



Setting up your Grade Centre to use Learning Analytics reports

Key points

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

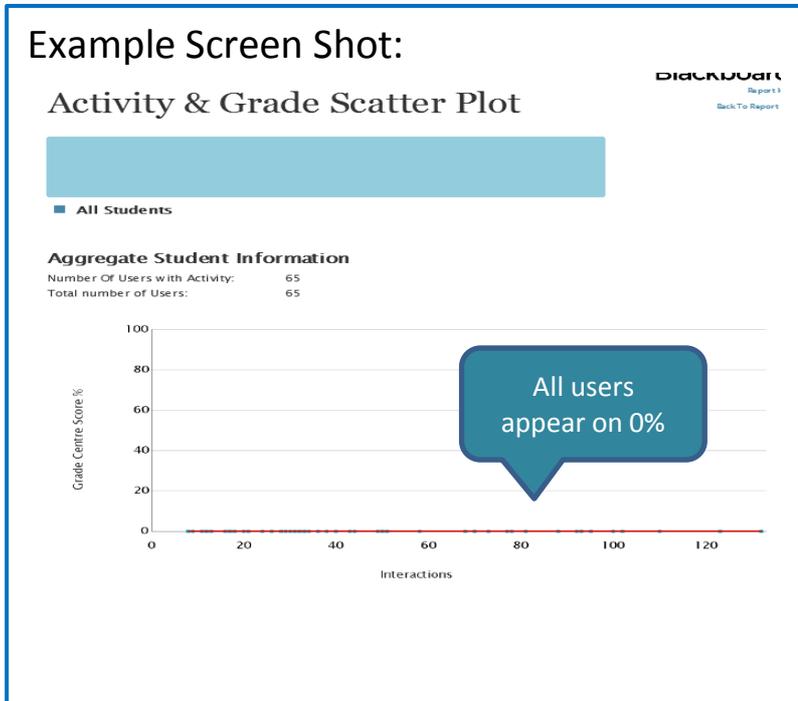
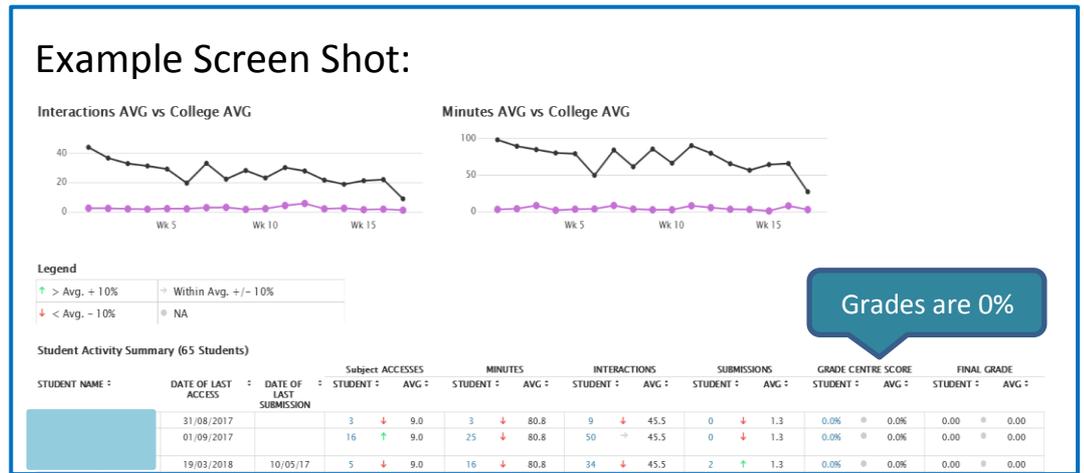
- The Grade Centre is used to record assessment data.
- Total points for all assessment columns in the Grade Centre add up to 100%.
- An External Grade column is specified in the Grade Centre.

