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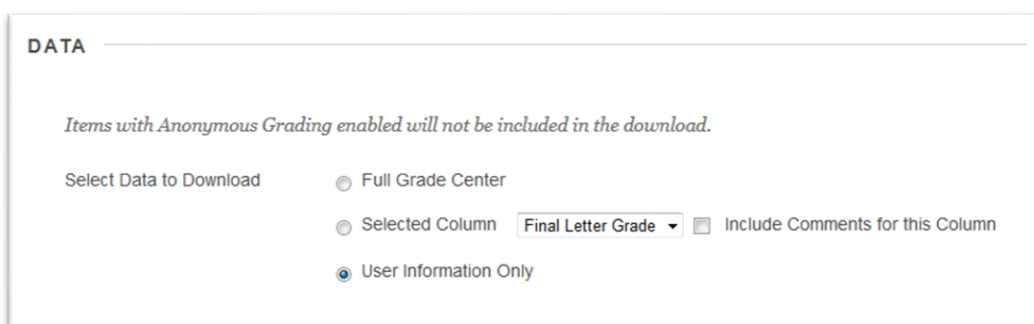
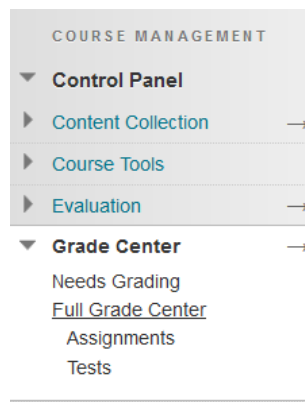
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How do I access the course roster?

To view a list of students in your course, open the course site and click on Grade Center inside the Control Panel and select ‘Full Grade Center.’


In the Full Grade Center, click the ‘Work Offline’ button in the top right corner, and select ‘Download.’

Under the ‘Data’ heading, select “User Information Only”

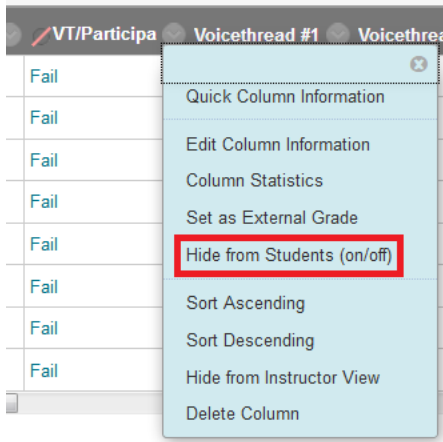


Then click Submit – when the page refreshes, click the Download button to save the file to your computer. The file will contain any user information that is visible in the Grade Center (usually Last Name, First Name, Username (JHED ID), Student ID, and Last Access.

I do not want students to be able to see their grades on one particular assignment until I am finished grading all of them. How can I hide/unhide the column?

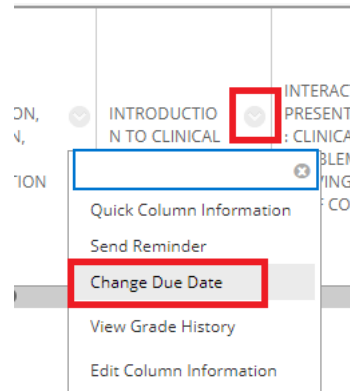
You can tell a column is currently hidden from student view if it has the  symbol at the top of the column. To hide/unhide it from student view, click “Hide from Students (on/off)” from the drop down menu.

FAQ



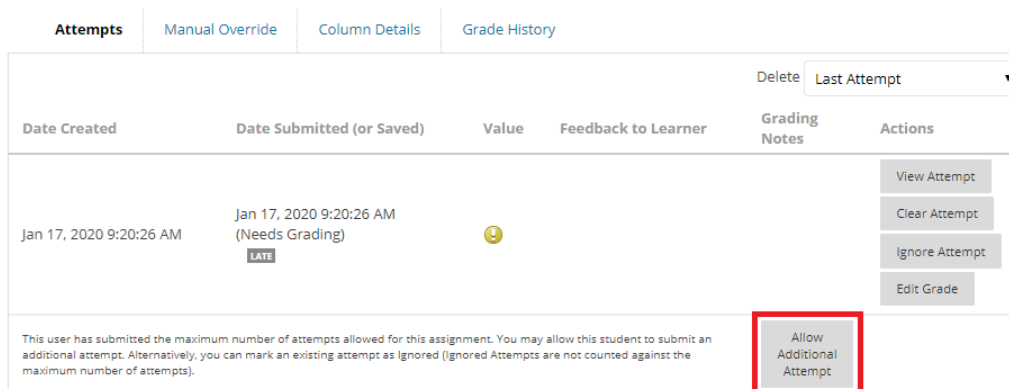
How do I change the due date of an assignment within the Grade Center?

Locate the assignment grade column and select 'Change Due Date' from its dropdown menu. Update the due date and time and click 'Submit' to proceed.



How do I give an additional attempt on an assignment?

In the Grade Center, access a cell's menu and select *View Grade Details*. The Grade Details page appears. *Allow Additional Attempt* only appears if a student has already submitted the maximum number of attempts allowed for that assignment. You can continue to offer opportunities to resubmit attempts each time a student reaches the maximum number.



FAQ

How do I reset an exam attempt?

