Grade Center - Creating Grading Periods

Grading Periods are user-created segments that can help manage the Grade Center. Grading Periods can be defined as Terms, Semesters, Quarters, Years, and so on, and can include date ranges that further define them. Grading Periods are not created by default. If desired, they must be defined by Instructors.

Defining Grading Periods and associating Grade Center columns to a Grading Period allows Instructors to organize and report on Grade Center data effectively. Instructors can filter the Grade Center by Grading Period to display only the columns in the segment. For example, an Instructor may configure the Grade Center to display the First Quarter columns, reducing searching and scrolling through the other columns.

Grading Periods can be used to:
1. View the performance of students in a certain Grading Period
2. Create a Report that displays the performance for a Grading Period
3. Calculate a Grade column for a Grading Period

Creating a Grading Period

1. In the Grade Center, hover over the Manage menu and click on Grading Periods.

2. Click on Create Grading Period.

3. Provide a name for the Grading Period in the Name field.

4. Enter a Description (optional).
5. Select Grading Period Dates by selecting a range with a **Start Date** and **End Date**. Once a date range is specified, checking **Associate Existing Items** will associate all Grade Columns and Calculated Columns that were previously created with Due Dates to the corresponding Grading Period.

<table>
<thead>
<tr>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Period Dates</td>
</tr>
<tr>
<td>Range</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>End Date <strong>11/12/2009</strong></td>
</tr>
<tr>
<td>Enter dates as mm/dd/yyyy</td>
</tr>
<tr>
<td>Associate Columns</td>
</tr>
</tbody>
</table>

6. Click **Submit** when finished.

**NOTE:** Grade Center items cannot be associated with multiple Grading Periods. A newly created Grading Period with the overlapping date ranges will override the settings of an existing Grading Period. All items associated with an existing Grading Period will become associated with the new one.

**Modifying a Grading Period**

1. In the Grade Center, hover over the **Manage** menu and click on **Grading Periods**.

2. Find the Grading Period in question and click the **Action Button** followed by **Edit**.

3. Make the necessary changes.

4. Click **Submit** to finish.

**Removing a Grading Period**

1. In the Grade Center, hover over the **Manage** menu and click on **Grading Periods**.

2. Find the Grading Period in question and click the **Action Button** followed by **Delete**.