Interact2: Resolving Grade Centre errors when attempting to merge sites

Overview

Likely scenario: Subject Outlines have been published for multiple subject offerings with the intention that they will be merged in Interact2. Before the merge, additional content may be added to each individual Interact2 subject site and Grade Centre columns may have been modified or moved.

Observation: On attempting to merge through the Interact2 interface, the user may be presented with multiple errors relating to duplicate Grade Centre items and a failure to successful merge the relevant sites.

Details

The merge process requires an exact match in Grade Centre between the subject offerings. This extends the number of columns, the name, due date, whether they are gradable, visible to students and whether they contribute to the calculated grade.

The following table represents the most common errors and how to fix them.

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No.	Name	Description	Fix
1	Number of columns in Grade Centre inconsistent between subject sites	A column is missing in Grade Centre from any of the multiple subject sites involved in the merge. These additional columns may result from: • Created through creating a new column manually in Grade Centre or by creating a new content item within the site. • A column being deleted in Grade Centre manually or content item deleted (and subsequent column removed).	Either re-create or remove the relevant assessment items/Grade Centre columns depending on the use case. For example, if you have created 5 new non-assessable tests in one of the sites, create the 5 new tests in the other sites you want to merge. A comparison may be easily obtained by viewing the column organisation. To do this, click on Manage, Column Organisation. Each column in Grade Centre is displayed here.
2	The ordering of columns in Grade Centre is inconsistent between subject sites	The ordering of the columns in Grade Centre may also result in an error merging.	The column order may be modified through the column organisation page. Click on Manage, Column Organisation. Each column is listed on this page. In order to modify how they appear in Grade Centre, click and drag the columns to the required order.
3	Names of columns inconsistent between subject sites	The same assessment item may have been renamed (the rest of the column information is correct).	Rename the assessment items to preserve consistency. For example, if you had "Assessment 1 – Quiz" in one subject site and "Assessment 1" in the other, rename one of the columns. *Note:* For EASTS and exam columns, you can rename the column itself in Grade Centre. For Interact2 assessment items (tests, blogs, discussion boards, etc.) they will need to be renamed in the options of the content item.

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4	Due date/time is inconsistent between subject sites	The due date and time may be out of sync between 2 grade centre columns. There are a number of different ways this may occur, the most likely is that in one subject offering a due date was set and the other was set to a variable date in the subject outline.	The due date for an assessment can be found by clicking on the drop down arrow to the right of the column name and selecting "Quick Column Information". The due date is displayed. Verify which due date is the correct due date. To update the due date, click the drop down arrow to the right of the column name and select "Edit Column Information". The due date can be edited on this page.
5	Selected columns in the Calculated Grade/Cumulative Mark column(s) is inconsistent between subject sites	An assessment may have been added to/removed from the Calculated Grade/Cumulative Mark column. The Calculated Grade/Cumulative Mark column contains the selected assessment items that are used to contribute to the final grade for the student.	Ensure that the assessment items contributing to the Cumulative Mark/Calculated Grade columns are consistent between each required subject site. To verify, for both Calculated Grade/Cumulative Mark columns, click the drop down arrow to the right of the column name and select "Edit Column Information". The columns that contribute to the final grade are located under the "<" buttons.
6	Selected columns in the Total/Weighted Total column(s) is inconsistent between subject sites	An assessment may have been added to/removed from the Total/Weighted Total column. The Total/Weighted Total columns can be ignored (or deleted) as far as CSU's implementation of Grade Centre is concerned although both columns are set to hidden following the successful provisioning of assessment items from the Subject Outline.	To verify, for both Total/Weighted Total columns, click the drop down arrow to the right of the column name and select "Edit Column Information". The columns that contribute to the final grade are located under "Selected Columns". To add or remove columns, use the ">" or the "<" buttons.

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No.	Name	Description	Fix
7	Column visibility inconsistent between subject sites	By default, when the subject outlines are published and the assessment items are loaded into Grade Centre, the relevant columns are set not visible to students. If a new assessment is created within the subject site, the visibility may be set to visible to students. The setting for any column may be also overwritten manually.	Verify which columns are visible to students (the circle with the diagonal line through it to the left of the column name). To toggle visible/not visible to students, click the drop down arrow to the right of the column name and select "Hide from Students (on/off)". **Note**: The default setting is off but in order to release marks to students, this setting needs to be on.
8	Points possible (value) inconsistent between subject sites	The value of the assessment (points possible) is loaded into Grade Centre from the subject outline. It is possible for this value to be overwritten manually either when creating the assessment item or by modifying the column in Grade Centre.	Verify the appropriate value (points possible) for the assessment item. The value for an assessment can be found by clicking on the drop down arrow to the right of the column name and selecting "Quick Column Information". The points possible is displayed. To update the value, click the drop down arrow to the right of the column name and select "Edit Column Information". The value (points possible) can be edited on this page.
9	Category inconsistent between subject sites	The category of the assessment represents the assessment type. Categories can be created to manage and group assessment items although in order to merge sites, they need to be identical.	The category for an assessment can be found by clicking on the drop down arrow to the right of the column name and selecting "Quick Column Information". The category is displayed. To update the category, click the drop down arrow to the right of the column name and select "Edit Column Information". The category can be edited via the drop down selection on this page.

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No.	Name	Description	Fix
10	Primary display (grading schema) inconsistent between subject sites	The primary display or grading schema for the assessment item is determined in the subject outline. While the grading schema should not be altered, it is possible to manually change this setting for an assessment item so should be checked for any potential errors.	The primary display for an assessment can be found by clicking on the drop down arrow to the right of the column name and selecting "Quick Column Information". The primary display is displayed. To update the primary display, click the drop down arrow to the right of the column name and select "Edit Column Information". The primary display can be edited via the drop down selection on this page.
11	"External grade" setting incorrect	The external grade setting is an inbuilt Blackboard feature that doesn't affect the way CSU grades are transferred. The Calculated Grade column is set to be the external grade column by default although this may be modified in Grade Centre.	The external grade is displayed through the circle with the green arrow tick icon to the left of the column name. Verify the correct external grade setting and update the column in each site to represent the new setting. To update, click on the drop down arrow to the right of the column name and select "Set as External Grade".