Managing Formative and Summative Feedback and Grades in studentcentral in ARCH

Contents

Preparing the Grade Centre for marking

If your Grade Centre has too many columns for you to manage here's how you can maximise the space you have on screen.

1. Hide the module menu
2. Hide columns not in use

This will give you more onscreen space for marking and mean less scrolling.

**NOTE**: Preferred Browser for using the Grade Centre is Firefox

Providing formative feedback

Columns to facilitate the management of feedback should have been set up by the school office so you just need to enter you feedback. Here's how:

1. Open the module in studentcentral
2. In the **control panel** go to the **Grade Centre**>**Full Grade Centre**
   NOTE: studio groups may have been set up for you, if so click on the title of your studio group
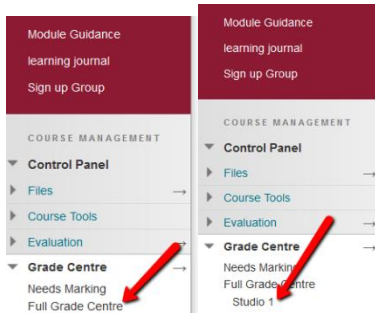
3. Locate the correct column and student and click and select **View Grade Details**
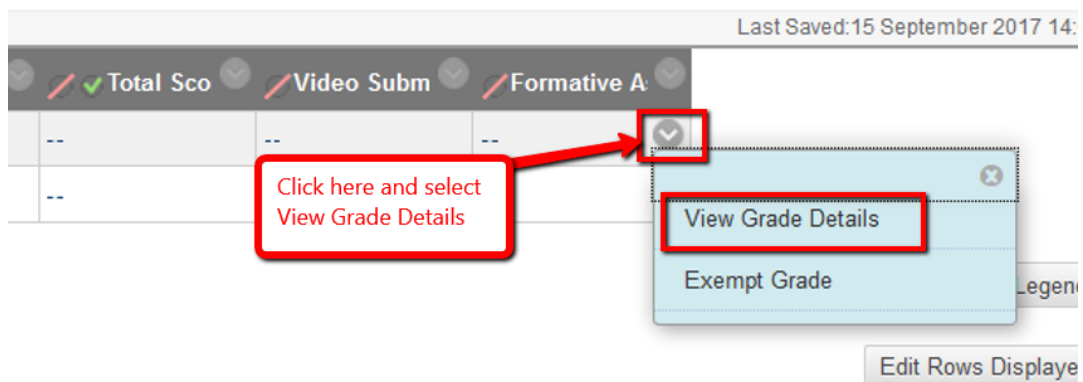
4. Enter **1** in the **Current Grade Field**, and then feedback into the **Feedback to Learner** section (see screen shot below for details)

Providing Summative feedback

Repeat steps 1 – 3

5. In step 4 instead of entering a value of 1 in the Current Grade Field you need to enter their actual grade.

Grade Details

Name of student

4. Navigate to the next student

4. Jump to a particular student

User **Marion Curdy_PreviewUser (mec1_previewuser)** < > Column **Formative Assessment (No Category)** < >

Current Grade: - out of 1 points **Exempt**
Grade based on Last Graded Attempt
Due: None

Attempts | Manual Override | Column Details | Grade History

Current Grade Value
1

1. Enter the students numeric grade in the Current Grade Field (a value out of 100)

Feedback to Learner
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Enter feedback here

Use this to attach feedback if prefered

2. **Enter feedback here**.
NOTE: you have 3 options for entering your feedback to the student:
1. You can write directly into this field
2. You can paste your Word feedback form into this field
3. You can attach your feedback using the icon highlighted (paper clip icon)

Path: p   Words:3

Grading Notes

3. Click Save before navigating to the next student

Path: p   Words:0

Cancel   **Save**

Editing the Grade or Feedback

1. Go back to the Grade Centre and locate the student/column whose grade/feedback you need to change.

Sort Columns By: Layout Position   Order: ▲Ascend

Last Saved:06 November 201

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Click and select View Grade Details

Click for more options
View Grade Details
Quick Comment
Exempt Grade

2. In the screen that loads click the Edit Grade button.

3. Make the required changes and click Save