

Adjusted Assessment Grades in Grade Centre



Important!

Download the full Grade Centre as a backup before you make any changes.

Check with your School to confirm the process they wish you to follow to adjust student exam marks to match the Subject Outline.

This is one way to adjust a mark there are other formulas and methods.

Overview of the main steps you may need to complete

Before you begin download and save your Grade Centre as a backup. This should be saved separately from the download you will work on.

- STEP A** Create a new column in Grade Centre to hold the adjusted mark. We will refer to this column as the 'Final Exam Mark' in this document. **(Optional)**
- STEP B** Download the Grade Centre again and adjust the mark in the spreadsheet to represent students score in line with Subject Outline value.
- STEP C** Upload the spreadsheet to Grade Centre.
- STEP D** Cross check to ensure process has been successful.

STEP A – (Optional) Create a new column in Grade Centre to hold the adjusted mark



Important!

- a. If a Grade Centre column exists to hold your adjust mark, you do not need to create a column. (This is not the column with the students marks in it).
- b. If you do need to create a column follow steps a. and b. below.

- a. Create a new Grade Centre column to hold the student's final mark. This is the mark that will go towards the student's final grade.
→ **See instructions:** [Create an adjusted assessment mark column](#).
- b. This column is not needed again until you have created the adjusted mark.

STEP B – Download and adjust the raw mark

- a. Download Grade Centre column that includes the raw exam marks. This downloaded document will only be used to adjust the mark.
→ **See instructions:** [Downloading Grade Centre](#).



Important!

After you have downloaded the Grade Centre you will need to return to this step to adjust the mark.

- b. In the column to hold the final mark enter the calculation to adjust the mark based on exam weighting.

To adjust the mark the following calculations is used:

$$\frac{\text{Raw mark}}{\text{Raw weighting}} \times \begin{matrix} \text{Exam weighting} \\ \text{(from Subject Outline)} \end{matrix} = \text{Adjusted mark}$$

Rounding is recommended to **2 decimal places** but may depend on School.

- i. In the first cell of the final mark column add the adapted formula below.

=ROUND(H2/50*60,2)

ROUND, 2 = Rounds to two decimal places
H2 = Cell of raw mark
50 = Total of actual exam
60 = Subject Outline value

- ii. Copy formula to all students.
- iii. Delete the zero (0) mark for all students who did not attempt the exam.
They did not get 0 as they did not sit the exam.



STEP C – Upload mark to Grade Centre column

- a. Upload the file to Grade Centre.
→ **See instructions:** [Upload the data to the Grade Centre.](#)

STEP D – Cross check to ensure process has been successful

If you have been successful you have now completed the task.

Create an adjusted assessment mark column

Step 1

In Grade Centre, select **Create Column**. A new page will open.



Grade Centre : Full Grade Centre ▼

CREATE COLUMN CREATE CALCULATED COLUMN ▼ MANAGE ▼ REPORTS ▼

MOVE TO TOP EMAIL ▼

Step 2

1. Enter a **Column Name**.
2. Enter a Grade Centre **Display Name** and **Description** (optional).

Step 3

Select a **Primary Display**. Score will show the achieved score.
The Primary Display will be visible to staff and students.

Step 4 (Optional)

Set a **Category** e.g. Test.
Categories provide a way to group or display Grade Centre columns if desired.

Step 5

Enter a value for **Points Possible**.
This will be the mark that aligns with the Subject Outline.

Step 6 (Optional)

Enter a **Rubric** or **Due Date**.

Step 7

Select the preferred options.

Recommendations shown on the right.

