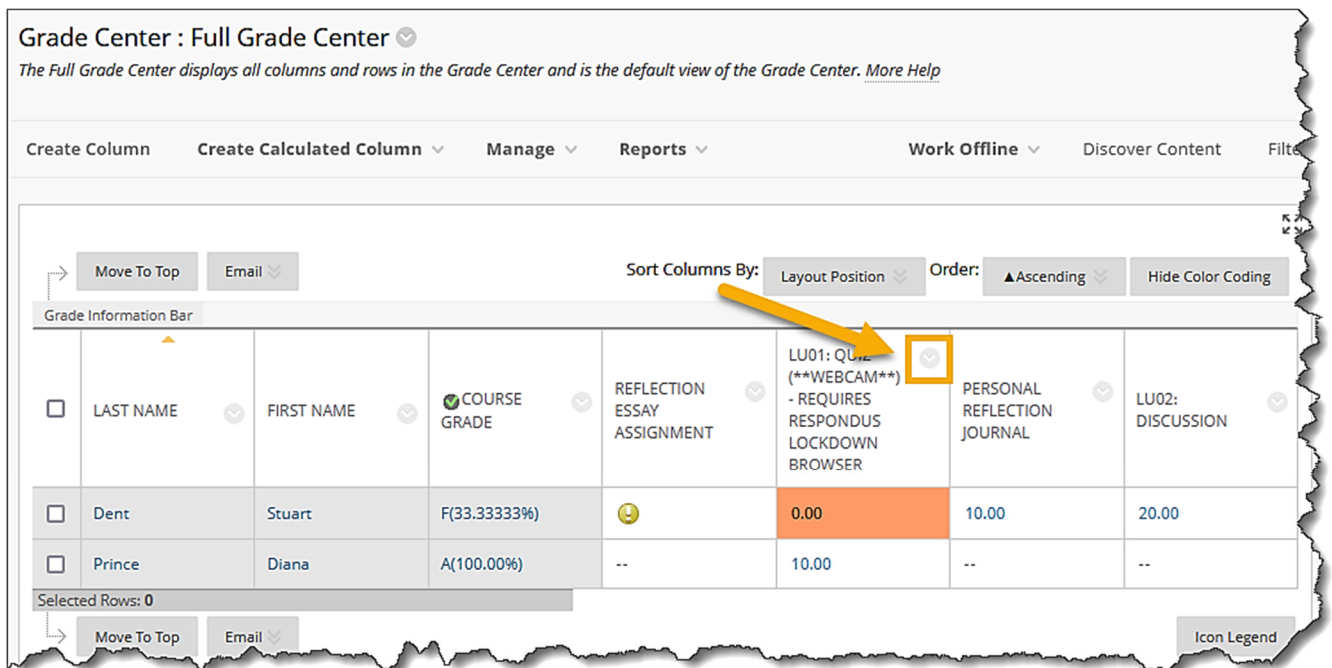


Faculty Tutorial: Grade Center: Column Options

Purpose: To explain the column options that are available to instructors in the “Grade Center.”

From within a course “Grade Center,” hover your cursor over the title of the column for which you would like to view the options that are available. Then, click the drop-down arrow.



Grade Center : Full Grade Center ⌵
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ⌵ Manage ⌵ Reports ⌵ Work Offline ⌵ Discover Content Filter

Move To Top Email ⌵ Sort Columns By: Layout Position ⌵ Order: ▲Ascending ⌵ Hide Color Coding

Grade Information Bar

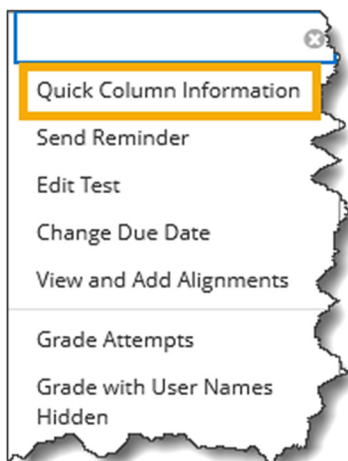
<input type="checkbox"/>	LAST NAME ⌵	FIRST NAME ⌵	<input checked="" type="checkbox"/> COURSE GRADE ⌵	REFLECTION ESSAY ASSIGNMENT ⌵	LU01: QUIZ (**WEBCAM**) ⌵	PERSONAL REFLECTION JOURNAL ⌵	LU02: DISCUSSION ⌵
<input type="checkbox"/>	Dent	Stuart	F(33.33333%)	🟡	0.00	10.00	20.00
<input type="checkbox"/>	Prince	Diana	A(100.00%)	--	10.00	--	--

Selected Rows: 0

Move To Top Email ⌵ Icon Legend

A sub-menu will open. This menu will list the various column options that are available for the item you selected.

Select “**Quick Column Information**” to view general information about the item.