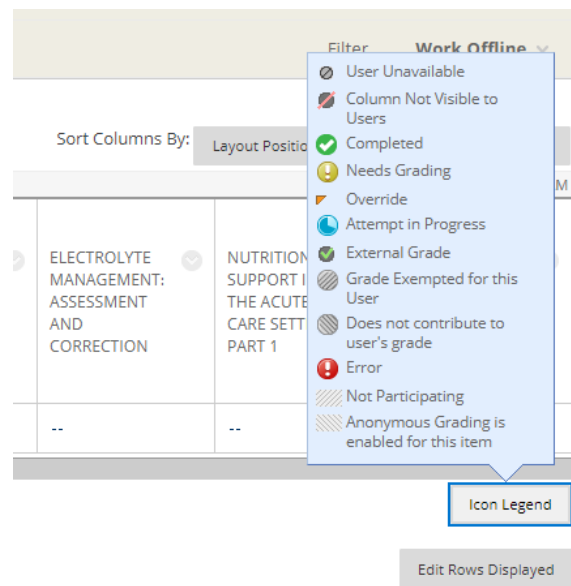
In the Grade Center, access a cell's menu and select *View Grade Details*. The Grade Details page appears. Select *Ignore Attempt* on the Grade Details page.

Note: Do not DELETE attempts. Please only IGNORE attempts, so that the data can remain in the classroom if there are any questions or concerns.

Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions
Jan 17, 2020 10:38:19 AM	Jan 17, 2020 10:38:52 AM (Completed)	1.50			<div style="text-align: right;">Delete: Last Attempt ▼ Go</div> <div style="text-align: right;">View Attempt Clear Attempt Ignore Attempt</div>

What do the icons in the Grade Center represent?

In the lower-right corner of the Grade Center, select *Icon Legend* to view the icon descriptions. Icons can appear in the Grade Center cells, attempt menus, column headers, on the *Grade Details* page, and on the *Needs Grading* page.



How do I give all students credit for a single question on an exam?

You may find an error on an exam question and need to give students full credit. You can easily do this within the Grade Center by selecting 'Grade Questions' from the exam dropdown menu. A list of exam questions will load. Locate the the question you would like to grade and then click the number in the 'Responses' column on the far right. The Grade Responses page will load, which shows all of your students' scores. Select 'Question Information' and select the 'Give Full Credit.' A pop-up will appear that states the following: *This will give full credit to all submissions for this question and all subsequent submissions. This action is not permanent. You can remove full credit to revert scores. Click OK to continue.*

FAQ

- Quick Column Information
- Send Reminder
- Edit Test
- Change Due Date
- Grade Attempts
- Grade with User Names Hidden
- Attempts Statistics
- Download Results
- View All Attempts
- Grade Questions**
- Item Analysis
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

▼ **Test Information**

Grade with User Names Hidden

PREVIEW	QUESTION TEXT	QUESTION TYPE	DEFAULT POINTS	RESPONSES
<input type="checkbox"/>	The best way to estimate the proper size of an oral airway is to:	Multiple Choice	0.5	1
<input type="checkbox"/>	Which of the following is the most serious complication of orotracheal intubation, which may lead to hypoxemia, hypercapnia and death?	Multiple Choice	0.5	1
<input type="checkbox"/>	When reviewing a chest radiograph (CXR) post intubation, what is the optimal position for the endotracheal tube?	Multiple Choice	0.5	1

★ **Question Information**

Question Text: The best way to esti

Correct

- a. Hold the airway r
- b. Hold the airway r
- c. As long as the air
- d. As long as the air

Correct Feedback:

Incorrect Feedback:

Edit Question

Edit Test

Give Full Credit

What are SmartViews and how can I use them?

A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. The view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data. Several smart views are available by default, but you can also create your own.

With smart views, you can view the progress of these items:

- An existing group
- Student performance for a particular item
- Individual students
- Category and status of items
- Custom combination of attributes

Please contact your Course Support Specialist to set up SmartViews in your course.

COURSE MANAGEMENT

- ▼ Control Panel
- ▶ Content Collection →
- ▶ Course Tools
- ▶ Evaluation →
- ▼ Grade Center →
 - Needs Grading
 - Full Grade Center
 - Assignments**
 - Tests

FAQ

Is there a way to view only one student at the Grade Center at a time?

You can easily show a single student's row in the Grade Center by selecting the dropdown menu next to their name and selecting **Hide Other Rows**. You can then show all of the students' rows in the Grade Center by selecting **Show All Rows**.

The image displays two side-by-side screenshots of the Grade Center interface, illustrating how to toggle between viewing a single student's row and all students' rows.

Left Screenshot: "Show one student's row only:"

- Grade Information Bar: Grade Information Bar
- Columns: LAST NAME, FIRST NAME, USERNAME, STI
- Table Data:

	LAST NAME	FIRST NAME	USERNAME	STI
<input type="checkbox"/>	DANNER	ELISABETH	elisabethrdanner@	eli
<input type="checkbox"/>	DANNER_PreviewU	ELISABETH		
<input type="checkbox"/>	MASUKU	TEMVELO		
<input type="checkbox"/>	PALLIA	ELISABETH		
- Dropdown Menu (next to DANNER, ELISABETH):
 - Hide Other Rows (highlighted)
 - View User Statistics
 - Browse Adaptive Release Status
 - Email User
 - Hide Row
- Selected Rows: 0
- Buttons: Move To Top, Email

Right Screenshot: "Show all students' rows:"

- Grade Information Bar: Grade Information Bar Not a grade column.
- Columns: LAST NAME, FIRST NAME, USERNAME, ST
- Table Data:

	LAST NAME	FIRST NAME	USERNAME	ST
<input type="checkbox"/>	DANNER	ELISABETH	elisabethrdanner@	el
- Dropdown Menu (next to DANNER, ELISABETH):
 - Show All Rows (highlighted)
 - View User Statistics
 - Browse Adaptive Release Status
 - Email User
 - Hide Row
- Selected Rows: 0
- Buttons: Move To Top, Email