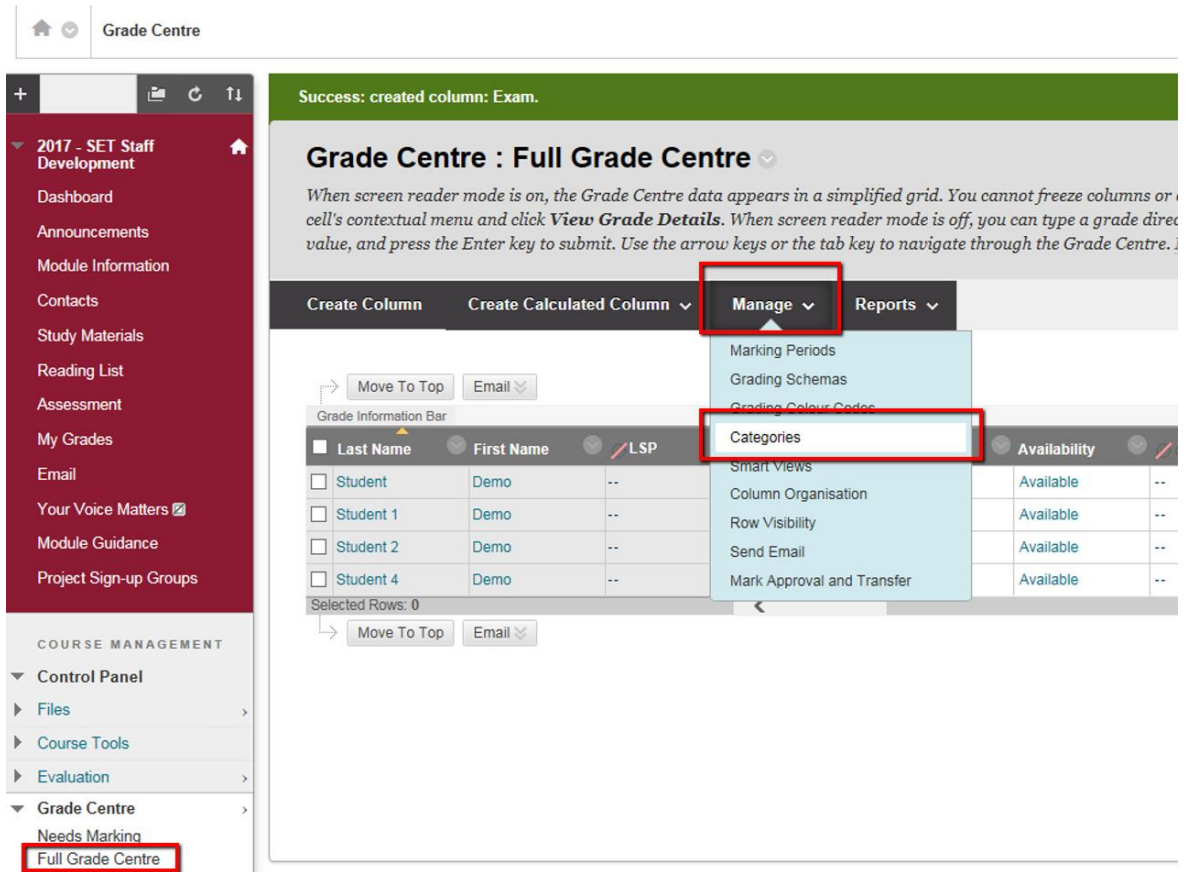


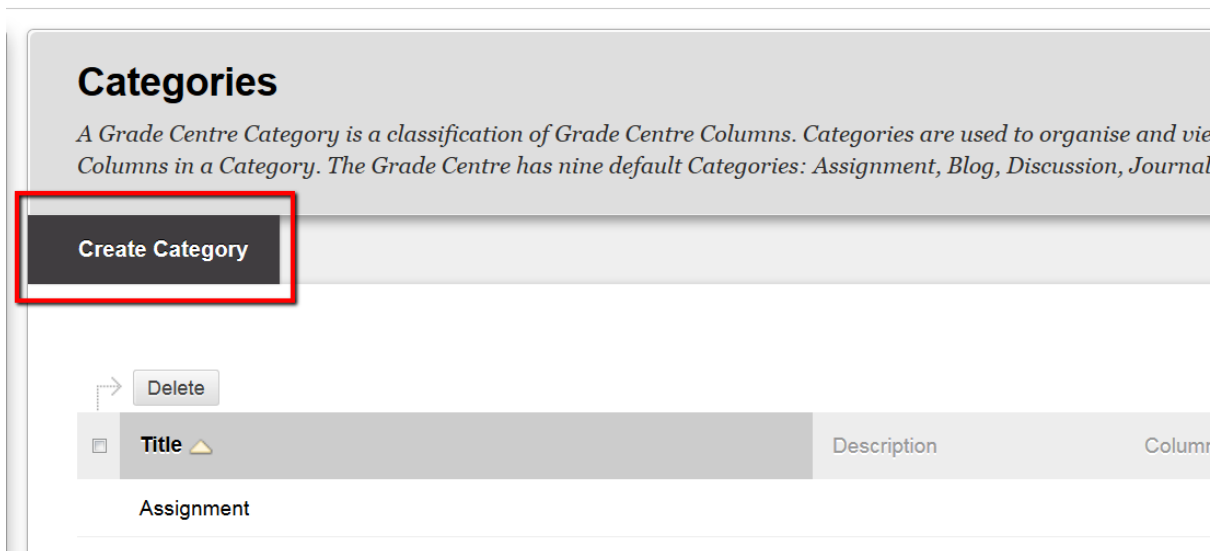
Setting up your Assessment Categories

Creating the categories

1. Go to the Full Grade Centre and click on the Manage button and select Categories



2. Click Create Category



3. Enter the name of your category, either Summative Assessment or Formative Assessment, and click submit

* Indicates a required field.

CATEGORY INFORMATION

* Name

Formative Assessment

Description

Enter name and click Submit

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

Cancel

Submit

Using the categories

Once you've set up your assignment submission points or Grade Centre columns to record Grades then this is how you apply the categories.

1. Go to the Full Grade Centre and click on the column heading for the assessment you want to apply the category to.

Sort Columns By: Order:

Student ID	Last Access	Availability	Total Score	Coursework	Project Group	Formative asse	Exam
1234567		Available					--
123123123		Available					--
12345678913		Available					--
12345678912		Available	--	--			--

Click on the column header options icon and select Edit Column Information

- Quick Column Information
