Interact2 Help and Support

# Grade Centre Academic Checklist

Contents

Overview

Grade Centre is the replacement for Gradebook in Interact2 and is used to manage, mark, and grade students within each subject site. Assessment items that have been defined in the Subject Outline will be automatically created within Grade Centre, which then can be modified to fit the requirements of your subject.

At the conclusion of a session, grades that have been entered into Grade Centre are approved by the Head of School (or delegate), and will be transferred out of Interact2 into the student's official record of grades.

Please note: The grades at this point are unratified and are subject to change via the School and Faculty Assessment Committee.

The following represents the overall process starting from the Subject Outline creation, to the transfer of grades at the end of session.

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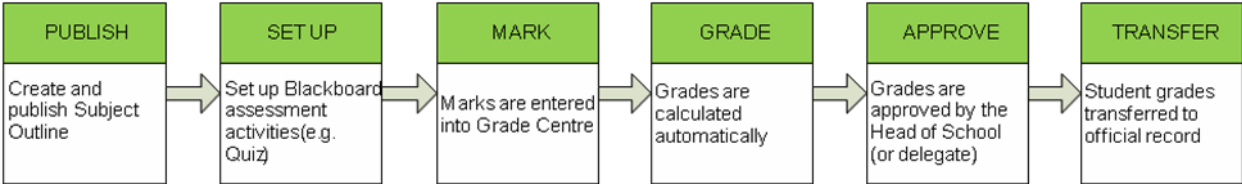
The relationship between the Subject Outline and Interact2 (Grade Centre)

Upon the publication of the subject outline, each assessment item that has been defined will appear as a column in Grade Centre.

The title, marking scheme (grading schema), assessment value, and the due date for each assessment item will appear in Grade Centre.

In addition to the creation of the Grade Centre column for your assessment, certain assessment types *(see the following table)* will have an assessment template created for you. This template (under "Subject Outline Tool Items") will assist you by providing the initial assessment outlay, in which you can set up to suit your needs before moving it to your desired location.

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MSI Assessment Type	Created template in "Subject Outline Tool Items" folder?	Column created in Grade Centre?
N/A – submission not	No	Yes
Assignment (any of EASTS, Post, Hand Delivery, Alternate submission	No	Yes
Interact2 Test	Yes	Yes
Interact2 Self and Peer Assessment	Yes	Yes
Interact2 Discussion	Yes	Yes
Interact2 Blog	Yes	Yes
Interact2 Journal	Yes	Yes
Interact2 Wiki	Yes	Yes
Exam	No	Yes

For further information, see "the connection between Subject Outlines and assessments in Interact2" in the Interact2 Help.

The Academic role in Grade Centre

As an academic, your role is to ensure that Grade Centre is set up and managed correctly in order to facilitate the entry of student marks and grades. In order to achieve this, the following information may be useful.

1. Verify the correct columns exist in Grade Centre

Once the Grade Centre column(s) and *if applicable* the assessment template(s) have been created, you will be responsible to ensure that the columns appear correctly in Grade Centre. In order to confirm this, please verify the following columns have been created:

Column Name	Grading Schema	Description/Use
Individual assessment(s)	Score	Each individual assessment (summative assessment) from the subject outline will create a new column in Grade Centre. Each assessment column will be populated with: • Assessment name • Value (Points Possible) OR
Cumulative Mark	Score	The cumulative mark for a student comprising all summative assessment items from the subject outline **Not created for satisfactory/unsatisfactory grading subjects
Calculated Grade	Letter OR Satisfactory	The calculated grade for a student comprising all summative assessment items from the Subject Outline. The grading schema is set to "Letter" for normal grading mode subjects (HD/DI/CR/PS/FL) and "Satisfactory" for satisfactory/unsatisfactory grading mode subjects. **This column is used for final grade determination.**
Administrative Override	Override Grade	The Administrative Override grade is used to associate administrative grades (AE/SX/FW/etc.) for a student IF the column is populated for a student. For example, if an administrative grade is entered against a student in this column, at grade transfer, this grade will be sent to the student record **instead** of the grade that exists in the Calculated Grade Column. **This column is used for final grade determination.** *This column should not be deleted from Grade Centre*

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The following steps are important to ensure Grade Centre has been correctly set up:

a.   *Ensure that the Cumulative Mark and Calculated Grade columns add up to 100*

For both the Cumulative Mark and Calculated Grade columns, click on the down arrow to the right of the column name in Grade Centre, select "Quick Column Information".

