



How do I manage the Grade Center with so many group columns?

When you create groups and select the gradable tools, it will create a column for each group in the Grade Center, i.e. if you have 20 groups and you are going to use a gradable wiki, in the Full Grade Center there will be 20 columns called Group# wiki.

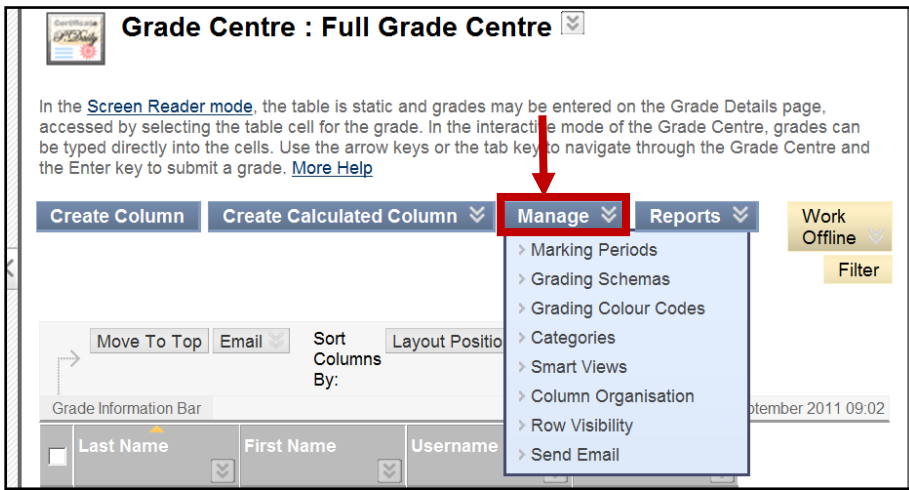
The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these is a 'Grade Information Bar' with 'Move To Top' and 'Email' options. The main table has columns for 'Last Name', 'First Name', and several group-specific columns: 'Groups 1 Blog', 'Groups 2 Blog', 'Groups 3 Blog', 'Groups 1 Wiki', 'Groups 2 Wiki', and 'Groups 3 Wiki'. The table contains student data with some cells containing dashes or warning icons. At the bottom, there is a 'Selected Rows: 0' indicator and another 'Move To Top' and 'Email' option.

In order to manage all these groups, we will have to take the following steps:

1. Create marking periods for all group activities which created these additional columns in the Grade Center
2. Use column organisation to group the gradable columns together in a marking period
3. In the Full Grade Center, create a Total column for each of the group activities, e.g. Blog together or Wiki together
4. Hide the Total columns from the students in the Full Grade Center
5. Hide the columns in the Column Organisation
6. Grade the activity using the Needs marking option and not the Full Grade Center.

1. Create marking periods for the gradable tools, e.g. Blog or Wiki or Journal.

1. Go to the Grade Center on the Control Panel
2. Click on **Manage**
3. Click on **Marking Periods**



4. Create the marking period for the gradable tools, for example one for the Blog activity and one for the Wiki activity and also one for both the Wiki and Blog activity (in this case I called it Group assessments) – we will use that later on to display the two amalgamated columns.

The screenshot shows the 'Create Marking Period' form. The 'Name' field is filled with 'Blogs'. The 'Description' field is empty. The 'Dates' section has 'None' selected. The 'Associate Columns' section has a checkbox labeled 'Associate this Marking Period with all columns that have a Due Date within this date range.' which is highlighted with a red box. A red callout box contains the text: 'DO NOT select the associate columns option; otherwise the screens will look different.'

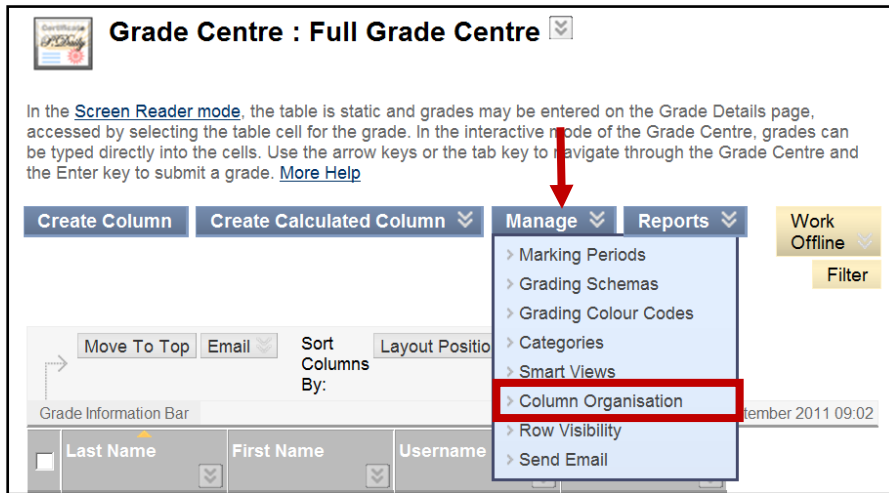
This is what your screen would look like after you created the marking periods.

