVERRIDING GRADES 7

VIEWING GRADE HISTORY 7

RUNNING TOTAL IN A WEIGHTED COLUMN **8**

EXAMPLE OF THE RUNNING TOTAL WITH A WEIGHTED COLUMNS 8

Weighted column calculation with running total set to No *8*

Weighted column calculation with running total set to Yes *9*

USING GRADING SCHEMAS **9**

CREATING A GRADING SCHEMA **9**

USING CATEGORIES **10**

CREATING CATEGORIES 10

STUDENTCENTRAL AND TURNITIN SUBMISSION POINTS **10**

TURNITIN SUBMISSION POINT 10

Troubleshooting Turnitin *11*

CREATE A TURNITIN SUBMISSION POINT 11

MARKING AND GRADING IN TURNITIN 11

CREATING A STUDENTCENTRAL ASSIGNMENT..... 11
MARKING/GRADING A STUDENTCENTRAL ASSIGNMENT..... 12
STUDENTCENTRAL GROUPS..... 12
SMART VIEWS..... 12
TRANSFERRING GRADE CENTRE GRADES TO CAMS SHEET..... 12
TRANSFER GRADES FROM STUDENTENTRAL TO A CAMS SHEET 12
EDITING THE MANUAL CAMS COLUMN USING EXCEL (WORK OFFLINE) 13
HOW TO GET MORE HELP 14

INTRODUCTION

This document provides a summary of the topics covered in the *Using the Grade Centre in studentcentral* session. Videos are included to provide examples of the steps required to achieve the desired objective in each section.

Reference is made to the Learning and Teaching pages on the information Services web site at: https://staff.brighton.ac.uk/is/learningandteaching

The *Learning and Teaching* pages are maintained by the Learning Technology Advisors at the University of Brighton.

WHAT IS THE GRADE CENTRE

Studentcentral is available at: https://studentcentral.brighton.ac.uk

Studentcentral is the institutional Virtual Learning Environment (VLE); each module instance has its own Grade Centre.

The Grade Centre provides you with an area to store and manage student results data. Typically, at Brighton, un-ratified (prior to exam board) grades and feedback for individual pieces of assessment are released through the grade center. Students view their grades, released via the Grade Centre, using the *My Grades* menu.

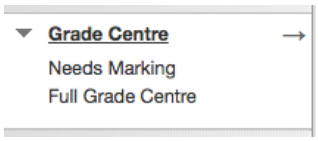
The Grade Centre is a tabular view of results for students studying the module. Some calculations (average, weighted and total) are possible within the Grade Centre.

The data in the Grade Centre can be downloaded in Excel or CSV format to enable offline working or advanced spreadsheet manipulation.

Ratified grades for modules are available to students via the **personal** tab in studentcentral. The **personal** tab opens up an E-vision (SITS/CAMS) view of grades entered via CAMS.

HOW TO FIND THE GRADE CENTRE

You access the Grade Center from the **Control Panel** in a module instance.



Expand the **Grade Centre** section to display the **Full Grade Centre.** The Grade Centre is only visible to those enrolled as instructors on a module.

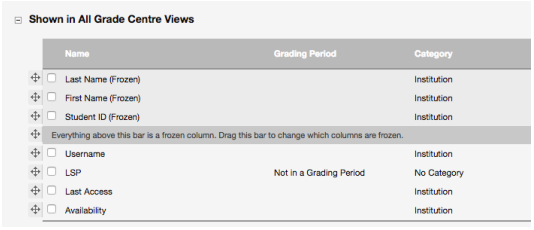
GRADE CENTRE COLUMN ORGANISATION

The Grade Centre columns, including name, student ID and userid, can be organized and hidden from the instructors view in the Grade Centre. Some columns (name, student ID) are frozen and always appear to the left side when scrolling; those columns can be changed.