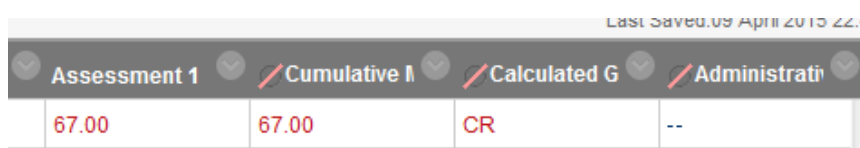Under Points Possible, the value should be set to 100.

b.   *Ensure that the Cumulative Mark and Calculated Grade columns contain the correct assessment items.*

For both the Cumulative Mark and Calculated Grade columns, click on the down arrow to the right of the column name in Grade Centre, select "Edit Column Information".

Under "Selected Columns", it will list all the Grade Centre columns that contribute to the final mark and grade for the student.

c.   *Ensure that all the columns are set to 'not visible' to students*

IMPORTANT - *By default, all columns loaded from the Subject Outline are set to 'not visible' to students. You can determine whether a column is 'not visible' to students (within their My Grades page) by ensuring that the circle with the red diagonal line icon is displayed at the top of each column. As shown below, the Assessment 1 column is visible to students (through the absence of the icon) while the Cumulative Mark, Calculated Grade and Administrative Override columns are 'not visible' to students.*

In order to toggle the visibility of a column within Grade Centre to students, this may be achieved through clicking on the down arrow to the right of the column name and selecting "Hide from Students (on/off)". Toggling the visibility to "on" is used for releasing assessment marks to students (see section below).

Please note that under **no** circumstances should you be displaying the Cumulative Mark, Calculated Grade or Administrative Override columns to students. Do **not** toggle these visible to students.

For further information, see "Verifying assessment items in Grade Centre" in the Interact2 Help.

2. Delete any duplicate/unnecessary columns in Grade Centre

There may be instances where Grade Centre has come pre-populated with duplicate or unnecessary columns. These columns may be removed safely.

For any Total or Weighted Total columns, all instances of these columns <u>should be removed</u>. CSU does not use these columns for grade calculation. The "Total" column is set to visible by default and students may see their marks through My Grades before official marks are released.

For any duplicates of the Cumulative Mark, Calculated Grade and Administrative Override columns, any duplicates should be removed although there **<u>must</u>** be one column of each remaining. See the below table for details.

The columns may be removed by clicking on the down arrow to the right of the column name and then selecting the "Delete Column" selection.

For further information, see "[Removing duplicate entries](#)" in the Interact2 Help.

Column	Require at least one	Action
Total	No	Delete ***all instances*** of Total Column
Weighted Total	No	Delete ***all instances*** of Weighted
Cumulative Mark	Yes	Delete all ***duplicates*** of Cumulative Mark column Ensure one column called Cumulative Mark remains
Calculated Grade	Yes	Delete all ***duplicates*** of Calculated Grade column Ensure one column called Calculated Grade remains
Administrative Override	Yes	Delete all ***duplicates*** of Administrative Override column Ensure one column called Administrative Override remains

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3. Splitting up an assessment from the Subject Outline into multiple assessments

If, for example, there is an assessment defined in the Subject Outline named "Weekly Quizzes" and it is worth 20% of the final grade. It is then the intention that the students will complete 4 weekly quizzes worth 5% each. When the outline is published, by default, it will create a single assessment column in Grade Centre called "Weekly Quizzes" and be worth 20% of the final grade.

From this single assessment, it is possible to split up this single assessment into multiple assessments.

In order to achieve this, the steps are as follows:

1. Publish the Subject Outline.
2. In Interact2, create the additional assessments and associate the required due date/value (e.g. four individual quizzes with five points possible). Any entered due dates or values must be in line with the instructions within the Subject Outline.
3. Delete the single assessment as loaded from the Subject Outline (e.g. Weekly Quizzes).
4. In the Cumulative Mark and Calculated Grade columns, remove the "Weekly Quiz" from under "Selected Columns" and associate the new assessments (e.g. remove the Weekly Quizzes assessment item worth 20 marks and add the four new individual quizzes worth five marks each).
5. As the students marks are entered, the new assessments will contribute to the Cumulative Mark and Calculated Grade columns.

For further information, see "[Splitting up an individual assessment from the subject outline into multiple assessments](...)" in the Interact2 Help.

4. How to mark and grade in Grade Centre

Marks may be entered into Grade Centre in the following ways:

• *Automatically generated* – For example, tests and quizzes can be automatically marked and recorded in the corresponding Grade Centre column.

• *Manually entered* - Marks may be manually recorded directly into the corresponding cells.

• *Uploaded from an external source* – The grade sheet may be downloaded from Grade Centre, marks recorded offline and then uploaded back into Grade Centre.