- Quick Column Information**
- Send Reminder
- Edit Test
- Change Due Date
- View and Add Alignments
- Grade Attempts
- Grade with User Names Hidden

The “Quick Column Information” box will open. Assessment information, such as the “Name,” “Category,” and “Points Possible,” will appear in the box.

The screenshot shows a grade center interface with a table of student grades. A pop-up box titled "Quick Column Information" is open over the "LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER" column. The table has columns for selection, last name, first name, course grade, reflection essay assignment, assessment name, personal reflection journal, and discussion. Two rows are visible: one for "Dent, Stuart" with a grade of "F(33.33333%)" and a warning icon, and one for "Prince, Diana" with a grade of "A(100.00%)". The pop-up box displays the following information:

- Name: LU01: Quiz (**Webcam**) - Requires Respondus LockDown Browser
- Primary Display: Score
- Category: Test
- Points Possible: 10
- External Grade: No
- Due Date: None
- Included in Calculations: Yes
- Column ID: 885659

Buttons for "Move To Top", "Email", "Icon Legend", and "Edit Rows Displayed" are also visible.

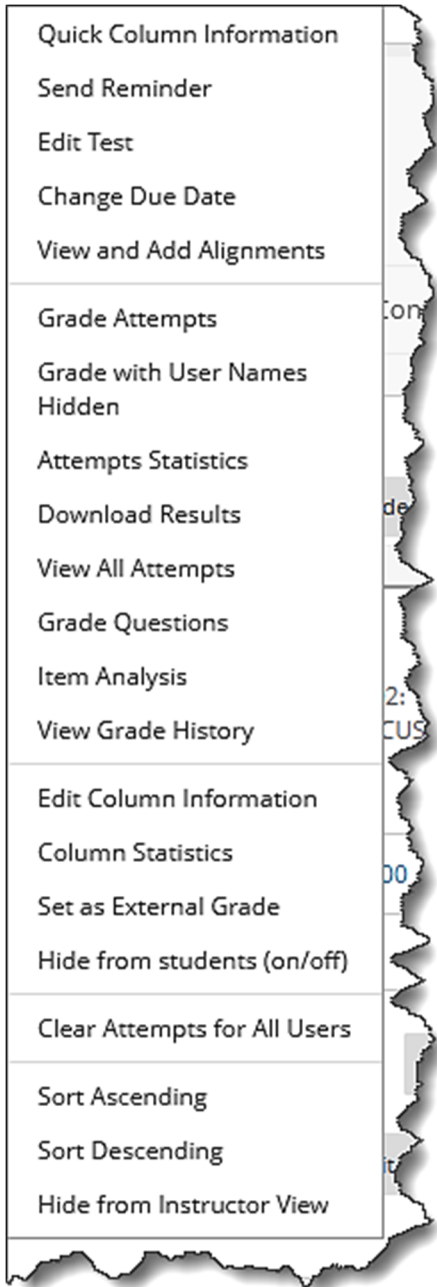
For example, you can click “**Edit Test**” to add, edit, or delete test questions.

Note: You can only edit the test questions from within the Grade Center; you cannot “Edit the Test Options.” See the tutorial “Create a Test” for details on how to “Edit the Test Options.”

The screenshot shows a context menu for a column in the grade center. The menu items are:

- Quick Column Information
- Send Reminder
- Edit Test** (highlighted with a yellow box)
- Change Due Date
- View and Add Alignments
- Grade Attempts
- Grade with User Names Hidden

Let's look through the other options available.



Select “**Grade Attempts**” to view and grade any attempts for the assessment that have been submitted.

Note: You will be able to view the name of the student whose submission you are grading.

Choose “**Grade Anonymously**” if you would like to grade submitted attempts anonymously.

Note: You will not be able to view the name of the student whose submission you are grading.

Select **“Item Analysis”** to generate a report that includes statistics on overall test performance and individual test questions.

Click **“Attempts Statistics”** to view statistics for the assessment.

The **“Test Statistics”** page will open. Here you can view information such as the total number of attempts and the average score for all attempts. You can also view the percentage of students who selected each particular answer for individual questions, as well as the average score for each question.

Select **“Download Results”** to download all submitted assessments to an Excel file. The Excel file will include the name of each student, along with each test question and the student’s response to each question.

Click **“View All Attempts”** to view a list of everyone who has submitted the assessment.

The **“View All Attempts”** page will open. Here, you can choose to **“Grade Attempts,” “Grade Anonymously,”** or **“Grade By Question.”**

You can also hover your cursor over a student’s name and click the drop-down arrow that appears to view an individual attempt.

Select **“Grade Questions”** if you would like to view questions, and then grade responses to a specific question on the assessment.

The **“Grade Questions”** page will open. Select the number to the right of the question (under **“Responses”**) to view/grade the responses to that question.

Click **“View Grade History”** to view dates, times, and point values for submitted assessments.

Select **“Edit Column Information”** to edit information such as the column **“Display,”** the item’s **“Category,”** and the **“Due Date.”**

Note: Please see the tutorial “Grade Center: Create a Column” for details on the options above and more.