To enter column organization

- Go to the Grade Centre
- Select the **Manage** menu

- Select **Column Organization**

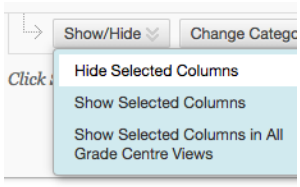


To change the location of a column

- Use the *4-way arrow* to move a column to a new location

To hide (or show) a column

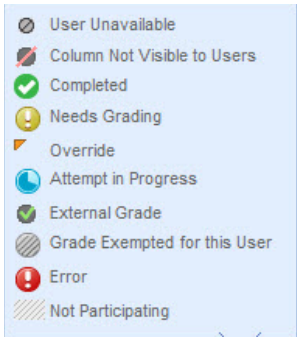
- Select a column tick box
- Select the **show/hide** button
- Select **Hide from Instructor** view



- Click **Submit** when completed

ICONS USED IN THE GRADE CENTRE

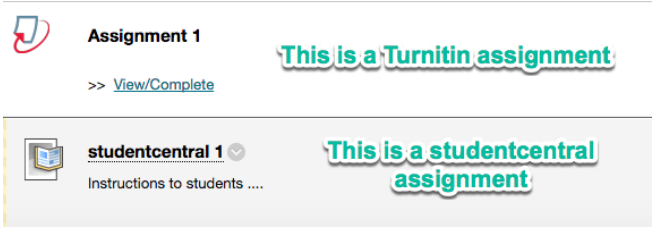
The Grade Centre use icons to represent cells in grades in various states. The following image presents the commonly used icons in the Grade Centre.



The following symbol indicate that delegated marking is in use

HOW STUDENTS SUBMIT AN ASSIGNMENT

Help and guidance is provided in the assessment content area for each module. A link to http://libguides.brighton.ac.uk/esubmission is provided. Students may be confused or expect a certain type of assignment and so you should remind students for each assessment whether you are using Turnitin or studentcentral assignments (they are different).



Video guides are available for students at the above link and are provided here for reference:

- Submitting a studentcentral assignment: https://youtu.be/221PHpBU1MQ
- Submitting a Turnitin assignment: https://youtu.be/e8mG1UUzFlc

Note: Students can find these two assignment types confusing; check that they understand to which type of submission you are using.

HOW STUDENTS VIEW GRADES AND FEEDBACK

The following video shows students how to view their grades and feedback:
https://youtu.be/sm6CDO77HBM

This video is available from: http://libguides.brighton.ac.uk/esubmission/mygrades

USING MANUAL COLUMNS

Manual columns are useful to store grades and feedback where no electronic submission has been made. As an example, you could use manual columns for

- Written Examinations
- Oral Presentation (no slides)
- A physical item e.g. canvas painting, ceramic art, electronic circuit
- Something that cannot be submitted via studentcentral

HOW TO CREATE A MANUAL COLUMN

The following video demonstrates the set up for a manual column in the Grade Centre

https://mediastream.brighton.ac.uk/Play/7579

We recommend you hide the column from students while marking and moderating. Making the columns visible to students is how grades and feedback is released to the students.

HOW TO GRADE USING A MANUAL COLUMN

The following video demonstrates grading and marking a manual column

https://mediastream.brighton.ac.uk/Player/10269

SHOWING AND HIDING COLUMNS IN STUDENTCENTRAL

It is good practice to hide columns from students to prevent grades and feedback being released before they are ready. Making a column visible to students releases the grades and feedback to students

- When you hide a column from students; grades and feedback is not visible to the students
- When you make a column visible, the grade and feedback is released to the students via *My Grades*
- Students will receive a notification that a new grade is available

HOW TO SHOW AND HIDE A COLUMN IN STUDENTCENTRAL

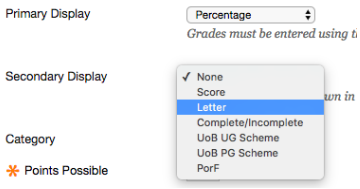
The following video shows you how to show and hide a column manually

https://mediastream.brighton.ac.uk/Play/7581

Note: Turnitin is a third-party tool which has its own feedback tool called Feedback studio. Turnitin synchronizes the grade (score) that you provide in feedback studio with the associated studentcentral grade Centre column. The "reveal on post date" (set to Yes) setting gives Turnitin the ability to control the studentcentral column visibility to students. Written feedback in Turnitin is not

synchronized with the feedback to learner field in studentcentral but links are provided for students to see their feedback.

