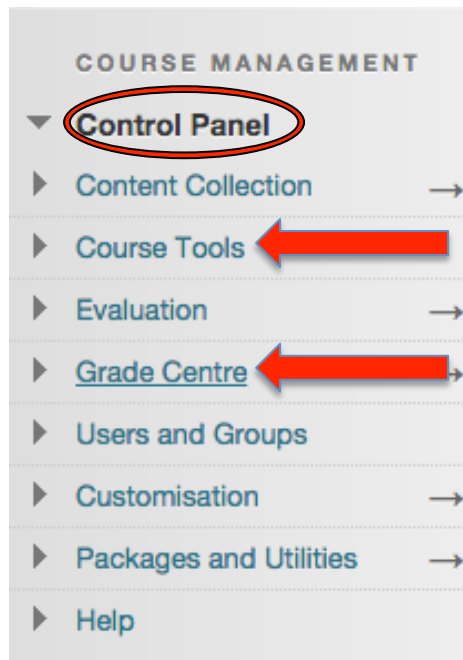
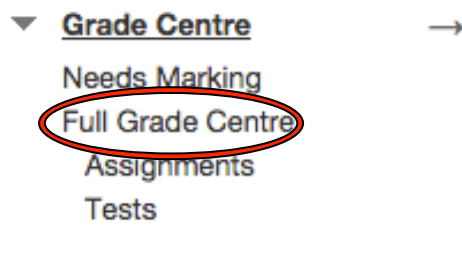


Begin by locating the **Control Panel**



Tip #1: Entering Grades

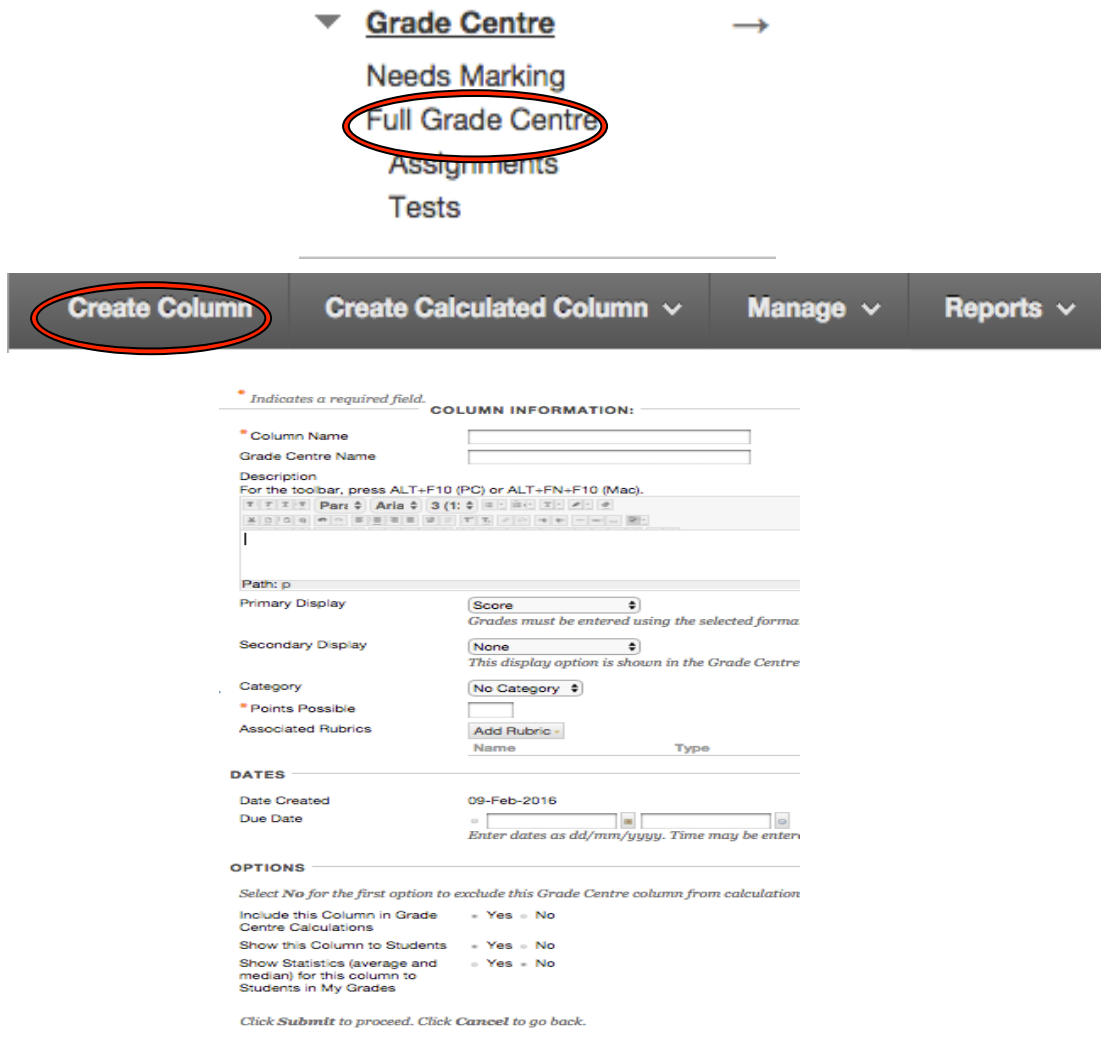
- **Control Panel**→**Grade Centre**→**Full Grade Centre**
- Select the cell beside the student you wish to grade and type in the value
- Press **Enter** to save the grade



