

Interact2: Entering Marks in Grade Centre

You can enter marks in the Grade Centre in the following ways:

- Scores are entered automatically into the Grade Centre for subject items such as Interact2 tests.
- You can manually enter marks into Grade Centre.
- You can upload marks from an external source, such as a comma separated values (CSV) file or an Excel spreadsheet, eliminating the need for double entry.

A. Automatically Entered Marks

Interact2 tests are scored automatically and recorded in the corresponding Grade Centre column. You can manually edit marks that are scored automatically.

B. Manually Entered Marks

You can manually enter marks in the following areas:

- a) Directly in cells on the main Grade Centre page.
- b) Anonymously from the main Grade Centre page.
- c) On the **Grade Details** page.

For some items, such as gradable blogs or forums, you can enter marks from the tool without having to navigate to the Grade Centre. After you assign marks, you can change them.

C. Upload Marks from External Sources

To eliminate repeated entry of Grade Centre data in several tools, you can work offline and then upload grades into the Grade Centre. You can upload grades from external sources such as a comma separated values (CSV) file or an Excel spreadsheet. Data must be formatted specifically to upload correctly and be synced with existing Grade Centre data.

Manually Entered Marks

a) How to Enter Marks From Within Grade Centre

You can assign marks in any cell in the Grade Centre or from the **Grade Details** page.

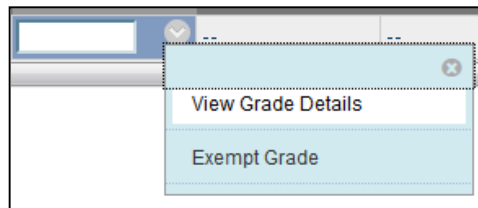
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When you type directly in a Grade Centre cell, the grade may be an override grade.

1. Click within a cell and type the value.
2. Press the Enter key. If you do not press the Enter key and you attempt to leave the entry cell or Grade Centre, a dialog box asks if you want to save the grade entry.
3. Click **OK** to save the grade.

b) How to Enter an Attempt Mark from the Grade Details Page

1. Access a mark cell's contextual menu and click **View Grade Details**.



2. On the **Grade Details** page in the **Attempts** tab, click **Grade Attempt**.
3. Type a mark.
4. Click **Save and Exit** to return to the main Grade Centre page.
- OR -
Click **Save and Next** to display the next attempt.

c) How to Mark and Manage Multiple Attempts

You enable multiple attempts during test creation (via **Test Options**). You may also edit the test options later.

i. From the Grade Details Page

On the **Grade Details** page, the **Attempts** tab lists all submitted attempts so that you can mark, clear, and ignore attempts. Marks for all attempts are tracked in the Grade History log.

1. Access a mark cell's contextual menu and click **View Grade Details**.
2. On the **Grade Details** page, access the **Attempts** tab.
3. For each attempt, you can **Grade Attempt**, **Clear Attempt** to remove it, or **Ignore Attempt** to keep it but omit the score from Grade Centre calculations and not count it toward the number of allowed attempts. An **Edit Grade** function appears for assignment attempts.
4. Use the **Delete** drop-down list to delete the first or last attempt, highest or lowest scoring attempt, attempts in a date range, or all attempts.

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ii. From the Grade Centre Grid

You can also view a list of completed attempts from the contextual menu for a grade in the Grade Centre grid. When you access attempts in this way, you do not have the options for clearing and deleting attempts.

To change the attempt used for the score, access the column's contextual menu and click **Edit Column Information**. Select from the options in the **Score Attempts Using** drop-down list:

- Last Graded Attempt
- Highest Grade
- Lowest Grade
- First Graded Attempt
- Average of Graded Attempts

Edit Column

* Indicates a required field.

COLUMN INFORMATION

Item Name: Unit 1 Quiz

Grade Center Name: [Empty]

Description: [Rich text editor toolbar]

Path: p

Primary Display: Score

Secondary Display: None

Score attempts using: Last Graded Attempt (checked), Highest Grade, Lowest Grade, First Graded Attempt, Average of Graded Attempts

Category: [Empty]

Include comments

You can include comments with a mark to give additional feedback to students on their performances. You can also use comments to expand on marking decisions, take notes for future reference, or share with other academics.

You can include comments with any mark entry. Provide comments during marking, after marking, or while working offline with a downloaded column.

Comments provided in the **Feedback to User** section are visible to students when a mark is made available.

Comments provided in the **Grading Notes** section are for your eyes only. Students and observers will not see these comments.

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How to Provide or Edit a Mark Comment from Grade Centre

1. To access the contextual menu for a cell in the grid, move your mouse pointer over the cell.
2. Click **Quick Comment**.
3. In the pop-up window, type text-only comments in the **Feedback to User** or **Grading Notes** sections -OR- click **Text Editor** to access the full set of features.
4. Click **Submit**.

You can also provide comments on the **Manual Override** tab on the **Grade Details** page when assigning an override mark.