

Top Five Things to do in Grade Centre

1. Check the assessment item details in the Grade Centre match that of the Subject Outline

It may seem obvious, but ensuring that the assessment item names and due dates are correct is critical. They must match *exactly* what is in the Subject Outline. Any misspelling, including spaces and capitalisation, can cause issues at grade transfer time.

For example, Assessment item 1 is not the same as Assessment Item 1. All capitalisation and symbols must match exactly.

Errors like this can prevent subject sites from merging.

2. Closely check imported Grade Centre items from previous sessions

When importing, it should be noted that the Grade Centre will carry not only all the columns from the previous session but also the column settings as they were at the conclusion of that session.

A common issue is that imported columns are often set as visible to the student. So always check the visibility status of imported columns: the orange slash next to the column name means *not visible*. *No slash means the column is visible*.

In some cases, the previous settings may mean that some columns are not visible to the Instructor, but are showing to the student. Using the *Student Preview* will reveal this. To fix this simply click on the student preview (double arrow) icon at the top of your Interact2 screen, then click on *My Grades* located in the left hand navigation.



Delete duplicate and unnecessary columns, particularly those that may have imported from a previous session. This will reduce the clutter and nuisance associated with dealing with large amount of columns that have no relevance or value. To check which columns were imported, click on *Manage* in Grade Centre navigation menu, then select *Column Organisation*.

Duplicated/unnecessary columns can prevent subject sites from merging.

It is also safe to delete the Weighted Total and Total Columns. They are not used by CSU and often confuse academics because they are totalling all columns in grade centre. They may have to be unhidden before they can be deleted.

3. Check that the Calculated Grade (and Cumulative Mark) column is calculating the correct assessment items. Also check any other subtotalling columns

Both Calculated Grade and Cumulative Mark columns play important roles. The Calculated Grade is critical for grade transfer – in a sense, it determines the grade. The Cumulative Mark is used in your *Site Analytics* reports.

Always check Calculated Grade and Cumulative Mark to ensure that *only the intended assessment items/columns are being included in the totalling calculations and that the marks provided to each are correct* – all as per the Subject Outline. Also ensure there is only one of each of these columns and that it also includes the Administrative Override column.

N.B. When a subject has only ‘Satisfactory/Unsatisfactory’ type assessment items, there is no Cumulative Mark column provisioned.

In some cases, an assessment is made up of smaller assessable parts, each with their own Grade Centre column. For example, if an assessment is comprised of the collated results of 5 quizzes taken across the session. In such a case, the original (auto-provisioned) single assessment item is removed from the Calculated Grade. A new sub-totalling column should be added to sum/weight the various parts of the assessment and replace the original item in the Calculated Grade.

Any columns used to sub-total marks should also be checked to ensure that only the intended assessment components/columns are being included in the totalling calculations and that the weightings provided to each are correct.

The Cumulative Mark column should be set as *External Grade* by default, but it is worth checking this is the case to ensure that appropriate grade data is passed into the *Site Analytics* reports.

The *Running Total* option on Calculated Grade should be set to “No” by default – but it too is worth checking, especially if importing a Grade Centre from a previous subject site which can carry over the original settings.

Running Total set to “No” means that the Calculated Grade will reflect a student’s marks (at any given point) as a percentage of the total marks available for the subject.

For example:

With *Running Total* = Yes

Assignment 1 (out of 20)	Assignment 2 (out of 50)	Assignment 3 (out of 30)	Cumulative Mark	Calculated Grade
15	45		60	HD
				i.e 60/70

With *Running Total* = No

Assignment 1 (out of 20)	Assignment 2 (out of 50)	Assignment 3 (out of 30)	Cumulative Mark	Calculated Grade
15	45		60	PS
				i.e. 60/100

4. Enter marks as each assessment item is marked

It is really important to enter students' marks as each assessment item is marked. This allows:

- students to clearly see their mark as it is officially recorded;
- errors to be detected early on (e.g. problems with totalling, etc);
- analytics from Grade Centre to support the work of the Student Outreach team; and
- *Site Analytics* reports to provide meaningful data for Subject Co-ordinators.

This also applies to any “special consideration” grades (e.g. AW/GP/SX/etc) which have been approved throughout the session. These grades must be entered to ensure a successful grade transfer.

5. Take a back-up

It is good practice to back-up (download) a copy of the Grade Centre table before you start deleting and modifying columns, particularly when Grade Centre already contains marks/grades. This is a simple process, click on *Work Offline*, then click on *Download*, choose *Full Grade Centre* as the data, choose *Include Hidden Information* as an option, and then click *Submit*.

This is the same process for creating your Grade Sheet at the end of session to go with the Subject Declaration.

N.B. Deleted columns cannot be retrieved.

Use the Academic Checklist found in the Grade Centre Help site

Use the academic checklist found in the Grade Centre Help and Support site as a reminder of what to do.

http://www.csu.edu.au/__data/assets/pdf_file/0009/2494044/Grade-Centre-Academic-Checklist.pdf

Grade Centre Champion

Please contact your Grade Centre Champion in the first instance for help with Grade Centre issues. If required, your Grade Centre Champion will log a help desk request on your behalf.

Grade Centre Help

Help and Support

http://www.csu.edu.au/division/student-learning/interact2_help/faculty-and-csu-staff/grade-centre

(This page can be found via the *Help?* Option at the top of your Interact2 page, then choose *Faculty and CSU Staff*, then select *Grade Centre*)