Grade Center (SacCT 9.1)
Grading Periods

HOW TO GUIDE

ORGANIZE COLUMNS INTO PRACTICABLE PERIODS

Grading Periods are a way to organize your columns into manageable periods if you have numerous grading columns. For instance you can organize the grading columns into the first half of the semester and the last part of the grading columns into the remainder of the semester.

You use the same *Grade Center* and the same students, but you organize your *Grade Center* by time periods. This allows you to *Filter* the *Grade Center* view. Instead of seeing the entire *Grade Center* you can see a *Grading Period*. You can also calculate grades just for that period or create a report for that period.

Set up a *Grading Period*

step 1. Click the **Full Grade Center** in your Course under *Grade Center*.

step 2. Click the **Manage** button located on the top section of the *Full Grade Center* window.

step 3. Select **Grading Periods** from the drop-down list.

step 4. Click the **Create Grading Period** button.

step 5. Type a **Name** for the *Grading Period*.

step 6. Optional under *Dates* you can select a *Range* for the grading period. You may also select to *Associate this Grading Period* with all the columns that have a due date within the date range you have entered. Also you can add columns to the *Grading Period* manually. If you desire to have more control on the *Grading Period*, ignore the *Dates* section.

step 7. Click **Submit.**

Edit a *Grading Period*

Once you have created a *Grading Period* and you want to edit it, click on the two downward facing arrows next to the name of the *Grading Period* and click **Edit** to make the changes to the *Grading Period*. Remember to click **Submit** to make your changes count.

List Column/s for the *Grading Period*

After you have created a *Grading Period*, you probably want to list which column/s will be part of the *Grading Period* you have created. So to list the column/s you need to be in the *Full Grade Center*. Do the following:

step 1. Click on the **Manage** button in the *Full Grade Center*.

step 2. Select **Column Organization** from the drop-down list. You will notice that a table has been added with the name of the *Grading Period*. Your next step is to drag the grading columns you want into the table of the Grading Period.

step 3. Click on the **cross arrow** next to column's name you want to drag.

step 4. Drag the column to under the heading for the *Grading Period*. Continue to click and drag all the columns that you want into the *Grading Period*.

step 5. Click **Submit.**

After creating a *Grading Period* you will then *Filter* to view not only the *Full Grade Center*, but also the *Grading Period* you have created with grading columns for the chosen period. This creates an ease of access for you to navigate and work within your *Grade Center*. You can toggle back to the *Full Grade Center* by clicking *Filter* and select *Full Grade Center*.

One thing to remember is that a grade column can only be associated with one *Grading Period*. For instance you cannot have the midterm to be part of a *Grading Period* you have created and the table *Not a Grading Period*.

Here is a quick review: to create a *Grading Period*, go to *Manage*, select *Create a Grading Periods*. You can create as many as you want. You can then start dragging columns under the period/s you have created by going to *Column Organization*. And to view and manage a specific period, click on *Filter* and select the period to view just the grades from the chosen period.