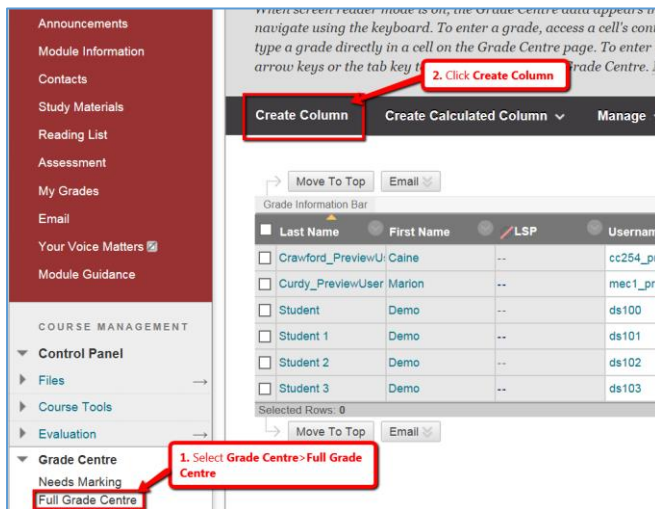


# Setting up the Grade Centre for feedback in ARCH

## Setting up a column for formative feedback

1. Locate the correct module on studentcentral and go to the **Control Panel>Grade Centre>Full Grade Centre**



2. In the screen that loads there are two required fields (marked with an orange \*), **Column Name** and **Points Possible**, so enter a meaningful name in the Column Name Field (the students see this) and include the word Formative so that it's easy to distinguish between formative and summative columns. In the **Points Possible** enter **1** (see screen shot below for details of what to complete).

The screenshot shows the 'COLUMN INFORMATION' form with several sections and annotations:

- COLUMN INFORMATION:**
  - \* Column Name:** A text input field with a red box and arrow pointing to it, containing the text '1. Enter a name here for the assessment/feedback(note this is what the students see so it needs to be meaningful)'. The asterisk indicates it is a required field.
  - Grade Centre Name:** A text input field.
  - Description:** A rich text editor area.
  - Primary Display:** A dropdown menu set to 'Score'.
  - Secondary Display:** A dropdown menu set to 'None'.
  - Category:** A dropdown menu set to 'No Category'.
  - \* Points Possible:** A text input field with a red box and arrow pointing to it, containing the text '2. Enter the value of 1 here'. The asterisk indicates it is a required field.
  - Associated Rubrics:** A table with columns for Name, Type, Date Last Edited, and Show Rubric to Students.
- DATES:**
  - Date Created:** A text input field containing '08-Nov-2017'.
  - Due Date:** A date and time picker with a red box and arrow pointing to it, containing the text '3. Enter Due Date and time here (for example this is the date at which the crits happen). This is not a required field but may be useful for the students to see.'
- OPTIONS:**
  - Show this Column to Students:** Radio buttons for 'Yes' and 'No', with 'No' selected. A red box and arrow point to it with the text '4. IMPORTANT - Set this to NO. This keeps the feedback hidden until complete at which point you will manually release the column (see section on releasing grades)'.
  - Show Statistics (average and median) for this column to Students in My Grades:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Submit:** A red box and arrow point to the 'Submit' button with the text '5. Click Submit'.

## Setting up a column in the Grade Centre for Summative assessment

1. Repeat step 1 above
2. Enter the details as before, so column name etc. but this time in points possible enter 100 as that's what the assessment will be marked out of.

\* Indicates a required field.

**COLUMN INFORMATION:**

\* Column Name  **1. Enter a name here for the assessment/feedback(note this is what the students see so it needs to be meaningful)**

Grade Centre Name

Description

Path:  Words 0

Primary Display  Grades must be entered using the selected format. Grades display in this format in both the Grade Centre and My Grades.

Secondary Display  This display option is shown in the Grade Centre only.

Category

\* Points Possible  **2. Enter the value of 100 here**

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
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**DATES**

Date Created

Due Date    **3. Enter Due Date and time here (for example this is the date at which the crits happen). This is not a required field but may be useful for the students to see.**

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

**OPTIONS**

Select No for the first option to exclude this Grade Centre column from calculations. Select No for the second option to hide this column from Students in My Grades. Select Yes for the third option to show column statistics to Students in My Grades.

Include this Column in Grade Centre Calculations  Yes  No

Show this Column to Students  Yes  No **4. IMPORTANT - Set this to NO. This keeps the feedback hidden until complete at which point you will manually release the column (see section on releasing grades)**

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

Click **Submit** to proceed. Click **Cancel** to go back.

**5. Click Submit**