Last Name	First Name	Username	Weighted Total	Total	Practice Quiz
			--	10	10.00

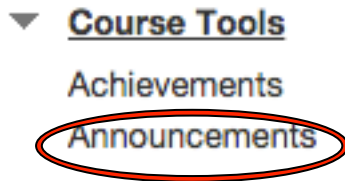
## Tip #2: Adding a Grade Centre Item

- **Control Panel→Grade Centre→Full Grade Centre**
- Select **Create Column**
- Enter a **Column Name** and description (optional)
- Choose the **Primary Display** format
- Assign the **Points Possible** value
- Create **Due Date** (if needed)
- Under **Options**, decide if the **Grade Centre** column should be visible to students



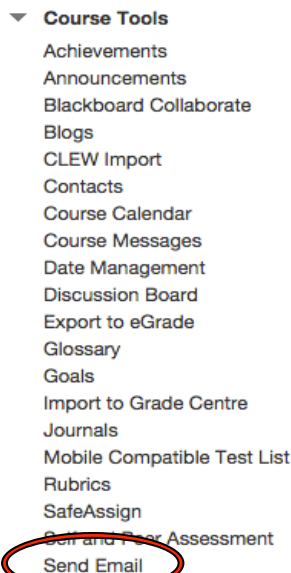
### Tip #3: Posting a Course Announcement

- **Control Panel→Course Tools→Announcements→Create Announcement**
- Enter the **Subject**, this becomes the title of the announcement
- Create your **Message**
- To post the announcement and email a copy of it to students select→ **Not Date Restricted** → **Send a copy of this announcement immediately**
- Note: Announcements that are not date restricted are visible until you remove them

A screenshot of the 'Create Announcement' form. The form has two main sections: 'ANNOUNCEMENT INFORMATION' and 'WEB ANNOUNCEMENT OPTIONS'. In the 'ANNOUNCEMENT INFORMATION' section, there is a 'Subject' field and a 'Message' field with a rich text editor. In the 'WEB ANNOUNCEMENT OPTIONS' section, there are radio buttons for 'Not Date Restricted' and 'Date Restricted'. Under 'Date Restricted', there are fields for 'Display After' and 'Display Until'. There is also a checkbox for 'Send a copy of this announcement immediately'. At the bottom, there is a 'COURSE LINK' section with a 'Browse' button. The form also includes a 'Path' field and a 'Click Submit to finish. Click Cancel to quit.' message.

