

Using smart views to manage sections in the new Grade Center:

1) Add a new column to the grade center called Section:

Add Grade Column

1 Column Information

* **Column Name**

Grade Center Display Name

Description

Normal | 3 | Times New Roman | **B** | *I* | U | ~~S~~ | x₂ | x² | | | | |

Primary Display
Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades.

Secondary Display
This is an additional display option which will be shown in the Grade Center only.

Category

* **Points Possible**

2 Dates

Grading Period

Creation Date Aug 18, 2008

Due Date

3 Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to make this Grade Center column unavailable in My Grades. Select **Yes** for the third option to display column statistics in My Grades.

Include this column in Grade Center calculations Yes No

Show this column in My Grades Yes No

Show Statistics (average and median) for this column in My Grades Yes No

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

2) Manage Grade Center to move that column close to the student name:

Organize Grade Center

Columns which are **Shown in all Grade Center Views** will be visible in the Grade Center at all times. If no Grading Periods have been created all other columns will be **Shown in Selected Views Only** and are only visible in the Full Grade Center View and all appropriate Smart Views. If Grading Periods have been created columns which are not associated with a specific Grading Period will be identified as **Not in a Grading Period**. Reorder columns by dragging them to the desired location. If Grading Periods have been created, reorder them using the contextual menu. Add or modify Grading Periods on the [Manage Grading Periods](#) page. Other bulk actions can be performed using the action bar options.

Show/Hide | Modify Category | Modify Grading Period

Shown in All Grade Center Views

	Name	Grading Period	Category	Due Date	Creation Date	Points Possible
<input type="checkbox"/>	First Name (Frozen)		Institution			
<input type="checkbox"/>	Section (Frozen)	Not in a Grading Period	No Category	None	Aug 18, 2008	0
<small>Everything above this bar is a frozen column. Drag this bar to change which columns are frozen.</small>						
<input type="checkbox"/>	Last Name (Hidden)		Institution			
<input type="checkbox"/>	Username (Hidden)		Institution			
<input type="checkbox"/>	Student ID (Hidden)		Institution			
<input type="checkbox"/>	Last Access (Hidden)		Institution			
<input type="checkbox"/>	Availability (Hidden)		Institution			

First Project

Mid Term

Not in a Grading Period

	Name	Grading Period	Category	Due Date	Creation Date	Points Possible
<input type="checkbox"/>	total quizzes	Not in a Grading Period	Calculated Grade		May 28, 2008	0
<input type="checkbox"/>	Quizzes Total	Not in a Grading Period	Calculated Grade		Aug 14, 2008	0
<input type="checkbox"/>	Weighted Assignments	Not in a Grading Period	Calculated Grade		May 29, 2008	0
<input type="checkbox"/>	Forum Two Summary	Not in a Grading	Essay	May 6, 2007	May 12, 2007	10

3) Define Smart View to select a particular section:

1 Smart View Information

Name

Description

2 Selection Criteria

Type of View

- Group (Select one or more groups.)
- Benchmark (Select users based on their performance.)
- Focus (Select individual users.)
- Investigate (Build a full query based on user attributes.)

Select Criteria Select the user criteria to include.

User Criteria: Condition: Value:

Filter Results Columns to Display in Results: Include hidden information

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

4) Use Grade Center Current View to select to view that section:

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on 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. Use the contextual menus to modify column properties and access grade details.

Add Grade Column Add Calculated Column Manage Email Reports Grade History

Current View: sectionA Set as Default Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	First Name	Section	Chapter One Q	Chapter Four Q	Chapter Two Q	Chapter Three Q
<input type="checkbox"/>	Victor	A	60.00	90.00	-	85.00
<input type="checkbox"/>	John	A	35.00	65.00	-	-
<input checked="" type="checkbox"/>	Alif	A	80.00	40.00	-	45.00
<input type="checkbox"/>	Kiley	A	-	70.00	85.00	90.00
<input type="checkbox"/>	Hamza	A	50.00	100.00	-	65.00
<input type="checkbox"/>	Han Min	A	90.00	-	-	45.00
<input type="checkbox"/>	Sravan Prasad	A	65.00	95.00	-	87.50
<input type="checkbox"/>	Brian	A	-	85.00	100.00	-
<input type="checkbox"/>	Jason	A	-	65.00	90.00	85.00
<input type="checkbox"/>	Daniel	A	80.00	95.00	100.00	95.00
<input type="checkbox"/>	Adam	A	60.00	-	80.00	100.00
<input type="checkbox"/>	Devin	A	60.00	85.00	80.00	90.00
<input type="checkbox"/>	Zachary	A	70.00	80.00	-	-
<input type="checkbox"/>	Thomas	A	90.00	70.00	100.00	95.00
<input type="checkbox"/>	Sachit	A	60.00	60.00	-	87.50
<input type="checkbox"/>	Jason	A	60.00	-	-	-

Selected Rows: 0 Grade Information Bar Icon Legend

Once you have selected the section you can enter/ process grades for this section as well as email all or selected members of the section.