

Overview of New Features

Entering grades: Grades can now be entered by clicking in the box, entering the grade, and pressing Enter. The cursor will automatically move down to the next box.

Last Access Column: You can now easily see when the student last accessed the course using this column in the grade center.

Clicking the column title: Clicking the column title no longer takes you to the Item Options. Instead, clicking a column title will sort the grade center view by that column. Column options can be viewed and modified through the arrowed menu next to the column name.

Viewing Grade Details/Clearing an Attempt: Clicking a grade no longer takes you to the Grade Details. Grade Details can be accessed using the arrowed menu next to the grade.

New Icons: Some of the icons in the grade center have been updated. A full **Icon Legend** can be found linked in the lower right-hand corner of the Grade Center, but several important icons have changed.

- **In Progress** – previously a padlock icon, this indicates that a test or assignment is currently being used by a student but has not been submitted for grading yet.
- **Needs Grading** – previously a red exclamation point, this indicates that work has been submitted by a student which must be evaluated and graded by the instructor.
- **Grading Error** – previously a red question mark (and seldom seen) this indicates that an item is causing an error, and the instructor should investigate the situation. Contacting technical support about such an issue would probably be a good idea.
- **Grade Modified Manually** – previously not indicated, this icon overlays a score, indicating that the score has been manually overridden by the instructor.
- **Column Not Visible to Users** – previously indicated by an asterisk, this icon shows up next to a column header to indicate that the column is not set to display in the student My Grades view.

Although there are more icons in the legend, they are either no different than in the previous Gradebook, or are icons representing functions never before available.

Organize Grade Center: Organize Grade Center can be found in the Manage menu. In Organize Grade Center you can Show and Hide columns and see what columns are frozen and what columns are available in different views. Additionally, you can modify the category and grading period for columns.

Grade History: Grade History allows you to see and download all of the grading changes that have been made in the gradebook.

Smart Views: Smart Views can be found under the Manage menu. Create a Smart View to see Grade Center data which matches defined criteria such as group membership or performance. To view a saved Smart View, click on the name or select it from the **Current View** list on the main Grade Center page.

Drop Lowest/Highest Grade: You can now choose to exempt a single grade or can add or modify a weighted column to drop highest and/or lowest grades automatically.

Freeze Columns: You can freeze a column such as the student's name and then scroll through the rest of the gradebook.

Reports: Grade reports can now be created for individual students or the whole class. These reports can be printed or made into pdfs for email delivery to students.

Email from the Grade Center: Students and other users can now be emailed directly from the Grade Center.

Grading Periods: Grading Periods are time segments that can help manage the Grade Center. Grading Periods can be defined as Terms, Semesters, Quarters, or Years, and can have date ranges that further define them. Instructors can filter the Grade Center by Grading Period to display only the relevant columns in the segment. 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, and calculate a Grade column for a Grading Period.

Grade Information Bar: The Grade Information Bar row beneath the spreadsheet displays the pertinent information of the selected Grade Column cell in the Grade Center. Depending upon the pertinent or entered information the Grade Information Bar displays some or all of the following fields: Grade/Weighted Grade, Total Points, Average Grade, Minimum/Maximum, Override.