EDITING THE SCORE DISPLAY



The display of score (grade) can be edited as desired. You can choose to show a raw score, percentage or other custom display as defined by a Grading Schema. To edit the display

- Go to the Grade Centre
- Select the column menu and choose *Edit Column Information*
- Scroll down to Primary Display and select preferred option

CALCULATED COLUMNS

Calculated columns in the Grade Centre allow other columns to be combined to produce overall or aggregated grades. Typically, calculated columns can be averages, totals or weighted. More information is available at:

https://help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades

USING WEIGHTED COLUMNS

A weighted column is a type of calculated column that allows a grade to be generated on the result of a selection of columns and their respective percentages (proportion).

Weighted columns are useful for calculating final coursework or module scores based on a selection of other columns. As an example, a final coursework score may be based on two individual pieces or components of course work with equal weighting (50%).

We recommend you hide the column from students while marking and moderating. Making the columns visible to students is how grades and feedback is released to the students.

HOW TO CREATE A WEIGHTED COLUMN

The following video demonstrates creating a weighted column:
https://mediastream.brighton.ac.uk/Play/7580

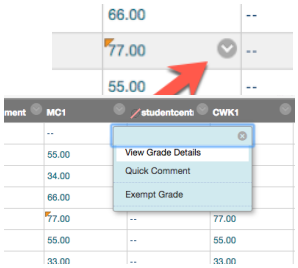
VIEW GRADE DETAILS

The View Grade Details menu allows for many options related to a student's attempt for a submission. This includes:

- Add/edit a Grade
- Exempt a Grade
- Clear an Attempt
- Override a Grade
- View the Grade History

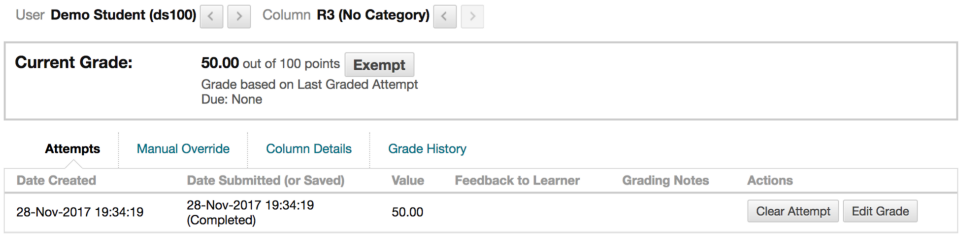
HOW TO VIEW GRADE DETAILS

- For the desired submission select the context menu (shown right)



- Select **View Grade Details**

The Grade details window shows a student and column (submission). Navigation arrows allow movement between students within a submission point or different submission points for the current student.

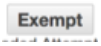


CLEARING AN ATTEMPT

Where students are taking a test or submitting an assignment where only one attempt is permitted you may want to clear the attempt. Where students are taking a test and a fire alarm is activated you may wish to clear an existing attempt and allow student to restart.

The **Clear Attempt** button removes the current attempt and any associated data. The Grades History will record a cleared attempt.

EXEMPT A GRADE



Exempting a Grade removes the score from any calculations and keeps a record of the data should you decide to reinstate it. This is particularly useful if you are combining submission points that include regular, late and IMYR (In Module Year Retrieval). In this case students will have multiple attempts in several submission points and you will want to exclude one grade from calculations.

