



Grade Center

The myLesley Gradebook has been completely redesigned. The new and improved version is now called the Grade Center. The Grade Center works more like a typical spreadsheet, including these useful new features:

- Enter grades right on the spreadsheet rather than going to another page
- Column headings and student names remain visible as you scroll through grades
- Email students directly from the Grade Center
- A Grade History to review when grades were updated




This guide will give you a brief introduction to the Grade Center and provide side-by-side comparison to the previous Gradebook.


Specific instructions on how to use the new Grade Center can be found in the myLesley Faculty Handbook: Grade Center, located at www.lesley.edu/cat in the Resources area.



The new Grade Center is still located in the Control Panel under “Assessment”.

Click on the Control Panel.

Tools

-  Communication
-  Course Tools
-  Course Map

 **Control Panel**

-  Refresh
-  Detail View

Then click on Grade Center in the Assessment area.

Assessment	
<u>Test Manager</u>	<u>Grade Center</u>
<u>Survey Manager</u>	<u>Performance Dashboard</u>
<u>Pool Manager</u>	<u>Early Warning System</u>
<u>Course Statistics</u>	

In the old Gradebook, you needed to click on the exclamation point ! and then enter the grade on the Modify Grade page.

Previous View

Name (Last, First)	Username	Poems for Science Poem Fieldwork Assignment Pts Possible 100 Weight 30%	submit standards paper here Assignment Pts Possible 100 Weight 10%	Ecological Footprints in the Sand Assignment Pts Possible 100 Weight 0%	First Assignment Your Landscape Assignment Pts Possible 100 Weight 20%
Ausubel, David	democatstu5	95	89	100	52
Bartlett, Frederic	democatstu2	100	!	!	!
Bloom, Benjamin	democatstu1	100	94	!	-

Click on the ! to access Modify Grade page to enter grade

Modify Grade

To override the Manual Grade, use the **Override Manual Grade** field. To revert to using the Manual Grade, delete the Override and click **Submit**.

User Name Frederic Bartlett (democatstu2)
Item Name Ecological Footprints in the Sand (Assignment)
Due Date Aug 15, 2007
Average Score for All Users 100
Points Possible 100
Weight 0
Override Manual Grade

Enter or modify a grade for the assignment. Click **View** to access files sent by the user, to enter feedback or instructor notes, or to send a file to the user.

Creation Date	Last Submitted/Modified Date	Status	Manual Grade		
Aug 16, 2007 11:37:22 AM	Aug 16, 2007 11:37:22 AM	Needs Grading	!	View	Clear Attempt Modify Comments

The new Grade Center works similar to a spreadsheet. This means you can enter a grade directly into the spreadsheet cell with a single click.

Updated View

<input checked="" type="checkbox"/> Last Name	First Name	Availability	Weighted Total	Total	Sample Test	Blog	Rebecca's Wiki
<input type="checkbox"/> Ausubel	David	Available	-	20.00	-	20.00	-
<input type="checkbox"/> Bartlett	Frederic	Available	-	20.00	-	20.00	-
<input type="checkbox"/> Bloom	Benjamin	Available	-	-	-	<input type="text"/>	-
<input type="checkbox"/> catstu10	demo	Available	-	-	-	-	-
<input type="checkbox"/> Dewey	John	Available	-	-	-	-	-

Click in cell, type in grade, hit Enter on keyboard

In the old Gradebook, the student names and column headings would disappear off the edge of the window as you scrolled through grade items. As a result, it could be difficult to tell which student (row) or assessment (column) you were entering the grade on.

Previous View

Name (Last, First)	Username	Poems for Science Poem Fieldwork Assignment Pts Possible 100 Weight 30%	submit standards paper here Assignment Pts Possible 100 Weight 10%	Ecological Footprints in the Sand Assignment Pts Possible 100 Weight 0%	First Assignment Your Landscape Assignment Pts Possible 100 Weight 20%
Ausubel, David	democatstu5	95	89	100	52
Bartlett, Frederic	democatstu2	100	!	!	!
Bloom, Benjamin	democatstu1	100	94	!	=
Dewey, John	democatstu3	95	!	!	!
Gagne, Robert	democatstu9	!	=	=	=
Montessori, Maria	democatstu8	!	=	=	=