Click **“Column Statistics”** to view the overall statistics for the assessment.

Select **“Set as External Grade”** if you would like the column to be visible in the student’s **“Report Card”** module. Only one column can be set as the **“External Grade.”** It is recommended that the column that represents the overall course grade, such as a weighted **“Course Grade”** column, be set as the **“External Grade”** column.

Note: Students may choose to have the “Report Card” module displayed on their “MyHills Home” page. The “Total” column will be set as the “External Grade” by default. One column must be set as the “External Grade.”

When a column is set as the “External Grade” column, a green checkmark will appear next to the title of the column.

Grade Center : Full Grade Center ▼
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼ Work Offline ▼ Discover Content Filter

Move To Top Email ▼ Sort Columns By: Layout Position ▼ Order: ▲Ascending ▼ Hide Color Coding

Grade Information Bar

<input type="checkbox"/>	LAST NAME ▼	FIRST NAME ▼	<input checked="" type="checkbox"/> COURSE GRADE ▼	REFLECTION ESSAY ASSIGNMENT ▼	LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER ▼	PERSONAL REFLECTION JOURNAL ▼	LU02: DISCUSSION ▼
<input type="checkbox"/>	Dent	Stuart	F(33.33333%)	🚫	0.00	10.00	20.00
<input type="checkbox"/>	Prince	Diana	A(100.00%)	--	10.00	--	--

Selected Rows: 0

Select “Show/Hide to Users” to quickly make column information available, or unavailable, to students from within the “My Grades” area of the course.

When column information is unavailable to students, a gray circle with an orange line through it will appear next to the title of the column.

Grade Center : Full Grade Center ▼
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼ Work Offline ▼ Discover Content Filter

Move To Top Email ▼ Sort Columns By: Layout Position ▼ Order: ▲Ascending ▼ Hide Color Coding

Grade Information Bar

<input type="checkbox"/>	LAST NAME ▼	FIRST NAME ▼	<input checked="" type="checkbox"/> COURSE GRADE ▼	REFLECTION ESSAY ASSIGNMENT ▼	<input type="checkbox"/> LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER ▼	PERSONAL REFLECTION JOURNAL ▼	LU02: DISCUSSION ▼
<input type="checkbox"/>	Dent	Stuart	F(33.33333%)	🚫	0.00	10.00	20.00
<input type="checkbox"/>	Prince	Diana	A(100.00%)	--	10.00	--	--

Selected Rows: 0

Select **“Clear Attempts for All Users”** to clear attempts for *everyone* who has submitted the assessment.

Click **“Sort Ascending”** to sort Grade Center rows in ascending (lowest to highest) grade order for that column.

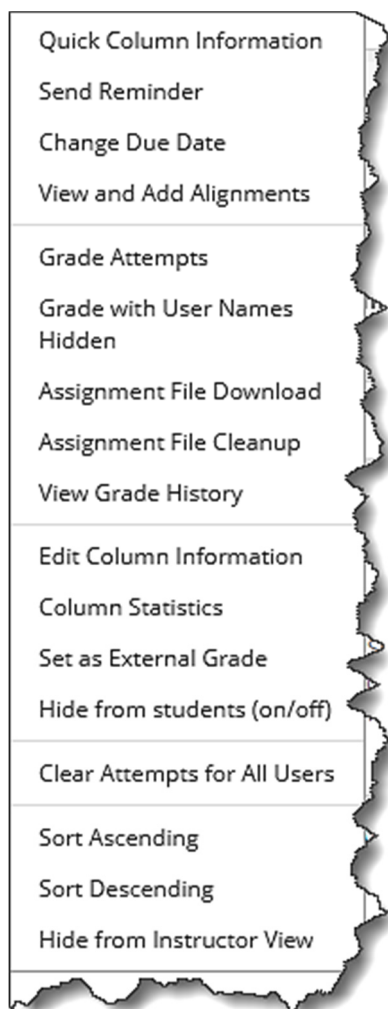
Choose **“Sort Descending”** to sort Grade Center rows in descending (highest to lowest) grade order for that column.

Select **“Hide Column”** to make a column not be visible when viewing the Grade Center.

Note: “Hide Column” only hides the column from the instructor. It does not hide the column from students. You must select “Show/Hide to Users” to hide a column from students.

Most of the column options available for a “Test” are also available for an “Assignment.” However, “Assignment File Download” and “Assignment File Cleanup” are options that are only available for an assignment.

Note: The image below shows the column options sub-menu for an “Assignment.” Many of these options will also be available for tests (shown earlier in this tutorial), discussion forums, created columns, etc.



Choose “**Assignment File Download**” to download all of the submitted assignments at once.

Select “**Assignment File Cleanup**” to delete unnecessary files, such as duplicates or mistakes that have been submitted. When asked “Delete the selected files?” click “**OK.**”

Congratulations! You now know the column options that are available in the “Grade Center.”

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*