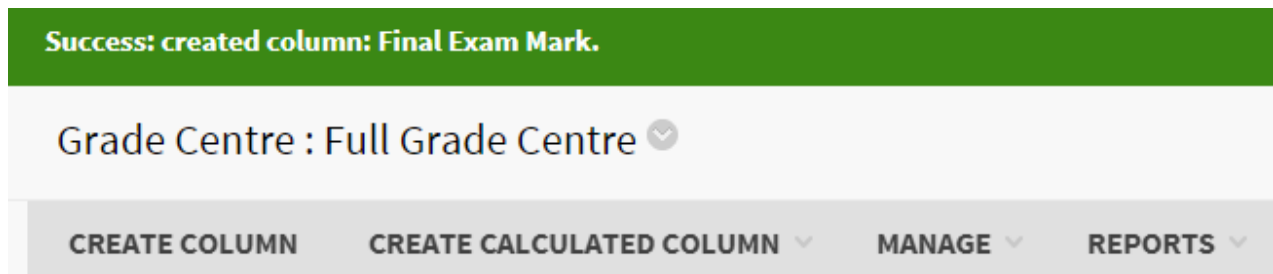
Note: Column will need to be made visible after marking is complete.

OPTIONS

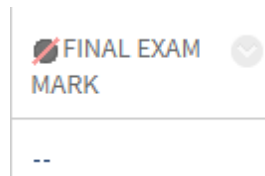
- | | |
|---|---|
| Include this column in Grade Centre calculations | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Show this column to students | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Show Statistics (average and median) for this column to Students in My Grades | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Step 8

Select **Submit**. A confirmation will appear at the top of the screen.



The column is created to the far right of the existing columns.



Adjust Column location

You can update the column placement by selecting **Manage > Column Organisation**.

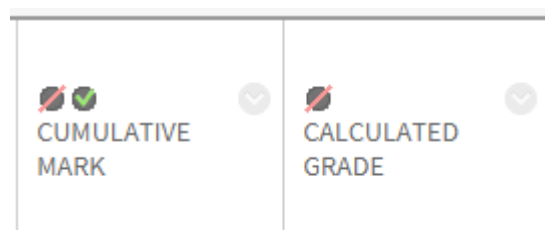


Use the ✚ (arrow cross symbol) to move the column to an appropriate place in Grade Centre. Select **Submit**.

Check items adding to the cumulative and calculated columns

In both the **Cumulative Mark** and **Calculated Grade** columns:

- Select the down arrow to the right of the column name and select **Edit Column Information**.



- b. Scroll to the **Selected Columns** section.

SELECT COLUMNS:

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:
Weighted Total
Total
Calculated Grade
Administrative Override
Grade Comments

Selected Columns:
Column: Test 1
Column: Residential School Practical Workbook

- c. Check that all assessment items are listed in the **Selected Columns**. This should include the column that holds the adjusted mark. Remove any items that are not required.
- d. Select **Submit** to save changes. (You must update both **Cumulative Mark** and **Calculated Grade** columns).

Note: Calculated Grade Columns may use the **Cumulative Mark**.

SELECT COLUMNS:

Include in Total ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:
Weighted Total
Total
Trialing technologies
Learning Blog
Online activity and evaluation
Administrative Override
Column Information:

Categories to Select:
Self and Peer
Journal
Blog
Discussion
Test
Survey
Category Information

Selected Columns:
Column: Cumulative Mark

Calculate as running total ☐ Yes ☒ No

Marks entered into the adjusted **Assessment** column will now contribute towards the student's final grade. The adjusted marks may be added manually in Grade Centre or the grade sheet can be downloaded, changes applied and then uploaded back into Grade Centre.

To adjust the marks, return to **Step B** above.

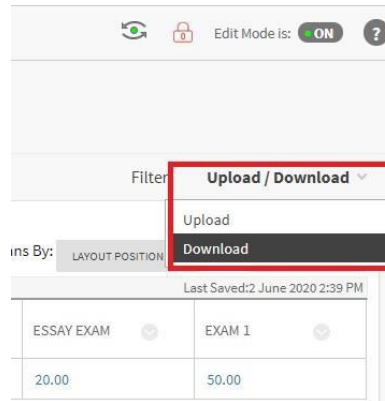
Downloading Grade Centre

Step 1

In the top right corner of Grade Centre hover your cursor over **Upload/Download** and a dropdown menu will appear.

Select **Download**.

You will be brought to the Download Grades page.



Step 2

a. In the **DATA** section:

- To download the full Grade Centre select the radio button beside Full Grade Centre.
- To download specific columns, use the dropdown menu beside **Selected Column** to choose those columns.

Note: If you choose selected Column you can only choose one column at a time.