OVERRIDING GRADES

The following video shows how to override grades

https://mediastream.brighton.ac.uk/Play/7582

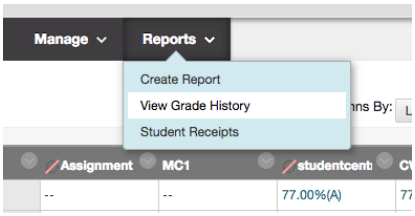
Overriding Grades allows an instructor to change an existing grade while keeping a record of the previous grade; e.g. while moderating. Grades that are overridden are recorded in the Grade History.

VIEWING GRADE HISTORY

The grade history is a useful way to track changes to grades that may be unexpected, for example, where many tutors are marking a single assignment

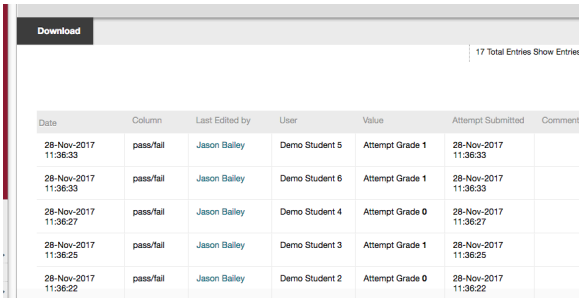
https://mediastream.brighton.ac.uk/Play/7583

To view the complete grade history for the whole Grade Centre

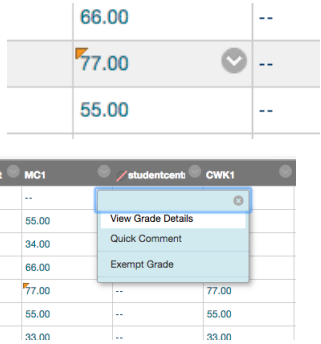


- Go to the **Grade Centre**
- Click on the **Reports** menu
- Select *View Grade History*

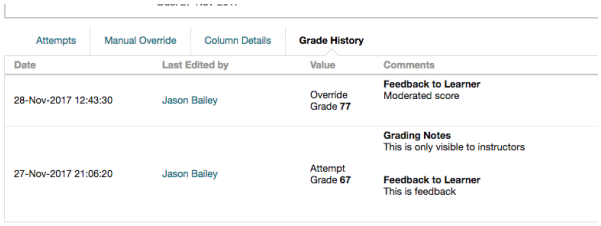
This will display all edits to grades for the whole grade Centre



To view the grade history for a single student's submission



- Go to the Grade Centre
- Select the context menu next to the student's grade of interest
- Select **View Grade Details**
- Select the **Grade History** tab



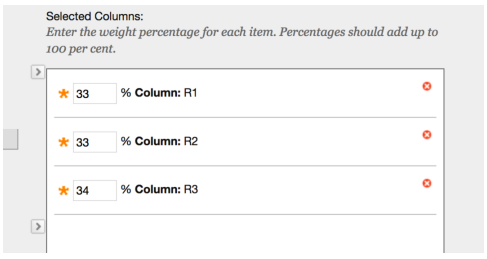
RUNNING TOTAL IN A WEIGHTED COLUMN

The running total (set to yes) in calculated columns exempts cells that contain no result. This is particularly useful where an average or weighted column is being used.

Examples below are given for weighted columns

EXAMPLE OF THE RUNNING TOTAL WITH A WEIGHTED COLUMNS

In this example three columns (R1, R2, R3) are weighted approximately equally in the weighted column (WT_R1R2R3).



WEIGHTED COLUMN CALCULATION WITH RUNNING TOTAL SET TO NO

Where the running total is not used, cells with no grade are included in the calculation with a value of zero. In the image, below the second row contains no value for R2. The weighted column value is calculated as the first row (5-+50+0 /3)

R1	R2	R3	WT_R1R2R3
50.00	0.00	50.00	33.50%
50.00	--	50.00	33.50%
50.00	0.00		25.00%
50.00		50.00	50.00%
50.00	50.00	50.00	50.00%

The running total whether set to yes or no ignores exempt grades from calculations.

