

Grade Centre/Marks Checklist.

FOLLOW THESE STEPS FOR A (SLIGHTLY) LESS STRESSFUL MARKING SCHEDULE.

- Got your Module Descriptors at hand? If not, time to grab them.
- Have ISIS set up your columns (E.g. CW01, CW02?)
If you don't see them, contact your School Learning Technologist.
- Do you have any assessments that are **not showing** in the Grade Centre E.g., Placements, Practical assignments, etc.? Create a **New Column** for them.

In each of your **summative** assessment columns, click on the grey toggle beside the column name. You will see the option for '**Edit Column Information**'. Click on it and check the following...
 - Make sure **all** assessment columns in the Primary Display are set to **Score**.
 - Set 'Points Possible' to **100**.
 - In **Options** Category;
 - 'Turn Include Column in Grade Centre calculations' **ON**.
 - 'Show this column to Students' **OFF**.
(You can leave this on if you want to release the grades to students, e.g.; you've picked a release date for a Turnitin assignment, or for an exam).
 - 'Show Statistics...' **OFF**.
- It's now time to **weight** your Coursework columns (CW01, CW02 etc). Click **Edit Column Information** option via toggle.
 - Scroll down to **Include in Weighted Grade** box. Select the Coursework's sub component/s to the right box by using the little grey arrow.
 - Check Module Descriptor and Weigh out of **100%** as appropriate.
 - Keep 'Show this column to students' **OFF**.
- Once all results are double checked, Save an Excel copy first
Go to '**Work Offline**' tab and select '**Download**'.
- Once all results are finalized and ready to be released, select the **Manage** tab and click **Mark Approval and Transfer**.

Still unsure? Contact rachael.magennis@gcu.ac.uk or your School Learning Technologist.