The screenshot shows the 'Marking Periods' table. The table has columns for 'Title', 'Description', and 'Dates'. The rows are: 'Blogs', 'Group assessments', and 'Wikis'. A red box highlights the entire table, and a red arrow points to the 'Group assessments' row.

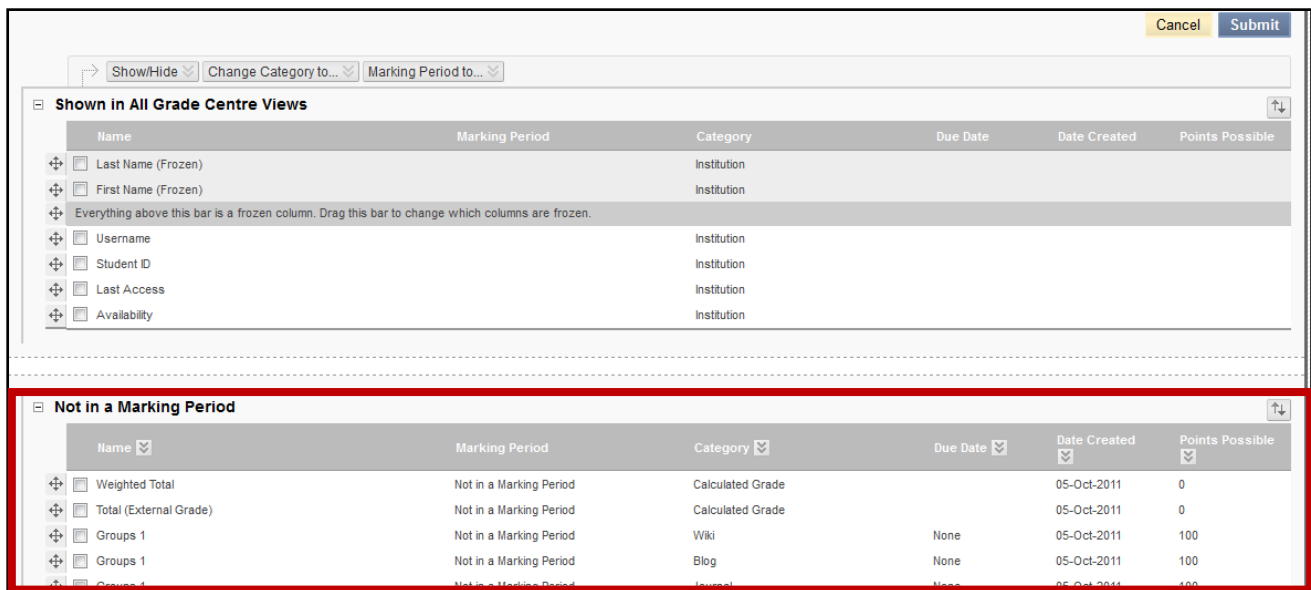
Title	Description	Dates
Blogs		29-Sep-2011 - 31-Oct-2011
Group assessments		24-Nov-2009 - 25-Nov-2009
Wikis		01-Nov-2011 - 13-Nov-2011

2. Use column organisation to group the gradable columns together in a marking period

1. Go to the Grade Center on the Control Panel
2. Click on **Manage**
3. Click on **Column Organisation**



This is what the screen will look like:



The column organisation allows you to organise the columns in a specific order underneath a specific marking period. Those columns that are not linked to a marking period will be displayed underneath **Not in a marking period**. The columns which was created for the group activities will now display under the Not in a marking period box. The marking period makes it easier to do the next step which is to display all the groups information in one column.

The additional marking periods which you now have created in the previous step will be displayed with no columns underneath them. So, we now have to move the columns to the correct Marking period.

Column Organisation

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent manipulated to customize the different views of the Grade Center. [More Help](#)

Show/Hide | Change Category to... | Marking Period to...

Shown in All Grade Centre Views

Blogs Grading period with no columns below

Wikis Grading period with no columns below

Not in a Marking Period

Name	Marking Period	Category
<input type="checkbox"/> Total (External Grade)	Not in a Marking Period	Calculated Grade
<input type="checkbox"/> Weighted Total	Not in a Marking Period	Calculated Grade
<input type="checkbox"/> Estelle's wiki	Not in a Marking Period	Other
<input type="checkbox"/> Weighted column	Not in a Marking Period	Calculated Grade
<input type="checkbox"/> Test1	Not in a Marking Period	Test
<input type="checkbox"/> Test2	Not in a Marking Period	Test
<input type="checkbox"/> Semester mark	Not in a Marking Period	Calculated Grade
<input type="checkbox"/> Estelle test tii	Not in a Marking Period	Turnitin Assignment
<input type="checkbox"/> Estelle se toets	Not in a Marking Period	Turnitin Assignment
<input type="checkbox"/> Groups 1 Blog	Not in a Marking Period	Blog
<input type="checkbox"/> Groups 2 Blog	Not in a Marking Period	Blog
<input type="checkbox"/> Groups 3 Blog	Not in a Marking Period	Blog
<input type="checkbox"/> Groups 1 Wiki	Not in a Marking Period	Wiki
<input type="checkbox"/> Groups 2 Wiki	Not in a Marking Period	Wiki
<input type="checkbox"/> Groups 3 Wiki	Not in a Marking Period	Wiki

Show/Hide | Change Category to... | Marking Period to...

