Grade Center Enhancement

Needs Grading Page
If you have a heavy grading load, the Needs Grading page can help you prioritize what needs attention and allow you to access it quickly. You can access assignment and test attempts that need grading from a Needs Grading page accessed in the Grade Center section of the Control Panel.

To access Needs Grading Page:

You access the Grade Center from the Control Panel. Expand the Grade Center section to display the links to the Needs Grading page and the Full Grade Center.

- The Needs Grading link displays a page listing all test and assignment attempts ready for grading or review.
- The Full Grade Center link displays all columns and rows in the Grade Center and is the default view of the Grade Center.

On the Needs Grading page, instructors can view how many attempts are ready for grading and sort and filter the items. Attempts are placed in a queue for easy navigation among items when grading or reviewing. Once an attempt is graded, it no longer appears on the Needs Grading page. For courses with many enrolled students and gradable items, the Needs Grading page can help determine which assignments and tests need grading first. For example, the instructor can sort by Due Date to ensure the final tests are graded by school’s deadline. The list can be sorted and filtered so the most urgent assignments and tests can be graded first.

Here is detailed description about interface of the Needs Grading page:

A Access the Needs Grading page: Go to Control Panel > Grade Center

B Click on the Grade All button to begin grading and reviewing immediately. The Grade All function places all attempts in a queue for easy navigation among items. The items in the queue appear in the order they appear on the Needs Grading page. Note: Tests with a grading status of Attempt in Progress do not appear on the Needs Grading page.
Sort columns to organize your list. To sort a column, click the column heading or caret. The sorted list remains in effect until you change it or log out. You can sort columns by **Category**, **Item Name**, **User Attempt**, **Date Submitted**, and **Due Date**.

Apply filters to narrow the list by **Category**, **Item**, **User**, and **Date Submitted**. If a filter is applied, only the filtered items appear in the list and in the queue. For example, make selections in the Category and User drop-down lists to display tests submitted by a particular user. Click **Go** to display the filtered items on the Needs Grading page. The filtered list remains in effect until you edit the filter choices or log out. Click the **X** to collapse the **Filter** field.

The total number of items to grade appears above the list of items. Once attempts have been graded, they do not appear on the **Needs Grading** page and the number of items updates to reflect the current number that needs to be graded. If the list is filtered, the number reflects how many items match the current filter settings. For example, "12 of 17 total items match current filter."

Click on the double down arrow next an item ( ) and make a selection. For assignments, you can select **Grade All Users** or **Grade Anonymously**. For tests, you can also select **Grade by Question** and **View Attempts**. Interactive items such as blogs, journals, wikis, and discussion posts, can be set to go into Needs Grading status after a certain number of activities, and also have the option to **Reset All**, which clears that activity counter and moves the item out of Needs Grading status. A total number of attempts for the selected item is listed in parentheses.

Click **Show All** to display up to 1,000 items on one page. Click **Edit Paging** to change the number of items to view per page.
Grade Assignments and Tests Anonymously

Instructors can grade assignment and test attempts while information identifying the student remains concealed. Only after the grade for the attempt has been submitted will the identity of the student be exposed. This feature is accessed through the column contextual menu (the double down arrow next to the column title) in the Grade Center. It also can be activated when grading attempts. When grading
anonymously, all identifying information is hidden and assessment attempts appear in random order. Each student is assigned a number, such as Student 8.

To grade anonymously from the Needs Grading page:

1. Click on the double down arrow next to an assignment or test and select **Grade Anonymously**. The Grade Assignment/Test page appears.

2. The student’s name shows as “Student 1”. You can complete the grading on this page.

To grade anonymously from the Grade Center:

1. Go to Grade Center. Click on the double down arrow next to an assignment/test column. Select **Grade Anonymously**.

2. The Grade Assignment/Test page appears. The student’s name shows as “Student 1”. You can complete the grading on this page.

**Grade Tests by Question Attempt**

Question-by-question grading accommodates instructors whose preferred workflow for assignments and assessments is to enter grades by question for all students as opposed to by all questions by a student. For example, you may want to gain an overall feel for how the class has answered an essay question by moving through all of the students’ attempts for that question before moving to the next
question. Grading this way can save time as you concentrate only on the answers for a single question. You can see how all students responded, providing immediate feedback about how the group performed on that particular question. Also, grading by question is useful when you want to revisit a question that requires a score adjustment for all or many students.

1. Go to **Control Panel > Grade Center**
2. Click on the double down arrow next a test column and select **Grade Questions**. The Grade Questions page appears.

3. On the Grade Questions page, you can filter the questions by status: Graded, Needs Grading, or In Progress. You may also select the check box for Grade Responses Anonymously, if needed.

4. Under the Response column, see the number of responses for an individual question. Click the link displaying the number of responses.
5. On the **Grade Responses** page, click on the link for **Question Information** to view the question. Optionally, if anonymous grading was not previously selected, click **Hide User Names** to activate this feature.

6. Click **Edit** next to the score for a student. Type a grade in the **Score** box. Optionally, add **Response Feedback** specific to the individual question. The Response Feedback box only appears for certain question types, such as essays. Use the **Text Editor** functions to format the text and add files, images, links, multimedia, and Mashups. Click **Submit**.

7. Once you are finished the grading for all students’ response to that particular question, click **Back to Questions** (at end of the page) to return to the **Grade Questions** page.

**Color Code the Grade Center**

Creation of color rules in the Grade Center performs as visual indicators to help you interpret information quickly. An instructor can create rules and apply color to the cells in the Grade Center grid, either by grade or status. Apply background and text color to items in the Grade Center that meet specified criteria. Colors can be defined for items based on grade status or based on the score. For example, you can use yellow to highlight graded items with failing scores so students and columns that require attention are prominent. Also, you can assign colors to the following grading statuses: **In Progress**, **Needs Grading**, or **Exempt**.

1. Go to Control Panel > Grade Center > Full Grade Center
2. Click **Manage** to access the drop down list and then click **Grading Color Codes**.

3. Click the check box next to **Enable Grading Color Codes**.

4. Under **Color Coding Options**, there are two options to create color codes.
   a. Color can be defined for each grading status (e.g. **In Progress**, **Needs Grading**, and **Exempt**). Click the double down arrows and select a color for each grading status and then click **Apply**.
   b. In the **Grade Range** section, you can add color codes based on the Grade range (**Grade Range** can be defined by **Less Than**, **More Than**, or **Between** criteria).
i. Click **Add Criteria** to create a color rule

![Add Criteria](image1.png)

ii. In the **Criteria** drop-down list, select **Between**, **More Than**, or **Less Than**

iii. Type a percentage in the box or boxes. For **Background** and **Text**, click on the double down arrow and access the **Swatch Color** box.

iv. Select a color for the **Background** and **Text** and click **Apply** to update the changes.

![Grade Ranges](image2.png)
5. Click **Submit** to update changes. In Grade Center, colors based on the criteria appear in the affected cells.