WEIGHTED COLUMN CALCULATION WITH RUNNING TOTAL SET TO YES

Where the running total is set to "***Yes***" then cells with no data are ignored in the calculations. In the image below, the second column calculation is based on two cells rather than three. The weighted columns value for the second row is different to the first row where 0 is used.

R1	R2	R3	WT_R1R2R3
50.00	0.00	50.00	33.50%
50.00	--	50.00	50.00%
50.00	0.00		25.00%
50.00		50.00	50.00%
50.00	50.00	50.00	50.00%

USING GRADING SCHEMAS

Grading schemas can be used when a numeric grade is not suitable. Grading schemas allow instructors to provide a grade in other formats. For example

- A letter grade for e.g. A+ for over 70%
- A "pass" and "fail" value as a grade
- An indication that formative feedback is either available or not available

CREATING A GRADING SCHEMA

The following video demonstrates the setting up of a pass/fail-grading schema.

- Where a numerical score of less than 50% is entered then students will see a Fail grade
- Where a numerical score of greater than 50% is entered then students will see a Pass grade

The Grading schema is applied to a manual column as an example where the total possible score is 1, therefore:

- Entering a score of 0 (0%) will result in a fail (students will see fail not 0)
- Entering a score of 1 (100%) will result in a pass
- Entering a score of 0.75 (75%) will result in a pass

USING CATEGORIES

Categories can be used to organize and manage assignments in the grade Centre. A selected category is also visible to students and this may help them to understand the type of assignment they are submitting to. Categories can be used to indicate:

- An assignment is formative or summative
- The type of assignment e.g. Turnitin, test or other
- The type of feedback to be expected from the assignment

When using categories, it is good practice to ensure students understand the type of category you use.

CREATING CATEGORIES

The following video demonstrates how to create summative and formative categories and apply to an assignment column in the grade Centre.

STUDENTCENTRAL AND TURNITIN SUBMISSION POINTS

There are two types of submission points, which afford, typically, the submission of reports, essays and dissertations by students.

1. Turnitin is the most commonly used submission type in use at Brighton; accounting for around 60% of all online submissions. Turnitin is primarily used for its originality scoring.
2. Studentcentral assignments are used at Brighton where more flexible submission types are required

Studentcentral assignments are useful where the following is required:

- Groups Assignments
- Submission of audio and video
- Submission of code
- Submissions containing multiple files
- Submissions where multiple attempts are desired

A flow diagram is available, which offers assistance to determine the best choice of assignment type:
https://staff.brighton.ac.uk/is/learningandteaching/SiteAssets/Pages/Teaching%20Practice/assessment/Assignment%20decision%20flowchart2016.pdf

A feature comparison of other assignment types is given at:
https://staff.brighton.ac.uk/is/learningandteaching/Pages/Teaching%20practice/assessment.aspx

TURNITIN SUBMISSION POINT

Turnitin is a third-party tool which has its own feedback tool called Feedback studio. Turnitin synchronizes the grade (score) that you provide in feedback studio with the associated studentcentral Grade Centre column. The "*reveal on post date*" (set to Yes) setting gives Turnitin the ability to control the studentcentral column visibility to students. Written feedback in

Turnitin is not synchronized with the feedback to learner field in studentcentral but links are provided for students to see their feedback.

TROUBLESHOOTING TURNITIN

The following is provided to resolve common issues with Turnitin.

