Creating Grading Periods

Grading periods are used to organize Grade Center Columns into sections, such as Units or Quarters. These sections can help manage the Grade Center by associating Grade Columns together so that viewing and reporting can be done based on a Grading period instead of the entire Grade Center.

Grading periods can be used to view the performance of students in a grade period, create a report for a grade period, or create a calculated grade column for a grading period.

1. On the Grade Center page, roll your mouse over the MANAGE button and select GRADING PERIODS from the pop-up menu.

2. On the GRADING PERIODS page, click the CREATE GRADING PERIOD button.

3. On the CREATE GRADING PERIOD page, fill out the following sections...

   **Section 1 (Grading Period Information):** Give the grading period a name. A description is optional, but helpful.

   ![Create Grading Period](image)

   **Section 2 (Grading Dates):** By default, this section is set to NONE.

   If you would like to associate a timeframe with this grading period, select RANGE and enter a START DATE and END DATE using the scheduling tools.

   If you have due dates assigned for your items in the Grade Center, and would like to associate this grading period with those due dates, check the ASSOCIATE COLUMNS checkbox.

   ![Grading Period Dates](image)

   When you are done, click SUBMIT. The grading period will be added to the Grading Periods page.
Applying a Grading Period to Grade Columns

If you chose a timeframe or chose to associate columns with the grading period based on grade item due dates, the grade items will automatically be applied to the grading period.

If you didn’t associate a timeframe or due date with the grading period, you can manually add Grade Center columns to your grading period with the following process. It will have to be repeated for each item you want to add to the period.

**PLEASE NOTE:** Grade Center items cannot be associated with more than one Grading Period. A newly created Grading Period with the same or an overlapping date range will override the settings of an existing Grading Period. All items associated with the existing Grading Period will become associated with the new one.

1. In your **GRADE CENTER**, click on the double-down arrows next to the grade-item’s name and from the context-menu, select **EDIT COLUMN INFORMATION**.

2. On the **EDIT COLUMN** page, scroll down to **SECTION 2 (DATES)**. In the drop-down menu next to the words **GRADING PERIOD**, select your grading period. When done, click **SUBMIT** to save the new grading period.

**Viewing a Grading Period**

1. In your Grade Center, click on the **FILTER** button. A **CURRENT VIEW** menu will appear.
2. Click the **FULL GRADE CENTER (DEFAULT) button** to display the menu options.

3. Under the **GRADING PERIODS** section of the menu, click any grading period listed there.

4. The Grade Center columns associated with the grading period will appear, simplifying your view of the Grade Center.
Creating a Calculated Grade Column for a Grading Period

Grading periods can be used when calculating grades for a course. After you have created your grading period and assigned grade columns to them, use the following process.

1) In your Grade Center, roll your mouse over the CREATE CALCULATED COLUMN button and select the type of column you want to create from the pop-up menu.

2) On the Create Column page, fill out the following sections.

**Section 1 (Column Information):** Give the column a name. A description is optional, but helpful. Underneath the text-editor, indicate your grade’s primary and secondary display preferences.

**Section 2 (Dates):** Select your grading period from the drop-down menu.

**Section 3 (Select Columns):** Choose ALL GRADE COLUMNS IN GRADING PERIOD and select your grading period from the drop-down menu.

**Section 4 (Options):** Indicate the options you would like to apply to this calculated column.

Click SUBMIT when done.

The new calculated column will be added to your grading period.