

GRADE CENTRE – THE BASICS

Glossary

My Grades

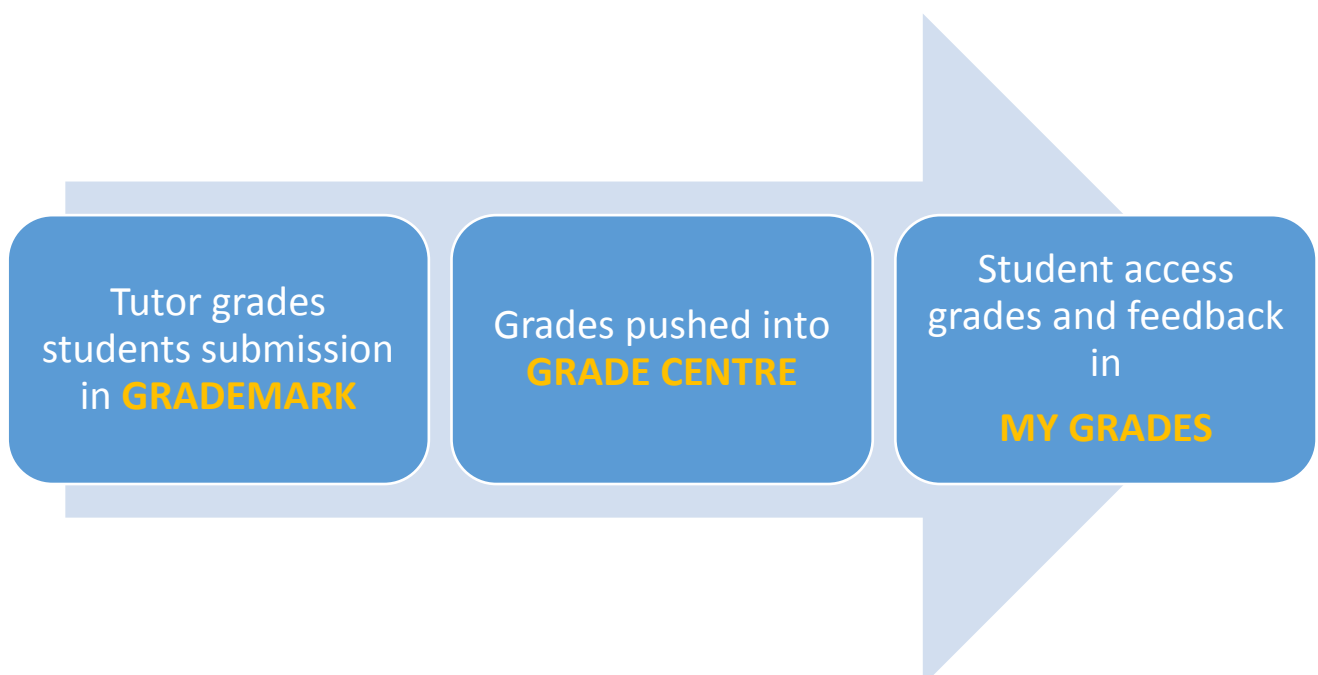
This is a tool students use to access their provisional grades on studentcentral. They can click the MyGrades link in any module menu (module view). Or they can click their name at the top right of studentcentral and click the MyGrades button (global view)

Grade Centre

This is an online spreadsheet that lives in every studentcentral module. It contains the students enrolled on that module, and any grades/feedback that have been added by tutors. Grade Centre is the area administrators work with to extract grade information.

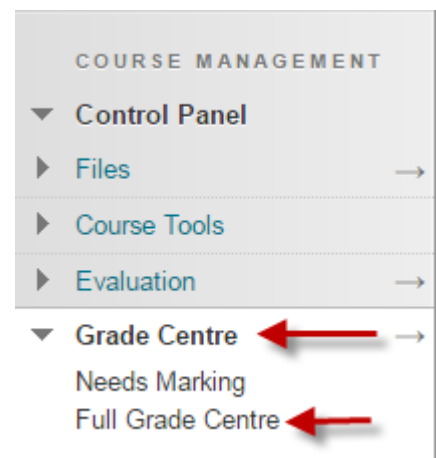
Grademark

This is the name of the tool tutors use to mark some assignment submissions. It is a product from Turnitin



Grade Centre Basics

The Grade Centre can be accessed in any module in studentcentral by navigating to the **Control Panel** and clicking on **Grade Centre > Full Grade Centre**



Each assessment is represented by a column. Where students are submitting electronically with either Turnitin or the Assignment tool, there will be **two columns** – one for students submitting on time, and one for late submissions (including extensions)

Columns are either Available or Unavailable to students. This determines whether the students can see their grades in MyGrades

⊙	/	✓	⊙	⊙
		Total Score	Essay	Ext
	--	64.00		--

A red slash at the top of a column indicates the column is not visible to students in My Grades

A key to the icons within the Grade Centre is below:

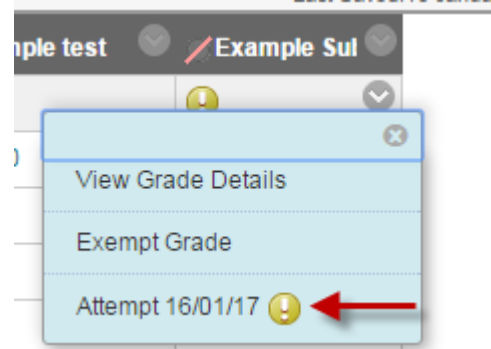
Example Sul ⊙	
!	The student has submitted, awaiting grading
--	No Submission
🕒	Submission in progress / draft stage
45.00	Grade – tutor has graded submission
⊙	Student has been marked as exempt from this assignment

Accessing Submissions

Regardless of the submission type, submissions can always be accessed in the Grade Centre.




Click on the small arrow next to the icon for a specific student, and select the attempt

You will be taken to the student's submission, with grades/feedback if appropriate

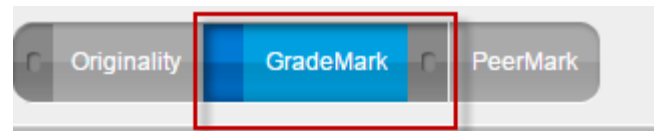


If this is a Turnitin submission, you will see an additional screen where you need to click on the icon for the Users Paper to see their submission in Turnitin

USER'S WORK

User's Comments	HB528%20Rationale
User's Paper	 
Originality Report	

Ensure the Grademark button is switched on to see any feedback by the tutor. It is located in the top left of the screen



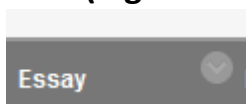
Troubleshooting the Grade Centre

Students say they can't see their grades in MyGrades?

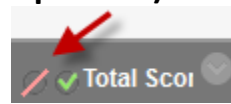
First – check the column that holds those grades in Grade Centre.

Is the column available?

(e.g. no red slash present)



Available



Unavailable

Yes

No

Other Explanations:

The MyGrades link may be hidden from students in the module area

The student in question may not have a grade

If the column is unavailable the students will not see their grades.

Contact the tutor who needs to either check/adjust the post date (for Turnitin submissions) or unhide the column (for all other assessments)