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View

2. Locate the Category section, click the drop down available, select either Formative or Summative Assessment and then click the Submit button.
3. Repeat for each assessment column on your module.

Item Name Coursework essay

Grade Centre Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools. Below the toolbar is a large text area for the description and a Path field containing 'p'.

Primary Display Score

Grades must be entered using the selected format. Grades display in this format in both the Grade Centre and the Item View.

Secondary Display None

This display option is shown in the Grade Centre only.

Locate the category section, click the drop down and select either Summative or Formative Assessment depending on the assessment type. Then click Submit.

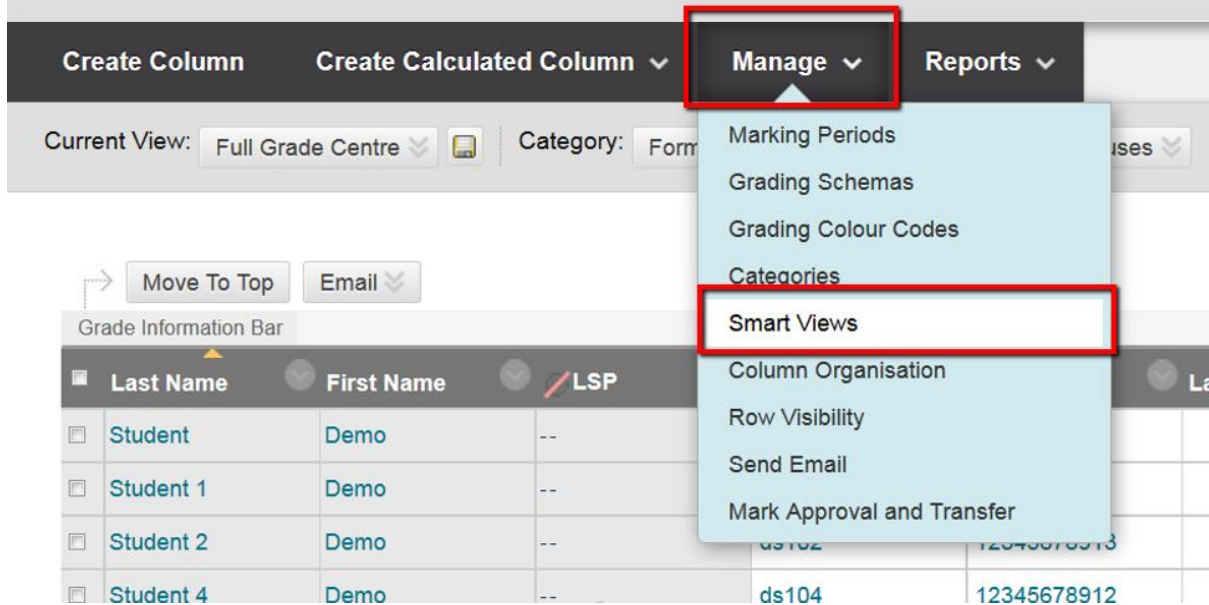
Category dropdown menu with options: Summative Assessment, No Category, Formative Assessment, Summative Assessment, Assignment, Blog, Journal, Self and Peer, Survey, Test, Discussion, Turnitin Assignment. Includes fields for Points Possible, Associated Rubrics, Date Last Edited, and Show Rubric to Students. Buttons for Cancel and Submit are at the bottom right.