- Set a value greater than zero for the possible score; typically, this is a value of 100; as submission are usually marked out of 100. If you forget to set a possible score it will default to zero and you can change it later. Setting the possible score to zero can cause erroneous weighted column calculations.
- Under *options settings* remember to set the "*reveal on post date*" setting to "Yes" (Recommended). This will give Turnitin the ability to hide and show the associated grade Centre column on the selected post date. If "*reveal on post date*" is set to No then the release of grades and feedback from studentcentral and Turnitin will not be synchronized and students may see grades earlier than desired.
- Grades in Turnitin will be usually synchronized in the Grade Centre immediately but if you are experiencing a delay then use the **Sync Grades** option in the list Turnitin Assignments window
- Student should appear in the Turnitin inbox but if they do not; use the **Roster Sync** button in the Turnitin inbox. Students will appear in the Turnitin inbox if they submit. **Roster Sync** will ensure all students (not submitted) will appear in the Turnitin inbox.

CREATE A TURNITIN SUBMISSION POINT

The following video shows you how to set up a typical Turnitin assignment.

https://mediastream.brighton.ac.uk/Player/10273

- Ensure you set the option "Reveal Grades on Post Date" to "Yes"
- Remember to check that the point value is set to a value greater than zero (use 100)

Reveal Grades on Post Date" to "Yes": We recommend Turnitin hides the column from students while marking and moderating. Making the columns visible to students is how grades and feedback is released to the students. Setting the post date to yes will give Turnitin control of the Grade Centre column; when it is hidden and revealed to students.

MARKING AND GRADING IN TURNITIN

The following video demonstrates grading with Turnitin. This includes the use of a rubric but you can edit the grade manually too:

https://mediastream.brighton.ac.uk/Play/9576

CREATING A STUDENTCENTRAL ASSIGNMENT

This video demonstrates how to create a studentcentral assignment:

https://mediastream.brighton.ac.uk/Play/10438

Studentcentral assignment types create an item where students can upload their work. A Grade Centre column is also created which is linked to this assignment.

- You must manually hide the Grade Centre column before you start grading
- You must manually unhide the column in the Grade Centre when you want to release the grades/feedback to students

We recommend you hide the column from students while marking and moderating. Making the columns visible to students is how grades and feedback is released to the students.

MARKING/GRADING A STUDENTCENTRAL ASSIGNMENT

Ensure you have hidden the Grade Centre column before you start grading.

The following video demonstrates grading a studentcentral assignment:
https://mediastream.brighton.ac.uk/Player/11782

STUDENTCENTRAL GROUPS

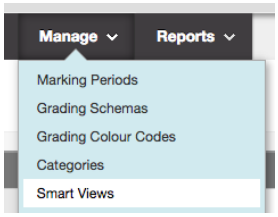
Groups can be created in studentcentral. You can use groups for group submissions (studentcentral assignments) or for more targeted communications. There are a variety of ways that groups can be created. When creating groups, you can optionally select to create Smart Views based on groups. This type of smart view is useful for personal tutors or delegated markers to see their selection only of students in the Grade Centre.

For information about groups see:
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Using-Groups.aspx

and: https://help.blackboard.com/Learn/Instructor/Interact/Course_Groups/Create_Groups

SMART VIEWS

Smart Views are accessible from the **Manage** menu in the Grade Centre.



The following pages provide information about Smart Views:

https://help.blackboard.com/Learn/Instructor/Grade/Customize_Grading_Interface/Smart_Views

TRANSFERRING GRADE CENTRE GRADES TO CAMS SHEET

The studentcentral Grade Centre can be download to CSV or Tab format, which can be opened in Excel. Excel can be used to transfer the grades from the Grades Centre download to the CAMS sheet using the *vlookup* and *round* functions

