Begin by locating the **Control Panel**

COURSE MANAGEMENT

▼ **Control Panel**

▶ Content Collection →

▶ Course Tools ◀

▶ Evaluation →

▶ Grade Centre →

▶ Users and Groups

▶ Customisation →

▶ Packages and Utilities →

▶ Help
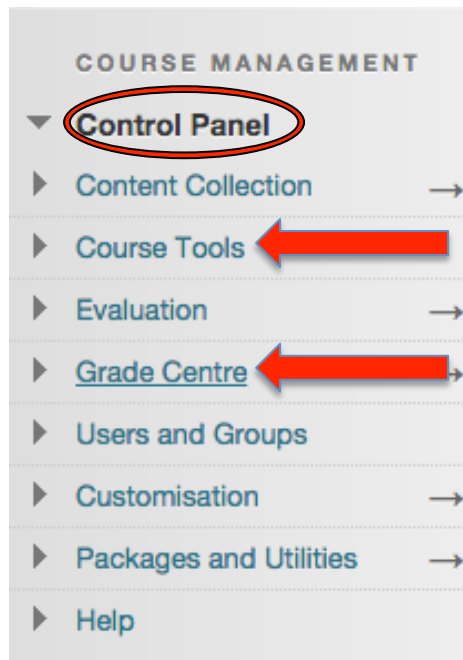
Tip #1: Entering Grades

- **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

▼ **Grade Centre** →

Needs Marking

Full Grade Centre

Assignments

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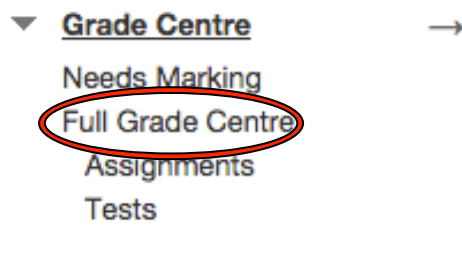
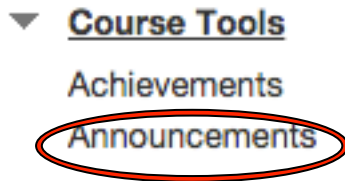| Last Name | First Name | Username | Weighted Total | Total | Practice Quiz |
|---|---|---|---|---|---|
| | | | -- | 10 | 10.00 |

