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# Grade Center

## OVERVIEW

myLesley allows instructors to enter students to track and view their progress in a course with the Grade Center feature. The student can only view their grades. The Grade Center is currently only for myLesley.

Official final semester grades still need to be entered manually by the instructor at [www.lesley.edu/lois](http://www.lesley.edu/lois). The Grade Center in myLesley is informational, not official.

# Grade Center (continued)

## ACCESSING THE GRADE CENTER

1. Log into myLesley and click the **my courses** tab on the top of the page. Select your course from the my courses list.

[Announcements](#)  
[Syllabus](#)  
[Assignments](#)  
[Resources](#)  
[Faculty Info](#)

**Tools**  
 Communication  
 Course Tools  
 Course Map  
 **Control Panel**  
 Refresh  
 Detail View

2. Choose **Control Panel**.

3. Choose the **Grade Center** from the "Assessment" Menu.

**Assessment**  
[Test Manager](#)  
[Survey Manager](#)  
[Pool Manager](#)  
[Course Statistics](#)  
[Grade Center](#)  
[Performance Dashboard](#)  
[Early Warning System](#)

The Grade Center will load on screen.

**Grade Center**

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Add Grade Column Add Calculated Column Manage Email Reports Grade History

Current View: Full Grade Center [Set as Default](#) Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Weighted Total	Research Paper	Reflection Jour	Fieldwork
<input type="checkbox"/>	Ausubel	David	democatsu5			-	-	-	-
<input type="checkbox"/>	Bartlett	Frederic	democatsu2			-	-	-	-
<input type="checkbox"/>	Bloom	Benjamin	democatsu1			-	-	-	-
<input type="checkbox"/>	Dewey	John	democatsu3			-	-	-	-
<input type="checkbox"/>	Gagne	Robert	democatsu9			-	-	-	-
<input type="checkbox"/>	Montessori	Maria	democatsu8			-	-	-	-

Selected Rows: 0

Grade Information Bar

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# Grade Center (continued)

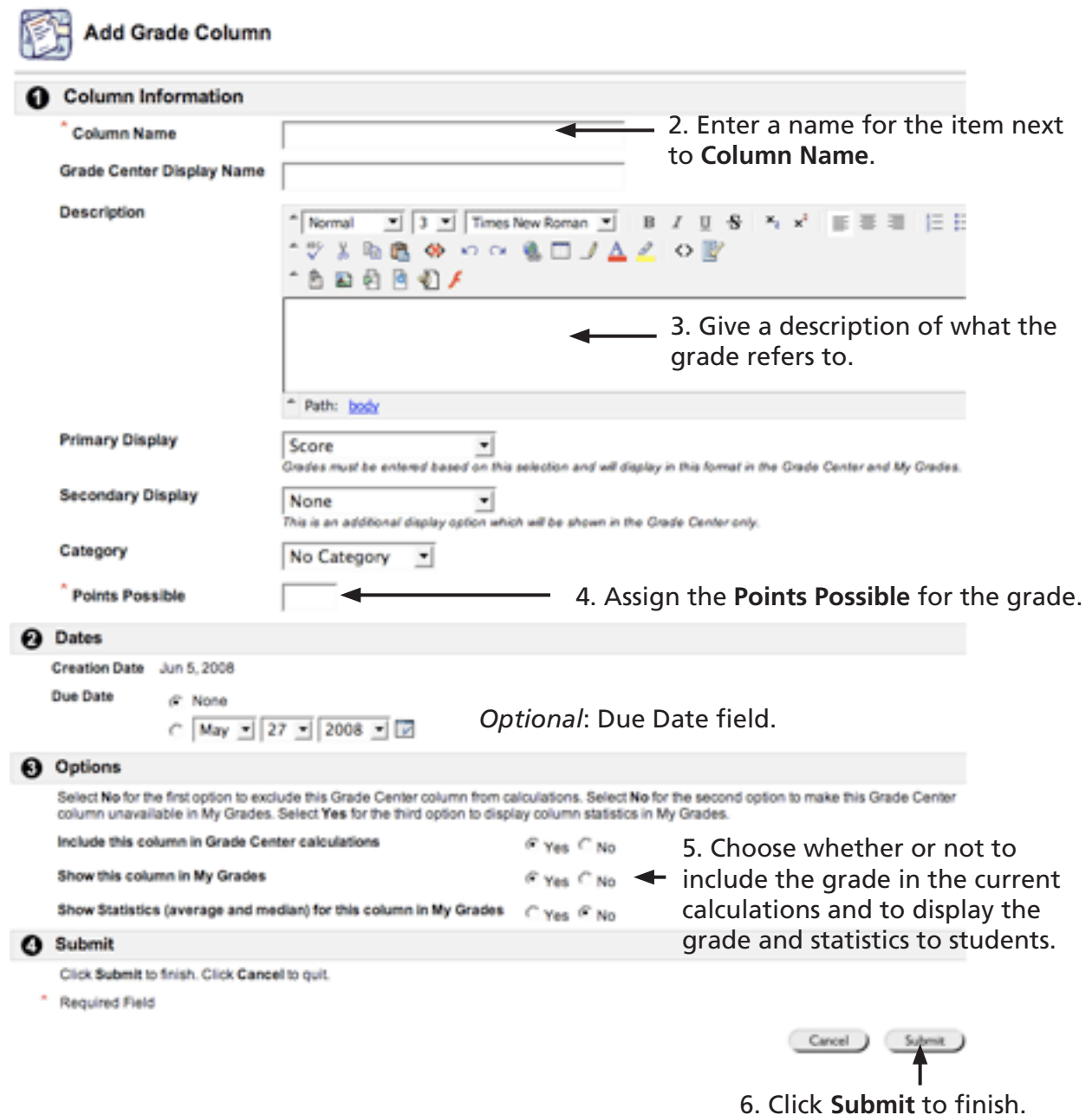
## ADD A NEW GRADE COLUMN

The Add Grade Column tool adds a new column to the Grade Center that represents a gradeable item in the course.

