

# End-of-term Grade Center Checklist

## 1. Categories (go to Manage → Categories)

- The correct categories are in use (the individual items in each category will be checked later).
- There are no stray items in unused categories.

## 2. Columns (go to Manage → Column Organization)

- Columns have been placed into correct categories.
- Correct point values for each item are displayed on the right.
- Column headers/titles only contain letters and numbers, no punctuation or special characters.
  - Edit test, forum and assignment titles by going to the items themselves.
  - Edit manual columns by clicking header dropdown menu → Edit Column Information.

## 3. Total column calculation (go to column header menu → Edit Column Information)

- Column has green “External Grade” checkmark.
- Correct columns are included in calculation.
- Column selection matches syllabus.
- “Calculate as Running Total” setting is chosen correctly.

## 4. Weighted Total column calculation (go to column header menu → Edit Column Information)

- Column has green “External Grade” checkmark.
- Correct categories are included in calculation.
- Categories are weighted correctly according to syllabus.
- Columns *within categories* are weighted correctly: equally (which averages column percentages) or proportionally (which averages column points).
- Correct number of grades is dropped (if any). Leave boxes blank to include all grades.
- “Calculate as Running Total” setting is chosen correctly.

## 5. Extra Credit

Weighted Total grade center:

- Extra credit column is in No Category and is worth zero points.
- New Total Column is created to add original weighted total column plus extra credit column together for new course grade.
- New course grade column is set as external grade (green checkmark).
- Original Weighted Total column is hidden from students.

Total grade center:

- Extra credit column is in No Category and is worth zero points.

Extra credit column is added to Total column calculation.

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New Total Column is created to add original total column plus extra credit column together for new course grade.

New total grade column is set as external grade (green checkmark).

Original Total column is hidden from students.

## 6. Download Grade Center Backups and Reports

### Download Grade Center:

1. Go to right side of action bar → click gray Work Offline button → Download → leave default settings → Submit.
2. Click Download button → save file to secure location (college-owned server or computer, if possible).

### Download Grade History Report:

1. Go to action bar → Reports → View Grade History → on right side of screen, select “All” in “Show Entries from Past” dropdown and click Go → click Download button → leave default settings → Submit.
2. Click Download button → save file to secure location (college-owned server or computer, if possible).