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
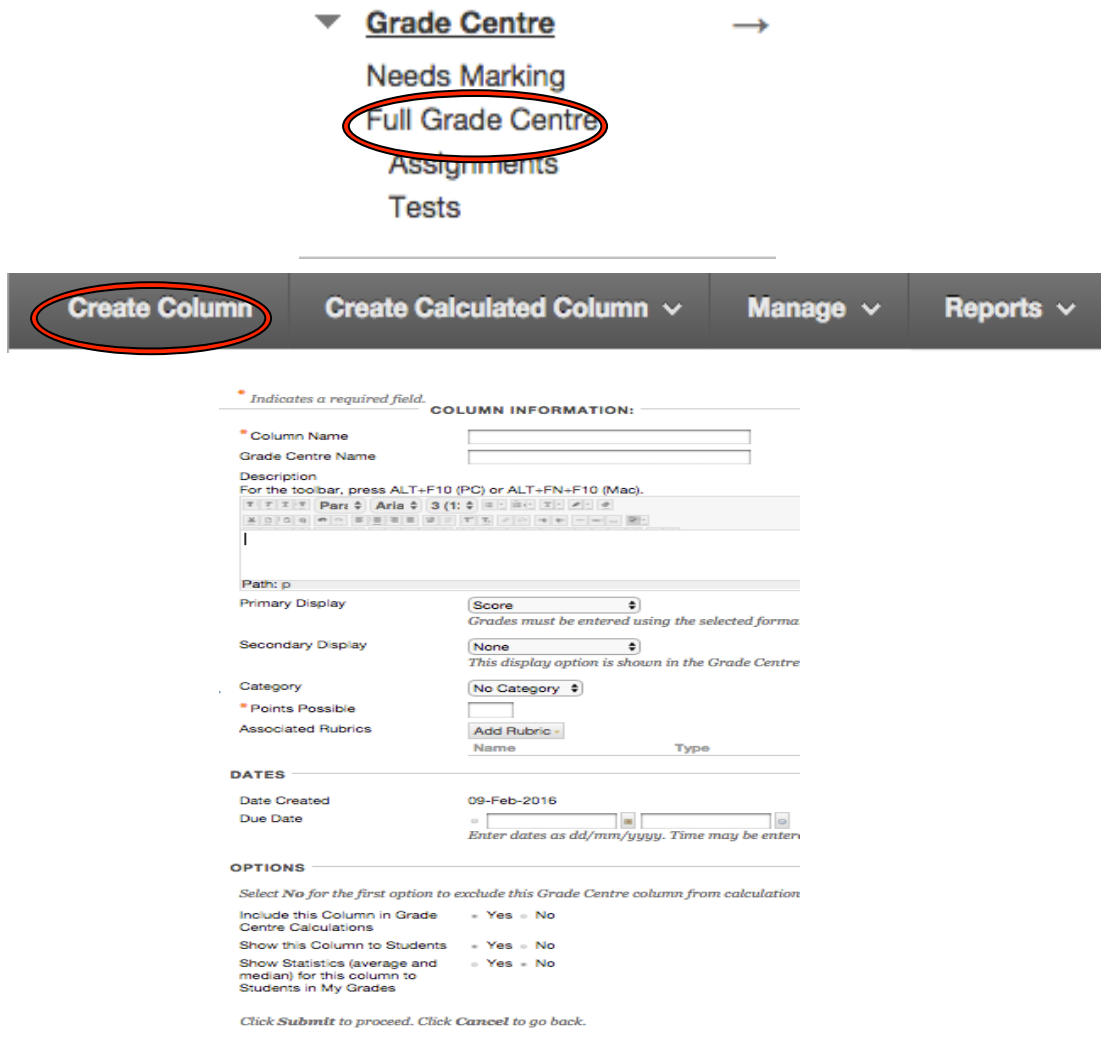
Tip #3: Posting a Course Announcement

- **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**
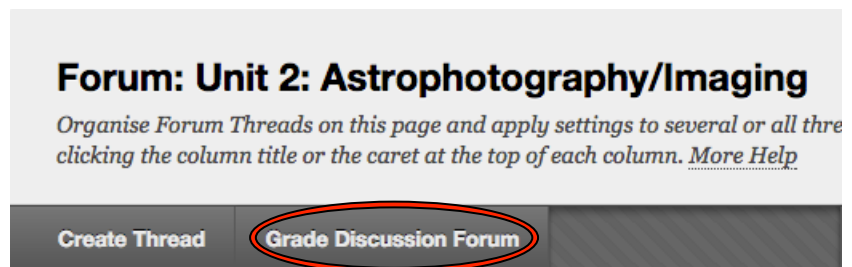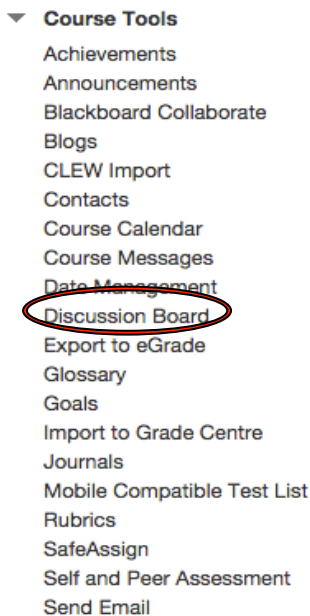- Note: Announcements that are not date restricted are visible until you remove them



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**
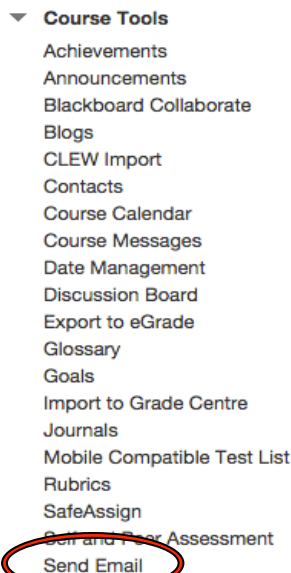
Tip #5: Grading Forum Participation

- **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.