↕ Can't see student names as you scroll ↕

Poems for Science Poem Fieldwork Assignment Pts Possible 100 Weight 30%	submit standards paper here Assignment Pts Possible 100 Weight 10%	Ecological Footprints in the Sand Assignment Pts Possible 100 Weight 0%	First Assignment Your Landscape Assignment Pts Possible 100 Weight 20%	Attach Revised Essay here Assignment Pts Possible 100 Weight 20%	Course Evaluation Survey Pts Possible 0 Weight 0%
95	89	100	52	98	=
100	!	!	!	!	=
100	94	!	=	=	=
95	!	!	!	!	=
!	=	=	=	=	=
!	=	=	=	=	=

In the new Grade Center the column headers and the names of your students will always remain visible as you scroll through assessment items. You can also customize which columns are “frozen.”

Updated View

<input checked="" type="checkbox"/> Last Name	First Name	<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Last Access	<input checked="" type="checkbox"/> Availability	<input checked="" type="checkbox"/> Weighted Total
<input type="checkbox"/> Montessori	Maria	democatstu8			Available	-
<input type="checkbox"/> Shannon	Claude	democatstu6			Available	-
<input type="checkbox"/> Thorndike	Edward	democatstu7			Available	-
<input type="checkbox"/> Vygotsky	Lev	democatstu4			Available	-

Selected Rows: 0

Grade Information Bar

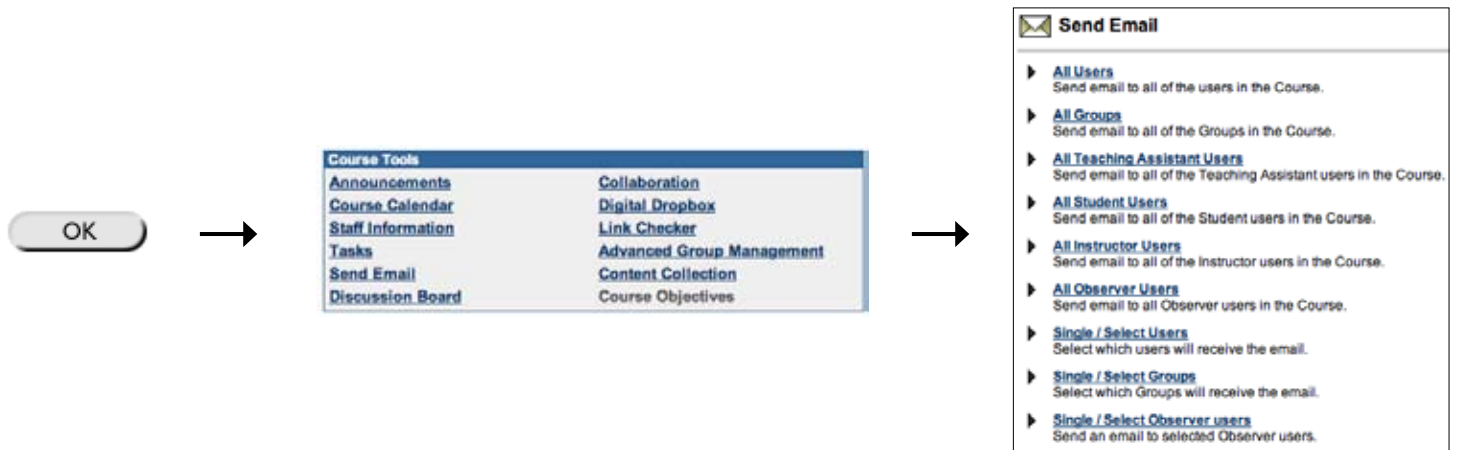
Column headers and names still visible

In the previous Gradebook you needed to leave the Gradebook to email your students.

Previous View

Click OK in the Gradebook to exit and return to Control Panel,

Then click Send Email and select the groups you wish to email.



The new Grade Center allows you to Email them directly from the Grade Center.

Updated View

The screenshot shows the 'Full Grade Center' interface. The 'Email' menu is open, displaying options for sending emails to selected users, their observers, or other groups. The table below shows a list of students with columns for Last Name, First Name, Availability, and Weighted Total.