How to check your Grade Centre set up

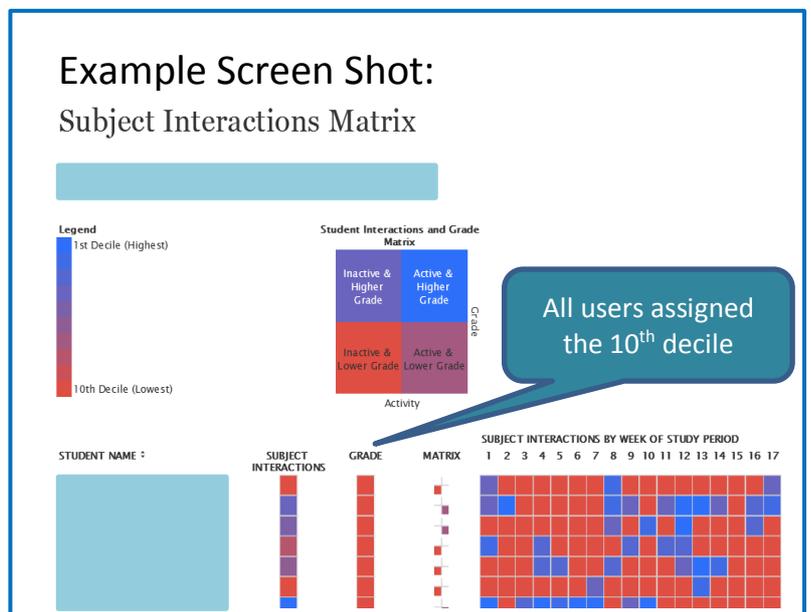
1. Log into your LearnJCU subject site and open the Full Grade Centre
2. Print this guide and work through the **Using the Grade Centre to record assessment data** flowchart on p.3 answering each question.
 - If you answer **No**, go to the referred page in this guide and follow the instructions for 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?

All students will appear with a score of zero.

