Setting up your Grade Centre to use Learning Analytics reports

Key points

Analytics reports only produce **accurate** data when:

- The Grade Centre is **used to record assessment data**.
- Total points for all assessment columns in the Grade Centre **add up to 100%**.
- An **External Grade** column is specified in the Grade Centre.

How to check your Grade Centre set up

1. Log into your LearnJCU subject site and open the Full Grade Centre

2. Print this guide and work through the **Using the Grade Centre to record assessment data** flowchart on p.3 answering each question.
   
   - If you answer **No**, go to the referred page in this guide and follow the instructions for adjusting your Grade Centre set up
   
   - If you answer **Yes**, go to the next step in the flowchart until complete.
What is the impact on Learning Analytics if the Grade Centre is not used correctly?

Example Screen Shot:

All students will appear with a score of zero.

Example Screen Shot:

The scatterplot will give an unrealistic view of student achievement.

Example Screen Shot:

This activity matrix will assign all users with the lowest decile for Grade.

Grades are 0%
Using the Grade Centre to record assessment data

- Does the assessment occur in LearnJCU?
  - Yes: A Grade Centre column is automatically created. Grades flow through to this column once the assessment is marked.
  - No: You must manually create a Grade Centre column (see p.4) and manually enter marks for the assessment into this column.

- Have all summative assessment items been included in the Total column?
  - Yes: Do the weightings for all summative assessments add up to 100%?
    - Yes: Set Total column as the ‘External Grade’ column.
    - No: Set all summative assessment columns to be included in calculations (see p.4-5).
  - No: Create a Weighted Grades column (see p.5-6).

- Have you entered a zero score for all non-submissions?
  - Yes: Your External Grade column will now calculate the totals correctly.
  - No: Find any cells with a ‘-’ and replace with a ‘0’ (see p.7-8).

- Set Weighted Total column as the ‘External Grade’ column (see p.7 Step 6).
- ‘External Grade’ column set.

- One Grade Centre column for each assessment + a Total column.
1. Does the assessment occur in LearnJCU?

For online assessment that occurs online in LearnJCU

When you create a gradable assessment in LearnJCU (e.g. a test, an assignment, discussion forum with grading enabled) a column is automatically created in the Grade Centre for that assessment item.

When the online assessment is graded (e.g. you have marked an assignment using inline grading or the student has submitted an online test) the grade is automatically sent through to the Grade Centre.

For assessment that does not occur in LearnJCU

If you have a summative assessment item that does not occur in LearnJCU (e.g. an oral presentation, an eportfolio, field placement) you will need to manually create a column in the Grade Centre to record a score for this assessment item.

2. Have all summative assessment items been included in the Total column?

The Total column is included by default in your Grade Centre and is used to calculate the unweighted cumulative points earned by each student for all summative assessment items.

When a column is added to the Grade Centre it is included in Total calculations by default so you will need to confirm that you don’t have additional formative assessment tasks being included in the Total calculations.

To ensure that all relevant assessment columns are being included in the Total column carry out the following steps:

**STEP 1.** Click on the Total column drop down arrow and choose Edit Column Information
STEP 2. Scroll down to the Select Columns section and choose the Selected Columns and Categories option.

STEP 3. On the left hand side in the Columns to Select area, select your summative assessment columns by clicking on their name (Note: You can hold the Control/Command key down to select multiple columns).

STEP 4. Click the arrow icon to move your summative assessment columns across to Selected columns on the right.

STEP 5. Click the Submit button to confirm that the selected columns will be included in the Total.

3. Do the weightings for all summative assessments add up to 100%?

Typically, the number of possible points across all summative assessment items will not equal a perfect 100.

For example:

<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Points Possible</td>
<td>45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Online Quiz</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Points Possible</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Points Possible</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Category</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Points Possible</td>
<td>15</td>
</tr>
</tbody>
</table>

If your total points does not equal 100 you need to do two things to ensure that the Total seen by Analytics is correctly adjusted.
1. **Create a Weighted Column** to ensure that the total calculations are adjusted to correctly reflect student achievement out of 100.

2. Set the Weighted Total Column as the **External Grade** column so that Analytics sees the adjusted totals instead of the raw totals.

**STEP 1.** On the **Create Calculated Column** tab click on the drop down arrow and choose **Weighted Column**.

**STEP 2.** In the **Column Name** field type in a name for your column (eg. ‘Weighted Total’) then scroll down to the **Select Columns** section.

**STEP 3.** On the left hand side in the **Columns to Select**, select your summative assessment columns by clicking on their name (Note: You can hold the Control/Command key down to select multiple columns).

**STEP 4.** Click the arrow icon to move your assessment columns across to ‘Selected columns’ on the right.

**Note:** Columns with ‘Text’ as the primary display cannot be displayed as a weighted grade.
STEP 5. All selected Columns must add up to **100%**. When finished click **SUBMIT**

![Weighted Column Setup](image1.png)

STEP 6. Click on the **Weighted column** drop down arrow and choose **Set as External Grade**

![Dropdown Options](image2.png)

A **green tick** icon will be displayed in the column header to indicate the Weighted column has been set as the **External Grade** column. Your Grade Centre should look similar to this:

![Grade Centre Example](image3.png)
4. Have you entered a zero score for all non-submissions

To ensure the column set as the **External Grade** (ie. the Total or Weighted Total column) reflects an accurate result, you need to ensure that there are **no missing scores** for any of your summative assessment items. A missing score can occur when a student has failed to submit their summative assessment piece or a manual score has not otherwise been given.

**STEP 1.** Scan your summative assessment columns and look for a double dash character (--).

**STEP 2.** Click in the cell, type 0 then press **Enter**.

**STEP 3.** Continue to enter a zero for all non-submissions.

**TIP:** You can use the **Filter** toolbar to select all items with a status of **Not attempted** to quickly locate any missing marks.