<input checked="" type="checkbox"/>	Last Name	First Name	Availability	Weighted Total	st	Blog	Rebecca's Wiki
<input type="checkbox"/>	Ausubel	David	Available	-	2	20.00	-
<input type="checkbox"/>	Bartlett	Frederic	Available	-	20.00	-	-
<input type="checkbox"/>	Bloom	Benjamin	Available	-	20.00	-	20.00
<input type="checkbox"/>	catstu10	demo	Available	-	-	-	-
<input type="checkbox"/>	Dewey	John	Available	-	-	-	-

Select students and then click Email.

New Feature

The new Grade Center includes a new feature called Grade History. Grade History allows you to review changes to the Grade Center. It will show the grade entered, when the update was made and who made it. The Grade History can be accessed by clicking on Grade History in the toolbar.

Updated View

Click Grade History 

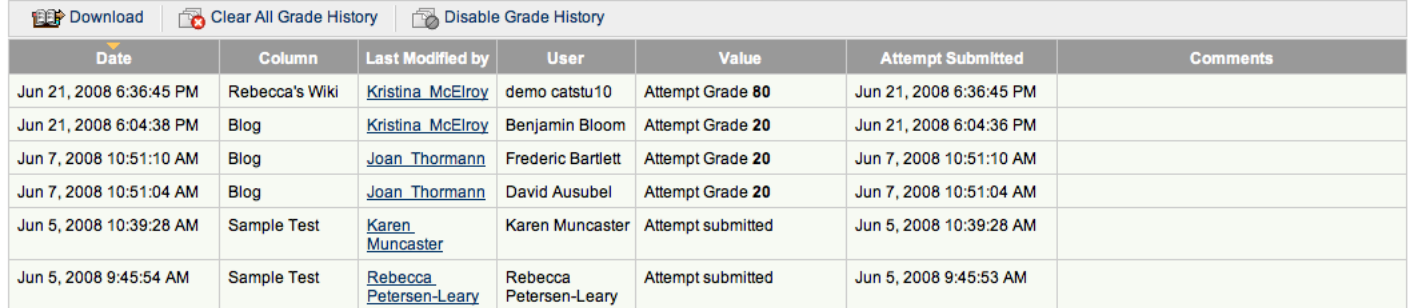


<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Sample Test
<input type="checkbox"/>	Bloom	Benjamin	democatstu1		June 7, 2008	Available	-	20.00	-
<input type="checkbox"/>	Dewey	John	democatstu3			Available	-	-	-
<input type="checkbox"/>	Gagne	Robert	democatstu9			Available	-	-	-
<input type="checkbox"/>	Montessori	Maria	democatstu8			Available	-	-	-
<input type="checkbox"/>	Shannon	Claude	democatstu6			Available	-	-	-
<input type="checkbox"/>	Thorndike	Edward	democatstu7			Available	-	-	-



Grade History

Click **Enable Grade History** to start tracking grade changes. Click **Disable Grade History** to stop tracking grade changes. Click **Clear All Grade History** to erase all existing entries.



Date	Column	Last Modified by	User	Value	Attempt Submitted	Comments
Jun 21, 2008 6:36:45 PM	Rebecca's Wiki	Kristina McElroy	demo catstu10	Attempt Grade 80	Jun 21, 2008 6:36:45 PM	
Jun 21, 2008 6:04:38 PM	Blog	Kristina McElroy	Benjamin Bloom	Attempt Grade 20	Jun 21, 2008 6:04:36 PM	
Jun 7, 2008 10:51:10 AM	Blog	Joan Thormann	Frederic Bartlett	Attempt Grade 20	Jun 7, 2008 10:51:10 AM	
Jun 7, 2008 10:51:04 AM	Blog	Joan Thormann	David Ausubel	Attempt Grade 20	Jun 7, 2008 10:51:04 AM	
Jun 5, 2008 10:39:28 AM	Sample Test	Karen Muncaster	Karen Muncaster	Attempt submitted	Jun 5, 2008 10:39:28 AM	
Jun 5, 2008 9:45:54 AM	Sample Test	Rebecca Petersen-Leary	Rebecca Petersen-Leary	Attempt submitted	Jun 5, 2008 9:45:53 AM	

6 Total Entries

Displaying Only Entries from Past 30 Days

Display Entries from Past: 30 Days

For more information and additional instructions on all the new features available in the Grade Center, please visit the Center for Academic Technology (or eLearning and Instructional Support) Resources area at http://www.lesley.edu/academic_centers/cat/resources.html.