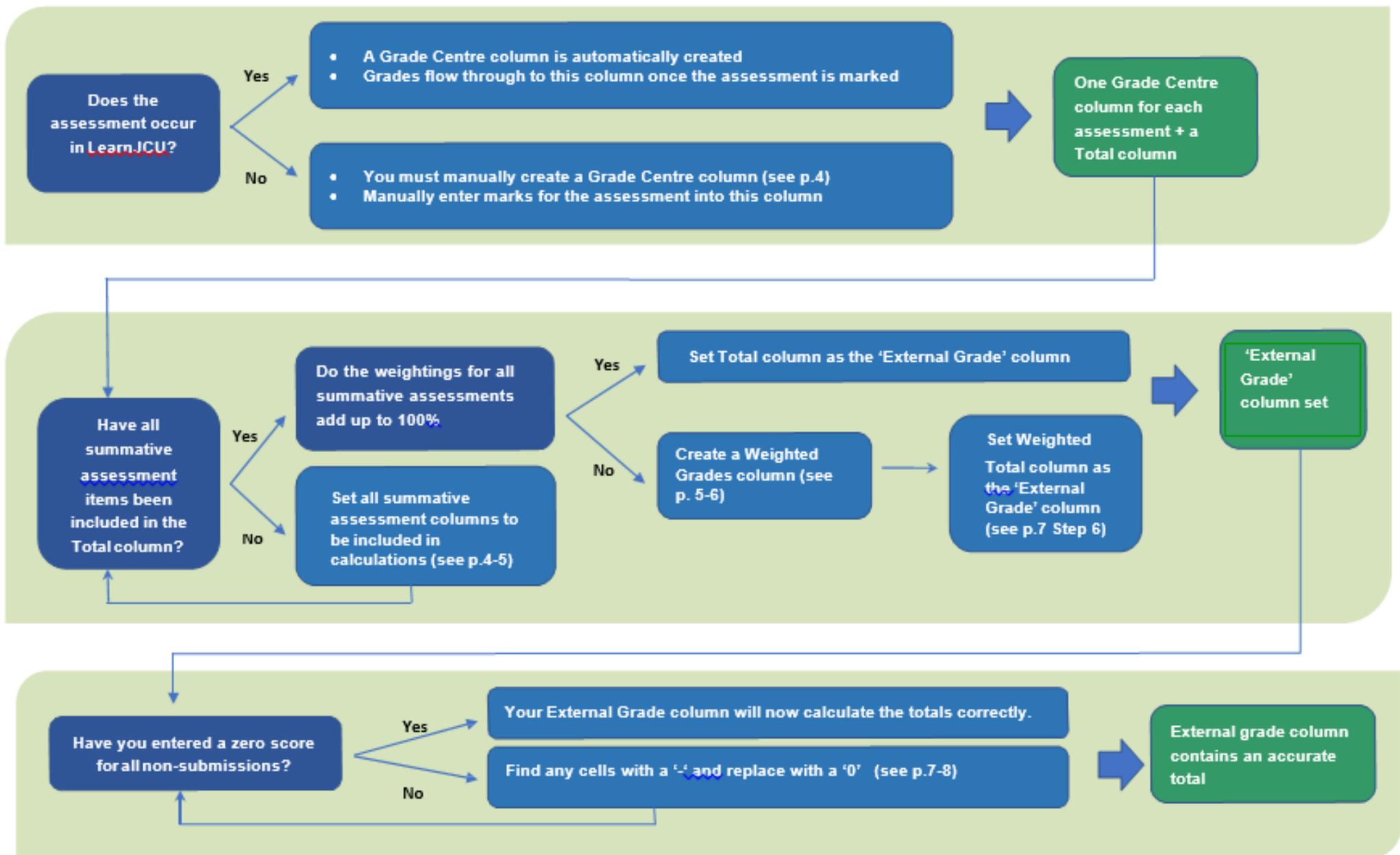


The scatterplot will give an unrealistic view of student achievement.



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

Using the Grade Centre to record assessment data



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**

Grade Centre : Full Grade Centre ▼
The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

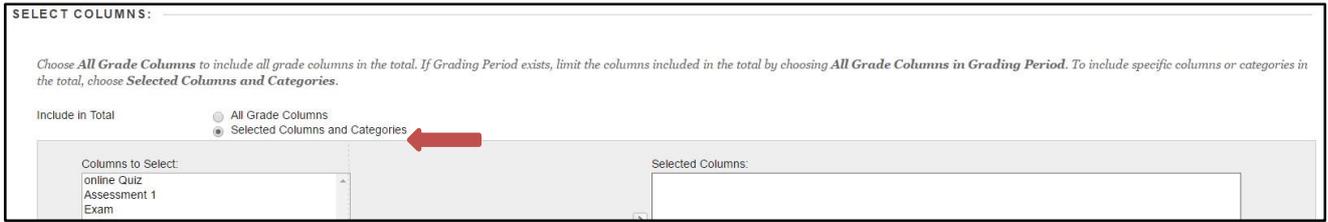
Grade Information Bar Last Saved: 3 June 2016 10:14 AM

| LAST NAME | FIRST NAME | LAST ACCESS | WEIGHTED TOTAL | TOTAL | CRITICAL EVALUATION SUBMISSION | RESEARCH PARTICIPATION ALTERNATIVE ASSESSMENT: ESSAY |
|-----------|------------|---------------|----------------|-------|--------------------------------|--|
| | | 20 May 2018 | .. | 19.50 | | .. |
| | | 4 June 2018 | .. | 10.50 | | .. |
| | | 17 April 2016 | .. | .. | | .. |

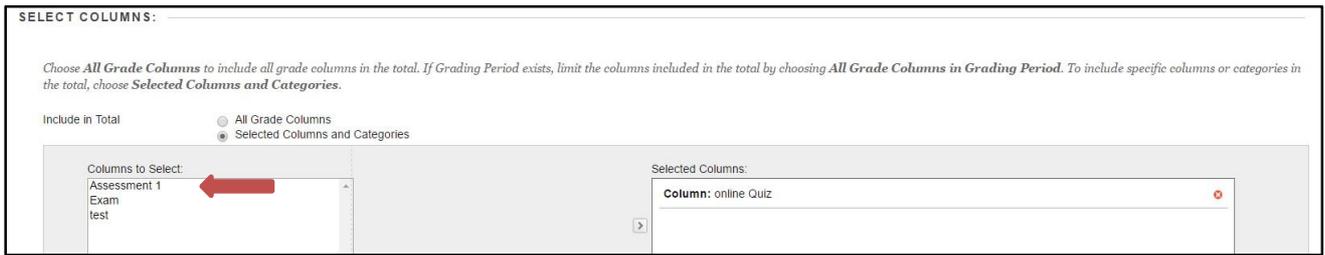
Sort Columns By: Layout Position Order: Descending

