

Course Tools – Batch Gradebook Tool – Batch Creating and Deleting


The Batch Create / Delete tool can be used to quickly add multiple manually graded columns to the gradebook or to delete columns that are no longer needed.

Important Note: When using the delete feature the tool pulls any columns that are available to be deleted this includes any columns created by the system that were attached to an assessment where the assessment has been deleted and any manually created columns. Columns that are attached to assessment items cannot be deleted.

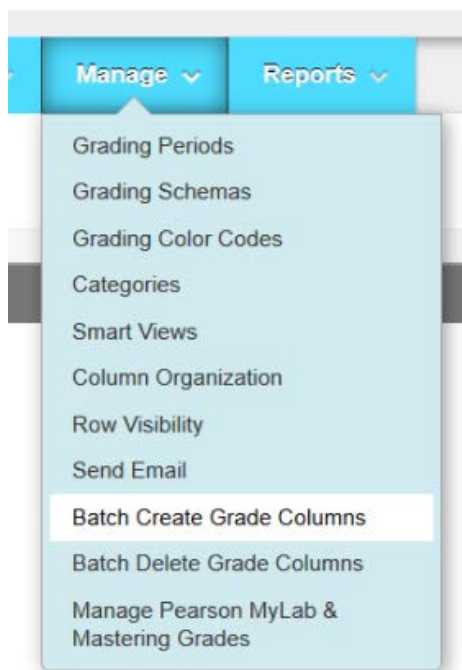
To turn on the Batch Create and/or Delete Gradebook Tool

1. Control Panel → Customization → Tool Availability
2. Scroll down to the following two rows:
 - a. Batch Create Grade Columns
 - b. Batch Delete Grade Columns
3. Place a **check** in the checkbox under the **Available column** for each tool to be activated.

Batch Create Grade Columns	<input type="checkbox"/>
Batch Delete Grade Columns	<input type="checkbox"/>

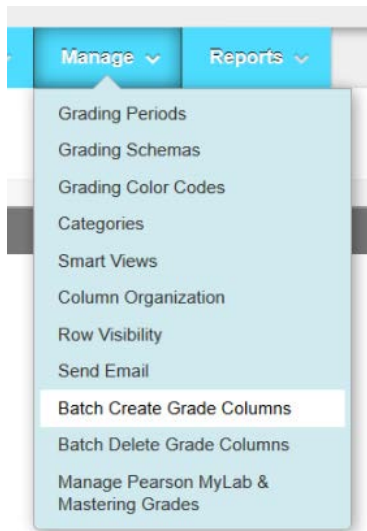


4. Scroll to the top of the screen and click the **Submit** button.
5. The tool(s) will now appear in the **Full Grade Center** under **Manage**.



How to Batch Create Columns

1. Grade Center → Manage → Batch Create Grade Columns



2. Enter in the **number of columns** to be created. *(Enter in the exact number to be created, if the value is higher than the number needed the extra columns will need to be filled in or the tool will not let you continue.)*

NUMBER OF COLUMNS _____

Enter the number of Grade Columns you want to create

* Number of Columns

 A red arrow points to a text input field containing the number '3'.

3. Click the **Submit** button.
4. Fill in the information for each assignment.

ENTER COLUMN INFORMATION _____

Enter the information for each Grade Column to be created in the Grade Centre.

Column Name	Primary Display Type	Category	Points Possible	Due Date
<input type="text" value=""/>	Letter	No Category	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	Letter	No Category	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	Letter	No Category	<input type="text" value=""/>	<input type="text" value=""/>

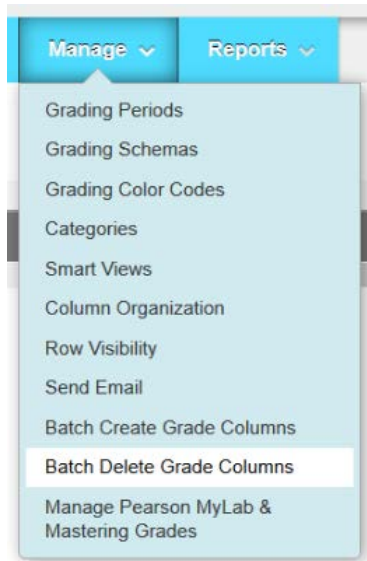
*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel Submit

5. Once the information is entered click the Submit button. *(The new items will be added to the end of the gradebook list.)*

How to Batch Delete Columns

1. Grade Center → Manage → Batch Delete Grade Columns



2. All columns that can potentially be deleted will be listed. *(The external grade column is also listed but note that it does not have a check box so it cannot be deleted.)*
3. **Check** any columns that **need to be deleted**.

SELECT COLUMNS TO DELETE

Check the boxes next to the Grade Columns you want to delete from the Grade Centre.

<input type="checkbox"/>	Column Name	Category	Due Date	Date Created	Points Possible
<input checked="" type="checkbox"/>	Weighted Total	Calculated Grade	None	None	0
	Total (External Grade)	Calculated Grade	None	None	0
<input type="checkbox"/>	Test 1	No Category	None	Oct 4, 2017	100
<input type="checkbox"/>	Test 2	No Category	None	Oct 4, 2017	100
<input type="checkbox"/>	Assignment 1	Assignment	Oct 11, 2017	Oct 4, 2017	100
<input type="checkbox"/>	Assignment 2	Assignment	Oct 11, 2017	Oct 4, 2017	100
<input checked="" type="checkbox"/>	Assignment 3	Assignment	Oct 11, 2017	Oct 4, 2017	100

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

Cancel Submit

NOTE: In this example weighted total is checked because it is not needed, the external grade demonstrates that this is a point based gradebook using the Total column.

4. Click the **Submit** button.
5. A **pop-up box appears** asking for **confirmation** to delete the checked columns. Click the **OK** button to proceed or **Cancel** to go back.