

Grade Center – Configuration – End of Term Checklist

1. Categories

Grade Center Location: Manage → Categories

- ☐ Correct categories are in use (individual items in each category will be checked later).
- ☐ Category names are not duplicated and only contain letters and numbers, no punctuation or special characters.
- ☐ There are no stray items in *unused* categories.

2. Columns

Grade Center Location: Manage → Column Organization

- ☐ Columns are in the correct categories.
- ☐ Columns that are not included in the course grade calculation are either in No Category category or in a category that is not included in the Total or Weighted Total column.
- ☐ Correct point values for each column are displayed on the right end of each row.
- ☐ Column headers/titles only contain letters and numbers, no punctuation or special characters.
 - Edit test, forum and assignment titles by going to the items themselves.
 - Edit manual columns by selecting column header contextual menu → select Edit Column Information.

3. Final Grade Columns (Weighted Total or Total)

Weighted Total for Category-Based Grade Centers

Grade Center Location: Column Header Contextual Menu → Edit Column Information

- ☐ Column has green External Grade checkmark.
- ☐ Primary Display: Correct type is selected. Secondary display is optional.
- ☐ Selected Categories: Correct categories are listed in Selected Columns area on the right.
- ☐ Category weights match those listed in syllabus.
- ☐ Columns within categories are weighted.
 - Equally: Averages column percentages. Select this if all columns in category have the same point value.
 - Proportionally: Averages column points.
- ☐ Drop Grades: Correct number of grades is dropped OR boxes are left blank to include all grades.
- ☐ Calculate as Running Total: Correct setting is chosen per instructor's preference or college policy.
 - Yes: Instructor is responsible for entering zeros (0) for missed assignments. Running totals exempt cells that don't contain data so students are not held accountable until a grade is entered.
 - No: Instructor is responsible for entering make-up grades, if any. Includes all selected columns in the calculation, using a value of 0 if no grade exists. The result can make grades appear artificially low.

Total Column for Points-Based Grade Centers

Grade Center Location: Column Header Contextual Menu → Edit Column Information

- ☐ Column has green External Grade checkmark.
- ☐ Primary Display: correct type is selected. Secondary display is optional.
- ☐ Selected Columns: correct columns are listed in Selected Columns area on the right.
- ☐ Column selection for the final grade calculation matches syllabus.
- ☐ Calculate as Running Total: correct setting is chosen per instructor's preference or college policy.
 - Yes: instructor is responsible for entering zeros (0) for missed assignments.
 - No: instructor is responsible for entering make-up grades, if any.

4. Extra Credit (skip if not used)

NOTE: If extra credit points were added to the grades in individual columns instead of using a separate column or category, skip this section.

Weighted Total Grade Center

See also [Grade Center – Extra Credit – Weighted Total Gradebook¹](#) handout.

- ☐ Extra credit column is in No Category category and is worth zero (0) points.
- ☐ New course grade column was created to add original Weighted Total column and extra credit column together.
- ☐ New course grade column is set as external grade (has green checkmark).
- ☐ Original Weighted Total column is hidden from students, if desired.

Total Grade Center

See also [Grade Center – Extra Credit – Points Gradebook²](#) handout.

- ☐ Extra credit column is worth zero (0) points.
 - ☐ Extra credit column has been included in Total column calculation.
- OR
- ☐ Extra credit column is worth zero (0) points.
 - ☐ New course grade column was created to add original Total column and extra credit column together.
 - ☐ New course grade column is set as external grade (has green checkmark).
 - ☐ Original Total column is hidden from students, if desired.

¹ <https://gvtc.tcsd.edu/Training-Resources/Faculty-Handouts>

² <https://gvtc.tcsd.edu/Training-Resources/Faculty-Handouts>

5. Download Grade Center Spreadsheet and Grade History Reports

☐ Download Grade Center Spreadsheet

1. On main grade center screen, go to right side of action bar → select Work Offline on right side of action bar → leave default settings → select Submit.
2. Select Download button → save file according to college's policy regarding FERPA-protected information.

☐ Download Grade History Report

1. On main grade center screen, go to action bar → select Reports from the action bar → select View Grade History.
2. Select Download from the action bar → leave default settings → select Submit.
3. Select Download button → save file according to college's policy regarding FERPA-protected information.