Managing the Grade Center

The Manage menu is located to the right of Add Calculated Column. Here you can manage different aspects of your Grade book from how it looks to how it is organized.

Managing Grading Periods
Grade Center now allows you to set up separate grading periods. For example you could separate one semester into two terms and have midterm as the end date of the first term.

Click the Contextual Menu in the Manage button then click on Grading Periods.

Click the Create Grading Period button.
Name your Grading Period and choose a date range for it.

If your grade columns have been assigned a due date you can associate a column with this grading period by choosing to Associate Columns under #2 Dates.

Then you can change the Current View of the Grade Center to a Grading Period that you have created.
Managing Grading Schemas
Grade Center lets you create your own grading schemas.

By default the letter schema is set up and in use.

You can look at how it is set up and also edit it by clicking the button next to its name and then choosing edit from the menu.
To set up a new grading schema click the Create Grading Schema button. and then complete steps 1-3

Then complete steps 1-3 on the screen. Name your grading Schema, enter the percentages and their letter equivalents, and then Submit it.