Create and Manage a Grading Period

Grading Periods are instructor-created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, etc and can have date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows instructors to effectively organize and report on Grade Center data. Instructors can filter the Grade Center by Grading Period to display only the columns in that segment. For example, an instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling.

Grading Periods can also be used to:

- View the performance of students in a certain Grading Period
- Create a Report that displays the performance for a Grading Period
- Calculate a Grade column for a Grading Period

Create a Grading Period:

1. In the Grade Center, hover the mouse over the Manage menu and select Grading Periods.

   ![Manage menu]

   Manage
   Grading Periods
   Grading Schemas
   Categories
   Smart Views
   Column Organization
   Student Visibility
   Send Email

2. Click on the Create Grading Period button.

   ![Grading Periods]

   Grading Periods are used to sort Grade Center Columns into sections based on due date. These sections help manage the Grade Center by associating Grade Columns together so that viewing and reporting can be done based on a Grading Period instead of the entire Grade Center. More Help

   ![Create Grading Period button]
3. Provide a name for the Grading Period in the **Name** field and enter a **Description** (optional).

4. Select Grading Period Dates. Select **None** or set a **Range** based on **Start Date** and **End Date**, including the month, day, and year. If a date range has been specified, check “Associate this Grading Period with all columns that have a Due Date within this date range”.

5. Click **Submit** when finished.

**Modify a Grading Period:**

1. In the **Grade Center**, hover the mouse over the **Manage** menu and select **Grading Periods**.

2. Locate the Grade Period which needs to be changed and click the double-down arrows next to it. Select **Edit**.
3. Make the necessary changes.
4. Click **Submit** to finish.

**Delete a Grading Period:**

1. In the **Grade Center**, hover the mouse over the **Manage** menu and click **Grading Periods**.

2. Find the Grade Period which needs to be changed and click the double-down arrows next to it. Select **Delete**. All Grade Center Items associated with this Grading Period will be reset to “Not in a Grading Period.”

3. Click **OK** to finish.