

Grade Centre Tips

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Tips to help make the Grade Centre a manageable interface for your marking.

NOTE – If marking Turnitin assignments you should always mark via Turnitin Assignments in the Control Panel. Those grades will automatically push through to the Grade Centre.

All other assessment types can be managed via the Grade Centre.

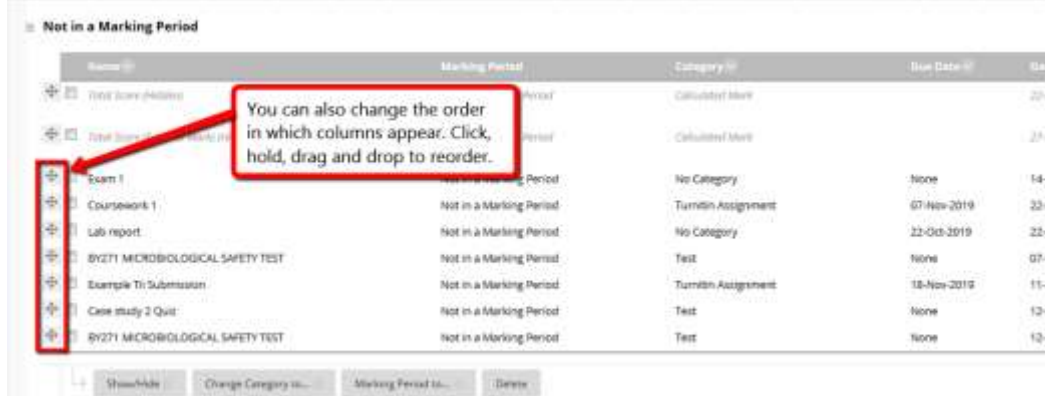
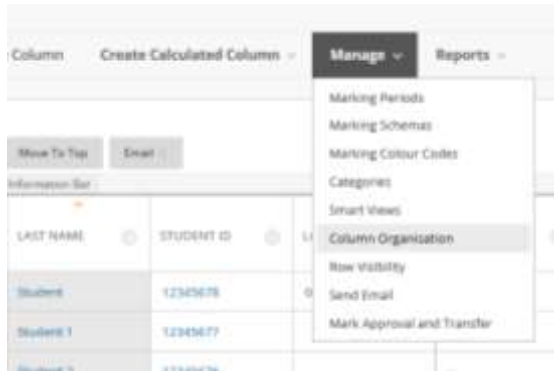
Two Quick wins for helping you work in the Grade Centre

1. Working in Full Screen Mode
2. Hiding columns you don't use

The screenshot shows the 'Grade Centre : Full Grade Centre' interface. At the top, there are tabs for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. A red box labeled 'Work in Full Screen Mode' points to a small icon in the top right corner. Below the tabs, there is a table with columns: LAST NAME, STUDENT ID, LAST ACCESS, EXAM 1, COURSEWORK, LAB REPORT, and BY271 MICROBIOLOGICAL SAFETY TEST. A red box labeled 'Hide Columns that you're not using. NOTE - they will be hidden for all instructors.' points to a dropdown menu for the 'EXAM 1' column, which has options for 'Sort Ascending', 'Sort Descending', and 'Hide from instructor view'. The table shows data for several students, including Student 1, Student 4, and Student 5. At the bottom, there is a 'Selected Rows: 0' indicator and a 'Move To Top' button.

NOTE if you Hide columns from the Instructor View they will be hidden for all markers.

To bring a column back into view go to Manage>Column Organisation



The Grade Centre History

All interactions with columns in the Grade Centre is recorded in the Mark History. This means you can view grade changes and who made those changes.

To view the Mark History go to Reports > View Mark History



Mark History
 Mark History is a tool that tracks all changes to marks within the Grade Centre. When Mark History is available, it displays a table of data detailing every mark change in the Grade Centre to all items by column name, score, or date by clicking the column header name. The Mark History table can be filtered to display entries within a date range using **Show Entries from Past**, located

Download → Download the report for further analysis in excel

Select the date range of the report

10 Total Entries Show Entries from: 14 Days

DATE	COLUMN	LAST EDITED BY	USER	VALUE	ATTEMPT SUBMITTED	COMMENTS
07-Nov-2019 11:58:09	Coursework 1	Demo Student	Demo Student	Attempt Mark 69.00	22-Oct-2019 14:45:25	
07-Nov-2019 11:58:09	Coursework 1	Demo Student	Demo Student	Override Mark Cleared		
07-Nov-2019 11:49:24	Coursework 1	Demo Student	Demo Student	Attempt Mark 69.00	22-Oct-2019 14:45:25	
07-Nov-2019 11:49:24	Coursework 1	Demo Student	Demo Student	Override Mark Cleared		
07-Nov-2019 11:47:16	Coursework 1		Demo Student	Attempt Mark 69.00	07-Nov-2019 11:47:16	
07-Nov-2019 11:06:07	Exam 1	Marion Curdy	Demo Student 3	Attempt Mark 0.00	14-Oct-2019 14:55:05	
07-Nov-2019 11:05:53	Exam 1	Marion Curdy	Demo Student 4	Attempt Mark 67.00	14-Oct-2019 14:55:05	
07-Nov-2019 11:05:47	Exam 1	Marion Curdy	Demo Student 5	Attempt Mark 56.00	14-Oct-2019 14:55:05	
06-Nov-2019 14:51:53	LSP	Marion Curdy	Demo Student 4	Attempt Mark 1.00	06-Nov-2019 14:51:53	
06-Nov-2019 14:51:47	LSP	Marion Curdy	Demo Student	Attempt Mark 1.00	06-Nov-2019 14:51:47	

Refresh

Creating a Report on an Assessment

Reports allow you to generate a report on the Average and Median grade of any assessment/column in the Grade Centre.

To create a report go to Reports > Create a Report



You can customise the settings in the 'Create Report' screen and when you submit a visual report is generated and can be printed or copied and pasted into Word.