

Creating Grading Periods

Overview

Grading Periods are user created segments that can help manage the Grade Center. Grading Periods, for example, can be defined as Terms, Semesters, Quarters, Years, and so on, 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 the 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

While an optional element within all areas, Grading Periods can greatly assist with the organization and management of the following tasks:

- Viewing and Modifying the Grade Center
- Creating Smart Views of the Grade Center
- Creating a Report
- Adding a Grade Center column
- Creating a grade calculation, such as a Weighted Grade or Total Points Grade

Creating a Grading Period

To create a Grading Period, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Periods** from the Action Link menu.
3. Click **Add Grading Period**.
4. Enter a **Name** for the Grading Period. This will appear on the Manage Grading Periods page.
5. Enter a **Description**.


Adding a description to the Grading Period helps to identify and organize different Grading Periods.

6. **Select the 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, checking Associate Existing Items will associate all Grade Columns and Calculated Columns that were previously created with Due Dates to the corresponding Grading Period.

7. Click **Submit**.

	<p>Warning: Grade Center items cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.</p>
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Modifying a Grading Period

To modify an existing Grading Period, follow these steps:

1. In the Grade Center page, in the Action Bar, click **Manage**.
2. Select **Grading Periods** from the Action Link menu.
3. Find the Grading Period to change and click **Modify**.
4. Enter the changes.
5. Click **Submit**.

Removing a Grading Period

To remove a Grading Period, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **Grading Periods** from the Action Link menu.
3. Find the Grading Period to change and click **Remove**. All Grade Center Items associated to this Grading Period will be reset to "Not in a Grading Period."
4. Click **OK**.

Viewing a Grading Period and its Associated Grade Center Columns

To view the columns associated with a Grading Period, from the Current View drop-down menu, select the desired Grading Period and click **Go**.

To maintain the Grading Period view as the default view, click **Set as Default**. The default view can be changed as often as desired, allowing the user to set which view to open first. For example, an Instructor can change the default view from First Quarter to Second Quarter when the second quarter begins.

Grading Periods and Organize Grade Center

In the Organize Grade Center page, all Grade Columns and Calculated Columns are displayed in tables. The top table displays all the columns that are **Shown in all views of the GradeCenter**. A table for each Grading Period appears next. Any Grade Columns and Calculated Columns not associated with a Grading Period appear in the last table **Not in a Grading Period**.



Note: If there are no Grading Periods defined, the bottom table is labeled Shown in Selected Views Only.

Columns can be associated with Grading Periods from the Organize Grade Center page. To associate columns to Grading Periods, to move them to other Grading Periods, or to disassociate them from any Grading Period, follow these steps:

1. Click **Manage** in the Action Bar of the Grade Center.
2. Select **OrganizeGradeCenter** from the Action Link menu.
3. Select the items to be associated or disassociated.
4. Click **Modify Grading Period**.
5. Select the Grading Period to which to associate the column.
6. Click **Submit**.

Grading Periods and Grade Calculations

Grading Periods can be used when calculating grades for a course. First, associate Grade Columns with a Grading Period. Next, create a Calculated Column that includes all the Grade Columns in that Grading Period. For example, all homework assignments that occur within a particular date range are associated with Term 1. Then, create a Calculated Column that uses a Total Point calculation and that includes all homework for in the Grading Period Term 1. Thus, this Total Points column will display the grade based on a relationship of points possible to points given for all homework assignments.

It is not possible to associate a column to more than one Grading Period. For example, a column cannot be included in Quarter 1 and Semester 1 Grading Periods.



Tip: While it is not possible to associate columns to more than one Grading Period, it is possible to create a column that calculates a final grade quickly and easily. For instance, if there are two columns, Quarter 1 and Quarter 2, that display the grades for their respective Grading Periods, then create a Semester column that uses Quarter 1 and Quarter 2 as columns in its grade calculation. For more information on creating Grade Center columns for calculating grades see Calculating Grades.