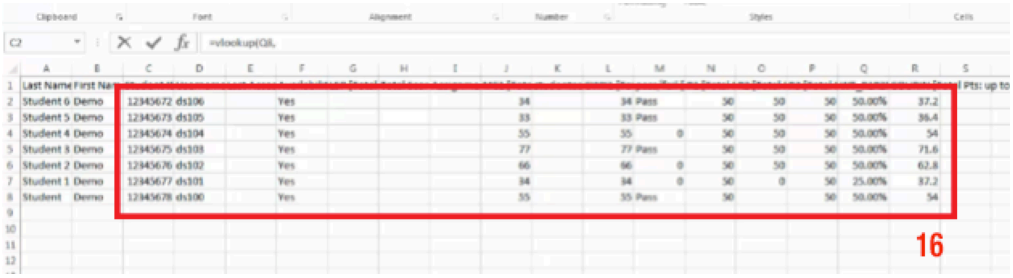
TRANSFER GRADES FROM STUDENTENTRAL TO A CAMS SHEET

The following formula is used in Excel to transfer grades

```
=VLOOKUP(Q8,[fakemodule_2017.xlsx]fake!$C$2:$R$8,16,FALSE)
```

Where:

- *VLOOKUP* is used to look up and retrieve data from a specific column in selected range of cells (table).
- Cell *Q8* is the student ID in the CAMS Sheet; this is used to find the matching student ID and grade in the Grades Centre download
- *fakemodule_2017.xlsx* is the grade Centre download
- *fake* is the worksheet in the Grade Centre download which contains the data
- $C$2:$R$8 is the range of cells to be used for extrapolating grades. The dollar signs fix the range of cells and prevent them from being updated when using auto fill.
- **16** is the column number which contains the grades to be transferred
- *FALSE* indicates that interpolation should not be used where a student ID is not found



The above image shows the Grade Centre download and the range of cells (table) to be used.

Using the Excel *Round* function allows for the rounding of the grade to zero decimal places.

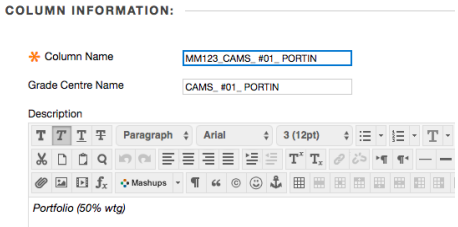
```
=ROUND(VLOOKUP(Q8,[fakemodule_2017.xlsx]fake!$C$2:$R$8,16,FALSE),0)
```

The following video demonstrates the transfer of grades using Excel:

https://mediastream.brighton.ac.uk/Player/10423

EDITING THE MANUAL CAMS COLUMN USING EXCEL (WORK OFFLINE)

The school office has created manual columns using a naming convention for easy identification when transferring grades to CAMS sheets. As an example, the following manual column has been created (see image).



The name includes the module code and the (CAMS) assessment name. The description gives the weighting which will be useful to students if you are showing the column to students.

You should ensure that the column is hidden from students while you are grading (uploading).

The following video demonstrates how to download a single Grade Centre column including comments which can then be edited in Excel and imported back to studentcentral.

https://mediastream.brighton.ac.uk/Player/11815

In the video example only 1 column (the CAMS column) is downloaded; this allows for the inclusion of the feedback to learner and grader notes columns to be included. It is also possible to download the full Grade Centre but no feedback can be added.

We recommend you hide the column from students while marking and moderating. Making the columns visible to students is how grades and feedback is released to the students.

HOW TO GET MORE HELP

If you have any issues with software or hardware while teaching or in your office then you should contact the service desk (IT Support):

- Tel 01273 64(4444)
- Email ServiceDesk@brighton.ac.uk

For information and advice about using technology in learning and teaching you should contact your Learning Technologies Adviser (LTA)

Jason Bailey / j.bailey@brighton.ac.uk / 01273 64(1279)

When reporting an issue to the service desk that is related to an LTA's (e.g. studentcentral) work a support ticket is created in the *LTA Queue* and all LTAs will receive a notification; this ensures that someone will respond as quickly as possible.

View studentcentral resources at:
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/home.aspx

Grade Centre specific resources at:
https://staff.brighton.ac.uk/is/learningandteaching/Pages/studentcentral/Managing-student-grades-in-the-GradeCentre.aspx