# The Academic Role in Grade Centre – Overview

Grade Centre is used to manage, mark and grade students within each subject site.

At the conclusion of the session, grades entered into Grade Centre are approved by the Head of School (or delegate) and will then be transferred out of Interact2 into the student's official record of grades by the Grade Sign-off Officer.

The role of the academic is to ensure that Grade Centre is set up and managed correctly in order to facilitate the entry of student marks and grades.  That is, **academics are involved in step 1 through 4 in the process below**.  In order to achieve this, the following information may be useful.
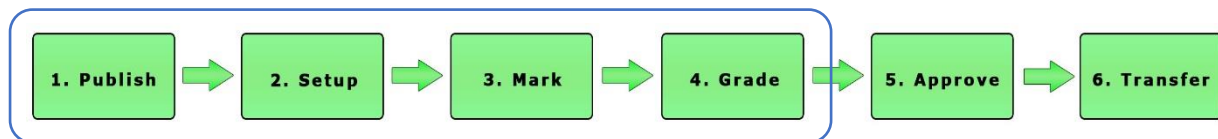


## Key Responsibilities for Academics

1.  **Publish** – this simply refers to publishing your Subject Outline (SO).  The SO will automatically populate Grade Centre, creating the relevant columns therein.

2.  **Set up** – there are a number of things that should be done to ensure the efficient working of Grade Centre during the session and at grade transfer.

    a.  Verifying Grade Centre columns

        Verify that i) columns have been created for each Assessable item in the SO, ii) the Cumulative Mark, Calculated Grade and Administrative Override columns exist (essential for Grade Transfer) and iii) the Calculated Grade and Cumulative Mark are totalling the correct assessment items.

        By default, a) the Running Total option on each column is set to 'No', b) all columns are set to 'Not Visible' to students, and c) the Cumulative Mark column is set as 'External Grade'.  It can be worth checking these settings.

    b.  Setting up formative assessments in Interact2

        All summative assessments will be loaded from the SO and contribute to the student's Calculated Grade column.  Formative assessments may be created that not contribute to the student's Calculated Grade. The steps are as follows:

        i.  Creating an assessment using an Interact2 assessment tool (e.g. test, quiz, marked forum or journal post, etc) will automatically provision a column in Grade Centre.  If you are not using an Interact2 tool for the assessment, you can directly create a column in Grade Centre by clicking on Create Column.

        ii.  In the Test Options (in chevron dropdown menu), ensure that the 'Include this column in Grade Centre calculations' is set to 'No' (the value of the assessment/due date does not matter as it will not contribute to the final grade)
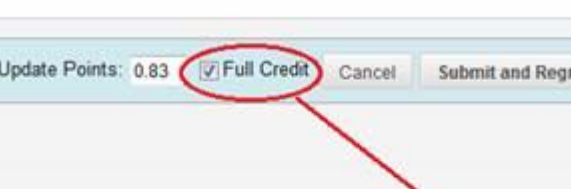
iii. For both the Cumulative Mark and Calculated Grade columns, click on the down arrow to the right of each column name, select 'Edit Column Information' and ensure that the formative assessments do not appear in the 'Selected Columns' section. As the students' marks are entered or automatically generated, these marks will not then contribute to the final grade.

c.   Setting up columns to support an assessment with multiple parts

When an assessment has multiple parts, or students can choose various items out of a list, create a Grade Centre column for each possible assessment item part and also a Totalling column. Edit the Totalling column to comprise all columns created for this assessment, and ensure that the original marks are allocated. Then edit the Cumulative Grade column to remove the original assessment item and replace with the new Totalling column. Add marks to the relevant assessment column

d.   Be aware of tests adding up to more than 100 marks

When creating tests, be aware of the total of marks being allocated to the assessment. Also ensure that Full Grade is *not* ticked in the allocated marks for each question within the Test edit option. This option should only be used to re-grade a Test question where for example, the test question turns out to be ambiguous to students.



e.   Import/Copy Grade Centre from a previous session before the SO is published

Importing/Copying grade information after the Subject Outline publication, or another Import/Copy will result in duplicate columns and override of default column settings.

f.   Deleting duplicate columns

Where duplicate columns are showing, delete duplicate columns by clicking on chevron at top right of column and clicking on Delete Column.

g.   Delete Total and Weighted Total columns.

If either the Total or Weighted Total columns appear in the Grade Centre, delete the columns by clicking on chevron at top right of column and clicking on Delete Column. They are not used by CSU.

**3. Mark**

    a. Entering marks

It is important to enter marks in Grade Centre as each of the assessment items have been graded. This is to ensure that progress reports are kept up to date and accurate.

Marks may be entered into Grade Centre in the following ways:

- Automatically generated – for example, tests and quizzes can be automatically marked and recorded in the corresponding Grade Centre column.

- Manually entered - marks may be manually recorded directly into the corresponding cells

- Uploaded from an external source – the grade sheet may be downloaded from Grade Centre, marks recorded offline and then uploaded back into Grade Centre

    b. Releasing marks

Once marking has been completed for an assessment, the marks may be released to students from within Grade Centre by clicking on the down arrow to the right of the column name and selecting 'Hide from Students (on/off)'. Toggling this to 'Off' (i.e. making it visible to students) will allow students to view their marks from within *My Grades*.

Under no circumstances should you be displaying the Cumulative Mark, Calculated Grade or Administrative Override columns to students. Only make the individual assessment item mark visible to students.

**4. Grade**

    a. Checking grades

Click on the chevon for the Cumulative Grade column and ensure that all of the assessment items are being totalled. Cross check the grades add up to the correct total.

    b. Applying Failed Withdrawn (FW) grades

FW grades must be manually awarded into the Administrative Override column.

**5.       Approve and Transfer**

After marking/grading has been completed, there is a single approval/sign-off step to be completed by the Grade Sign-off Officer (Head of School or nominated Delegate).

Once grades are approved by the Grade Sign-off Officer, grade transfer will be attempted for that individual subject offering. Following the approval and transfer, grades will be locked for editing.

Grade transfer will occur only within a specific pre-determined grading window that is defined with consultation with the Division of Student Administration. This grading window will be communicated out to each School's Grade Sign-off Officer prior the end of session.

## Help! I am still having issues with Grade Centre

If you have any issues with Grade Centre, in the first instance contact the Grade Centre Champion for your school.