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Marks recorded in Grade Centre will then automatically generate the Cumulative Mark and Calculated Grade.

For further information, see "[Marking in Grade Centre](#)" in the Interact2 Help.

5. How to release marks to students

Once marking has been completed for an assessment, the marks may be released to students from within Grade Centre by clicking on the down arrow to the right of the column name and selecting "Hide from Students" (on/off). Toggling this off (i.e. visible to students) will allow students to view their marks from within My Grades.

Remember, that under **no** circumstances should you be displaying the Cumulative Mark, Calculated Grade or Administrative Override columns to students. Only select to make the individual assessment item mark visible to students.

6. How to create formative assessments in Interact2/Grade Centre

Any summative assessments will be loaded from the Subject Outline and contribute to the student's final grade.

Formative assessments may be created but *not* contribute to the student's final grade (i.e. be listed under "Selected Columns" in the Cumulative Mark/Calculated Grade columns).

In order to create formative assessments, the steps are as follows:

1. Publish the Subject Outline.
2. In Interact2, create the formative assessment items and any associated questions.
3. In the assessment options, ensure that the "Include this column in Grade Centre calculations" is set to "No" (the value of the assessment/due date does not matter as it will not contribute to the final grade).
4. For both the Cumulative Mark and Calculated Grade columns, click on the down arrow to the right of each column name, select "Edit Column Information" and ensure that the formative assessments do not appear in the "Selected Columns" section. These columns will contribute to the final mark/grade.
5. As the students marks are entered or automatically generated, these marks *will not* then contribute to the final grade.

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7. How to change the grade calculation running total

By default, grades are calculated using a running total.

With "Running Total = Yes", grades are calculated once marks are added with the basis that the student is sitting on a certain grade as they complete assessments, with the submission of the final assessment calculating the final grade. In the below example, 2 assessments total 100% (50/50).

- The first and third students receive a 50/50 in their first assessment (sitting on a HD) and a 0/50 in their second assessment. The calculated grade is updated to a PS.

- The second student receives a 50/50 in their first assessment (sitting on a HD) but does not submit their second assessment. Because Interact2 does not calculate the blank cell entry, the calculated grade column does not know about it and leaves the grade set to the assessment 1 grade.

- All other student grades are blank (as no assessments have been submitted).

Calculated Grade: Running Total = "Yes"

Last Name	First Name	Username	Student ID	Last Access	Availability	Assessment	Assessment	Cumulative	Calculated C	Administrati
Bedford	Sarah	sbedfo02	11548911		Available	50.00	0.00	50.00	PS	--
Campbell	Emma	ecampb29	11540090		Available	50.00	--	50.00	HD	--
Daignault	Beth	bdaign01	11549031		Available	50.00	0.00	50.00	PS	--
Greig	Emily	egreig04	11541747		Available	--	--	--	--	--
Grigg	Shari	sgrigg04	11564072		Available	--	--	--	--	--
Gross	Kiralee	kgross03	11549150		Available	--	--	--	--	--
Hayman	Kristyn	bwk920	11437092		Available	--	--	--	--	--
Riley	Alkira	ariley08	11549501		Available	--	--	--	--	--
Ziemer	Natasha	nzieme01	11551211		Available	--	--	--	--	--

With "Running Total = No", grades for all students start as a FL grade and progress upwards according to subsequent student marks. The below example is the same as the above example (2 assessments total 100% (50/50).

- The first and third students receive a 50/50 in their first assessment (sitting on a HD) and a 0/50 in their second assessment. The calculated grade is updated to a PS.

- The second student is given a PS based on their first assessment mark

- All other student grades are set to FL (as no assessments have been submitted).

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Calculated Grade: Running Total = "No"

The important here is that if the running total set to "Yes" is the preferred method, if a student has not submitted a summative assessment, a 0 must be placed in the cell. A comment may then be added for that cell such as "Did not submit".

Changing the Running Total to "No" (if required)

You can update the running total behaviour within a subject site however. This is done by clicking on the down arrow to the right of the name in the Calculated Grade column in Grade Centre and selecting "Edit Column Information".

If you scroll down to the Selected Columns section, you can update the running total to either Yes or No.

Click "Submit" to save changes.

8. How to apply FW grades

Under Gradebook, FW grades were automatically allocated if a student had not submitted *any* assessment tasks for that subject offering.

Under Grade Centre, FW grades must be manually awarded into the Administrative Override column.

More Information

•   Interact2 Grade Centre Help
https://www.csu.edu.au/division/student-learning/interact2_help/faculty-and-csu-staff/grading documentation

•   Grade Centre FAQ's
https://www.csu.edu.au/division/student-learning/interact2_help/home/faqs/faq-gradecentre