Download Grades

Full or partial data can be downloaded from the Grade Centre and saved to your computer or a Content Collection folder. On accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download
☒ Full Grade Centre

☐ Selected Column

Weighted Total

☐ Include Comments for this Column

☐ User Information Only

b. In the **OPTIONS** section:

- **Delimiter Type:** Recommendation is to select Tab.
- **Hidden Information:** Select **No** unless there are hidden columns. This is checked by selecting **Manage/Column Organisation**.

OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel.

Delimiter Type

☐ Comma ☒ Tab

Include Hidden Information

☐ Yes ☒ No

Hidden information includes columns and users that have been hidden from view.

c. In the **SAVE LOCATION** section:

- Select the **My Computer** radio button.

SAVE LOCATION

Select where to save the file.

Download Location

☒ My Computer
☐ Content Collection

BROWSE

Click **Submit** to proceed.

CANCEL

SUBMIT

Step 3

Select the **Submit** in the bottom right corner when you have made all of your selections.

Step 4

After selecting submit you will be brought to another page where you will save your file to your computer. On this page select the **Download** button and the file will save to your computer.

Download Grades

The data has been saved to a file. To download the file and work offline, select *Download* to open the file.

DOWNLOAD

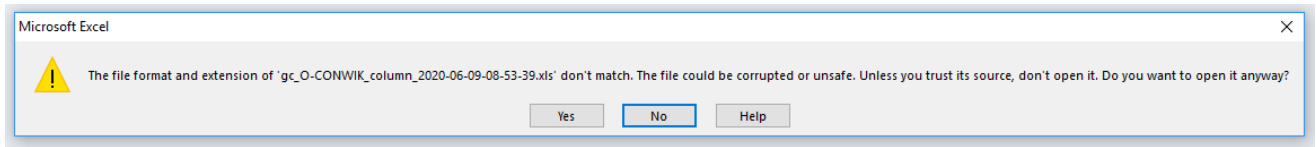


Important!

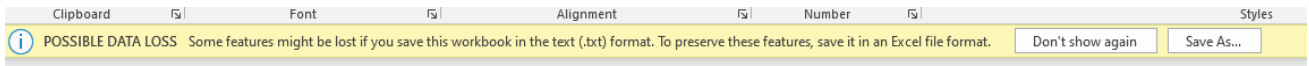
Do not change the **Filename** or **Column headings** or **Data format** if you wish to upload the file back to Grade Centre.

Error messages

Due to the type of file it may cause messages to appear. If you see the message below select **Yes** to open.



If you see the following **Possible data loss** message, please ignore.



Open the excel file and return to **Step B** to adjust the grade.

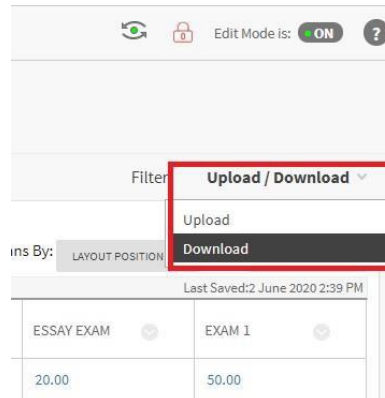
[Return to start](#)

Upload the data to the Grade Centre

Step 1

In the top right corner of Grade Centre hover your cursor over **Upload/Download** and a dropdown menu will appear.

Select **Upload**.



Step 2

Select **Browse my Computer** to locate your file. Leave the **Delimiter Type** as **Auto**.

CHOOSE FILE

★ Attach File

BROWSE MY COMPUTER BROWSE CONTENT COLLECTION

Delimiter Type ☒ Auto ☐ Comma ☐ Tab

Select **Submit**.

Step 3

On the **Upload Grades Confirmation** page, review the **Data Preview and Message column** to confirm the information that is being uploaded. Then select **Submit**.

Step 4

A green message will appear at the top of the Grade Centre. The note lists how many grades have been uploaded.

Total Grades Uploaded:2

Grade Centre : Full Grade Centre

CREATE COLUMN CREATE CALCULATED COLUMN MANAGE REPORTS

Now return to [Step D](#) above.