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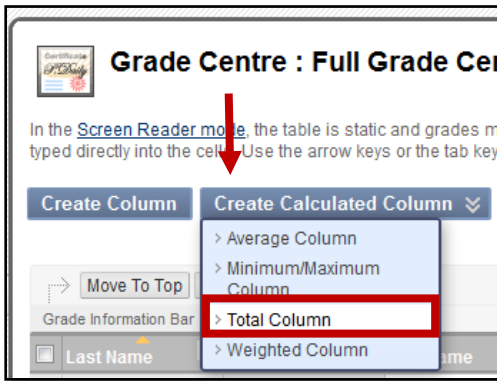
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Move these items to the Wikis grading period.

4. Select the items that you want to move underneath a marking period
5. Click on the **Marking Period to ...** button and select the Wikis grading period
6. **Click on Submit.**

3. In the Full Grade Center, create a Total column for each of the group activities, e.g. Blog together or Wiki together

1. Go to the **Grade Center** on the Control Panel
2. Click on **Create Calculated Column**
3. Click on **Total Column**
4. Complete the fields as displayed below.



* Indicates a required field.

1. Column Information:

* Column Name **4** Wikis together

Grade Centre Display Name

Description

4 This column is used to create one column for all the group wikis.

Primary Display: Score

Secondary Display: None

2. Dates

Marking Period: Wikis

Date Created: 29-Sep-2011

3. Select Columns:

Include in Total

Calculate as running total **4** Yes No

4. Options

Include this Column in Grade Centre Calculations: Yes No

Show this Column to Students: Yes No

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

Select the Marking Period you created in the previous step

This field is extremely important!

The text reads as follows: **A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.**

Yes will display the cumulative marks.

No will display a 0 if the student has not yet received a mark

5. Click on **Submit**.

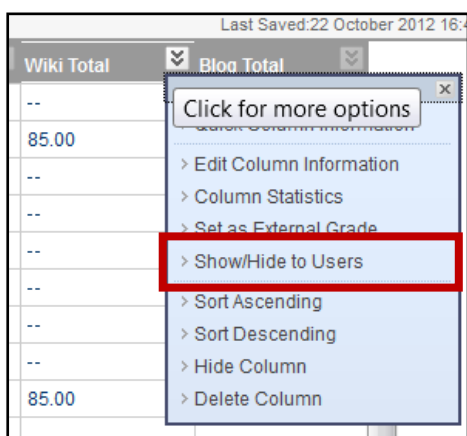
Note that because you selected the relevant marking period, this column would now automatically reflect in the Marking Period under Column Organisation.

It should look like this.

Name	Marking Period	Category	Due Date	Date Created	Points Possible
Wiki for groups	Wiki	Calculated Grade		31-Jan-2012	0
Groups 1 (Hidden)	Wiki	Wiki	None	24-Jan-2012	100
Groups 2 (Hidden)	Wiki	Wiki	None	24-Jan-2012	100
Groups 3 (Hidden)	Wiki	Wiki	None	24-Jan-2012	100
Groups 4 (Hidden)	Wiki	Wiki	None	24-Jan-2012	100
Groups 5 (Hidden)	Wiki	Wiki	None	24-Jan-2012	100

4. Hide the Total column from the students in the Full Grade Center

1. Go to the Grade Center on the Control Panel
2. Go to the Total Column
3. Click on the action link next to the Total Column
4. Select **Show/Hide to Users**

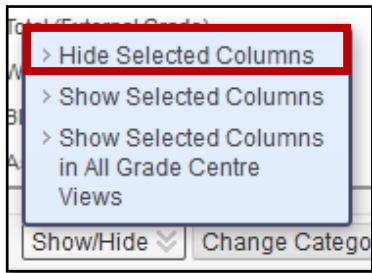


5. A dot will appear in front of the column name to remind you that the students will not see this column in their My Grades Tool.



5. Hide the columns in the Column Organisation

6. Go to the Grade Center on the Control Panel
7. Click on **Manage**
8. Click on **Column Organisation**
9. Click in the tick boxes in front of the group to select the groups.
10. Click on the Show/Hide button at the bottom of the screen.



11. Select the **Hide Selected Columns** option.
12. Click on **Submit**.

Tip: If for some or other reason you want to display the group columns again, go to **Manage, Column Organisation**, select the columns and scroll to the bottom and click the **Show/Hide** button, click on **Show Selected Columns** and **Submit**.

6. Grade the activity using the Needs marking option in the Grade Center

In order to grade the group's work, go to the **Needs marking** option on the left hand menu. Refer to the movies on the clickUP help site:



Resources: Help (<http://www.click.up.ac.za/new/>), Collaboration, scroll down for the videos on the Wiki, Blog and Journal tools.



Resources: Help (<http://www.click.up.ac.za/new/>), Collaboration, Grading a wiki fact sheet