1. In the Grade Center, click the **Add Grade Column** button in the action bar.



The "Add Grade Column" page will appear on screen.

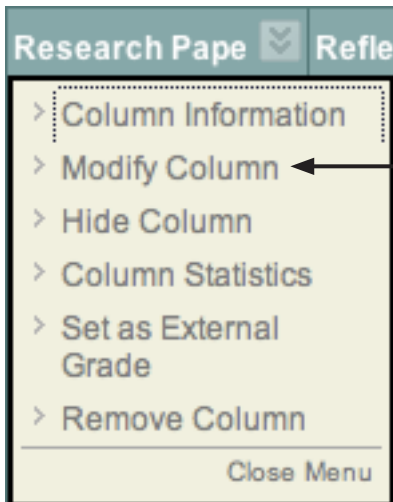
The "Add Grade Column" form is displayed on a light gray background. At the top left is a document icon and the title "Add Grade Column". Below the title is a section header "1 Column Information". The form contains several fields: "Column Name" (a text input field with an arrow pointing to it from the instruction "2. Enter a name for the item next to Column Name."), "Grade Center Display Name" (a text input field), "Description" (a rich text editor with a toolbar and a text area, with an arrow pointing to it from the instruction "3. Give a description of what the grade refers to."), "Primary Display" (a dropdown menu set to "Score" with a note below it: "Grades must be entered based on this selection and will display in this format in the Grade Center and My Grades."), "Secondary Display" (a dropdown menu set to "None" with a note below it: "This is an additional display option which will be shown in the Grade Center only."), "Category" (a dropdown menu set to "No Category"), and "Points Possible" (a text input field with an arrow pointing to it from the instruction "4. Assign the Points Possible for the grade."). Below this is a section header "2 Dates" with "Creation Date" set to "Jun 5, 2008" and "Due Date" set to "None" with an "Optional: Due Date field." note. Below that is a section header "3 Options" with three radio button options: "Include this column in Grade Center calculations" (Yes/No), "Show this column in My Grades" (Yes/No, with an arrow pointing to it from the instruction "5. Choose whether or not to include the grade in the current calculations and to display the grade and statistics to students."), and "Show Statistics (average and median) for this column in My Grades" (Yes/No). At the bottom is a section header "4 Submit" with the text "Click Submit to finish. Click Cancel to quit." and a "Required Field" note. At the very bottom are two buttons: "Cancel" and "Submit", with an arrow pointing to the "Submit" button from the instruction "6. Click Submit to finish."

## Grade Center (continued)

### MODIFYING A GRADE COLUMN

Once a grade column is created, the instructor can modify the column properties or delete a column and all of its associated grades.

1. In the Grade Center, click the arrow in the specific grade column header to see more options.



The options presented in the drop down menu include: Column Information, Modify Column, Hide Column, Column Statistics, Set as External Grade or Remove Column.

2. To modify the column properties, choose **Modify Column**.

The "Modify Columns" page will appear on screen.

3. Make any changes or additions to the column properties, and click **Submit** at the bottom of the page to update the grade column.

### ENTER OR CHANGE A GRADE

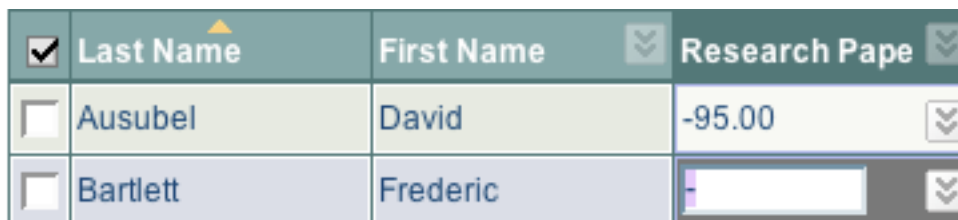
Instructors can manually enter in or change a grade in the Grade Center spreadsheet directly in a grade cell.

1. Click the cell in the column next to the student being graded. The cell will become an editable area.



<input checked="" type="checkbox"/>	Last Name	First Name	Research Paper
<input type="checkbox"/>	Ausubel	David	

2. Type in the grade and hit **Enter** on the keyboard. The grade will be saved in the spreadsheet and the next grade cell in the column will become active. Instructors can edit and delete a grade using the same one-click editing function in the Grade Center.



<input checked="" type="checkbox"/>	Last Name	First Name	Research Paper
<input type="checkbox"/>	Ausubel	David	-95.00
<input type="checkbox"/>	Bartlett	Frederic	

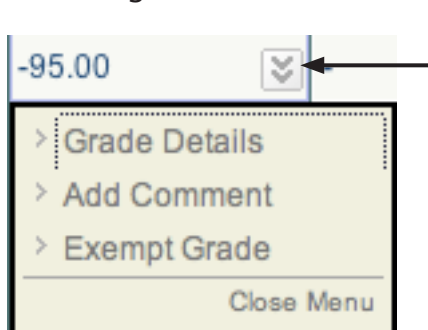
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## Grade Center (continued)

### GRADE OPTIONS

Once a grade has been entered into the Grade Center, the instructor can view and edit details associated to the grade.

1. In the grade cell, click the arrow on the right side to view more options.



There are three options shown in the cell drop down list: Grade Details, Add Comment and Exempt Grade.

Please refer to the **myLesley Faculty Handbook: Grade Center** for more information and instructions on the Grade Center features (available on the eLearning and Instructional Support resources page at <http://www.lesley.edu/elis/resources/mylesleytutorials.html>).