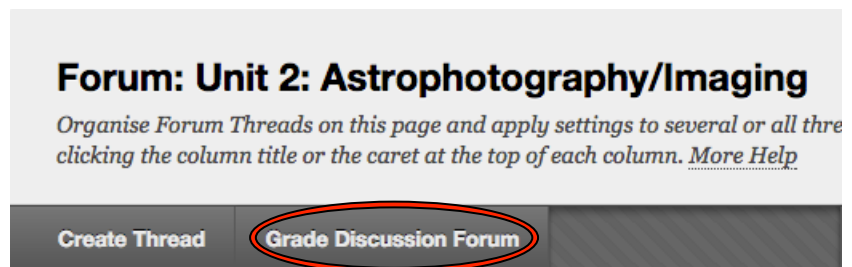
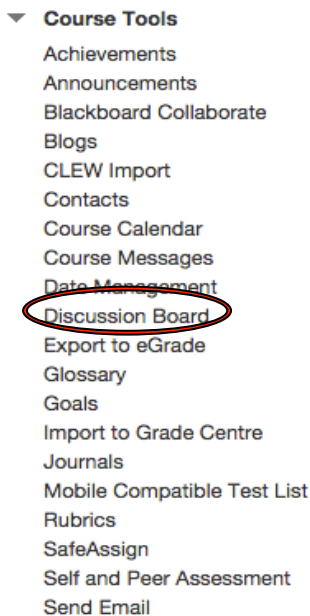
### Tip #4: Sending an Email

- **Control Panel→Course Tools→Send Email**
- Emails can be sent to: **All Users, All Groups, All Student Users, All Lead Teaching Assistant Users, All Instructor Users, All Observer Users, Single/Select Users, Single/Select Groups, Single/Select Observer Users**
- Select who you would like your recipient(s) to be based on the list above
- Enter the **Subject** and **Message**
- Attach files (if needed)
- Select **Submit**

A screenshot of the 'Send Email' form. The form has a section for 'EMAIL INFORMATION' with fields for 'To', 'From', 'Subject', and 'Message'. The 'Message' field has a rich text editor. Below the 'Message' field, there is a 'Path' field. At the bottom, there is a checkbox for 'A copy of this email will be sent to the sender.' and a section for 'Attachments' with a 'Attach a file' button. The form also includes a 'Click Submit to proceed. Click Cancel to go back.' message.

#### Tip #5: Grading Forum Participation

- **Control Panel**→**Course Tools**→**Discussion Board**
- Select the appropriate gradable discussion forum
- Click **Grade Discussion Form**
- Within the **Grade Discussion Forums Users** page select **Grade** in a user's row that has a number in the posts column
- Within the **Grade Discussion Forums** page, a collection of the student's posts will be seen
- In the **Grading Sidebar** you can type in a grade and include feedback for the user in the **Feedback to Learner** box. The **Add Notes** section allows you to make notes that appear only to you and the grader role.
- Select **Submit** to add the grade, feedback, and grading notes to the **Grade Centre**. The grade will appear on the **Grade Discussion Forum Users** page.



Grade Discussion Forum Users					
Marks entered or changed here are entered or changed automatically in the Grade Centre. Points possible: 10 More Help					
→ Email					
<input type="checkbox"/> Last Name ↕	First Name	Username	Posts	Grade	
<input type="checkbox"/> Brown	Tony	tbrown_practice_stu	3	--	<input type="button" value="Grade"/>
<input type="checkbox"/> Casper	Chris	ccasper_practice_stu	0	--	<input type="button" value="Grade"/>
<input type="checkbox"/> Cooper	Ashby	acooper_practice_stu	2	--	<input type="button" value="Grade"/>

A screenshot of the 'Grade Discussion Forum' user entry form. The form has a header section with 'GRADE' and a date/time field '02/06/14 14:17'. To the right of the header is a grade input field containing '9/10' (circled in red). Below the header is a section titled 'FEEDBACK TO LEARNER' (circled in red) with a text area for feedback. Below that is a section titled 'GRADING NOTES - PRIVATE' (circled in red) with a text area for private notes. Both sections have a toolbar with icons for bold, italic, and text color. The form also includes a 'Submit' button at the bottom right.