Filtering Categories in your Grade Centre using Smart Views

1. Go to the full Grade Centre
2. Click Manage and select Smart Views

Grade Centre : Full Grade Centre

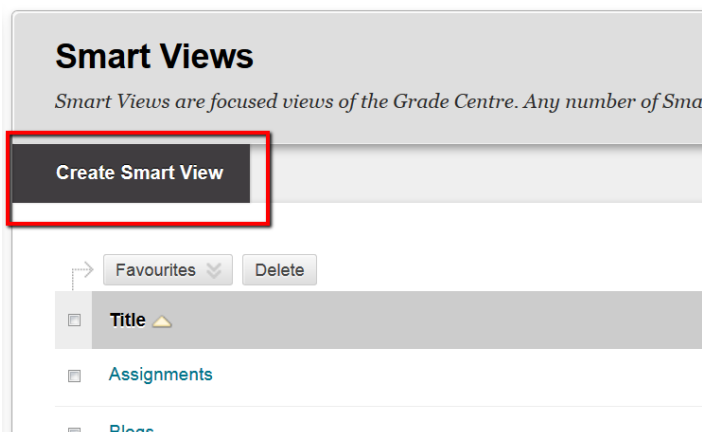
When screen reader mode is on, the Grade Centre data appears in a simplified grid. You cannot access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigat



The screenshot shows the Grade Centre interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are 'Current View: Full Grade Centre' and 'Category: Form'. A dropdown menu is open under 'Manage', listing options: 'Marking Periods', 'Grading Schemas', 'Grading Colour Codes', 'Categories', 'Smart Views', 'Column Organisation', 'Row Visibility', 'Send Email', and 'Mark Approval and Transfer'. The 'Smart Views' option is highlighted with a red box. Below the menu is a table with columns 'Last Name', 'First Name', and 'LSP'. The table contains four rows of student data.

Last Name	First Name	LSP
Student	Demo	--
Student 1	Demo	--
Student 2	Demo	--
Student 4	Demo	--

3. Click Create Smart View



The screenshot shows the 'Smart Views' page. At the top, there is a header 'Smart Views' and a sub-header 'Smart Views are focused views of the Grade Centre. Any number of Sma'. Below this is a button 'Create Smart View' which is highlighted with a red box. Underneath, there are buttons for 'Favourites' and 'Delete'. A list of Smart Views is shown, including 'Title', 'Assignments', and 'Blogs'.

4. Enter the details as below, and then repeat the Smart Views process to create the other category filter

SMART VIEW INFORMATION

Name

Description

Type Custom

Add as Favourite

SELECTION CRITERIA

Type of View

- Course Group** View one or more Course Groups.
- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

Select Criteria *Select category and users to filter by status*

Categories: **Users:** Include Hidden User Information

Filter Results *Columns to Display in Results:*

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

Cancel

Submit

NOTE: You should now see a submenu to your Grade Centre, one for each of the categories you created

COURSE MANAGEMENT

- Control Panel
- Files →
- Course Tools
- Evaluation →
- Grade Centre →
 - Needs Marking
 - Full Grade Centre
 - Formative Assessments
 - Group: Project Groups 1
 - Group: Project Groups 2
 - Summative Assessments