Quick: Column Information
Edit Column Information
Column Statistics
Sort Ascending
Sort Descending
Hide from Instructor View

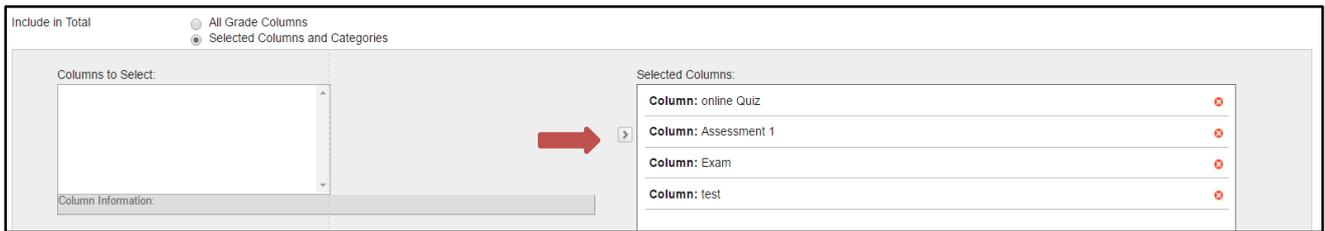
STEP 2. Scroll down to the **Select Columns** section and choose the **Selected Columns and Categories** option



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:

1. Assignment
2. Online Quiz
3. Test
4. Exam

| | |
|-------------------|------------|
| Category | Assignment |
| * Points Possible | 45 |
| Category | Test |
| * Points Possible | 10 |
| Category | Test |
| * Points Possible | 30 |
| Category | Test |
| * Points Possible | 75 |

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.

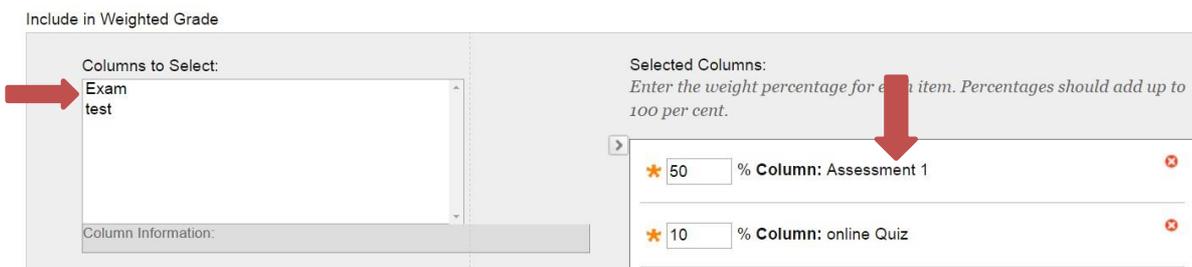
STEP 1. On the **Create Calculated Column** tab click on the drop down arrow and choose **Weighted Column**.



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

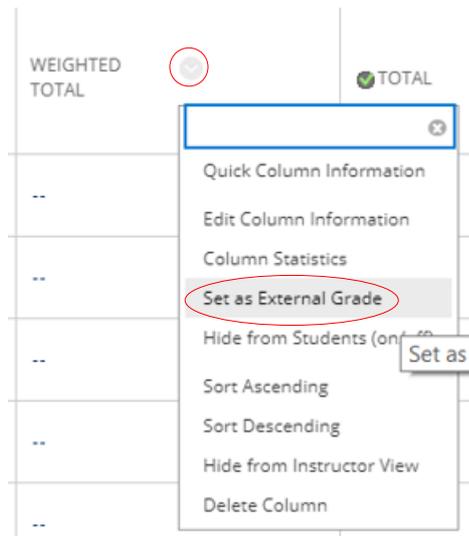
STEP 5. All selected Columns must add up to **100%**. When finished click **SUBMIT**

Selected Columns:
Enter the weight percentage for each item. Percentages should add up to 100 per cent.

| | |
|----|------------------------|
| 50 | % Column: Assessment 1 |
| 10 | % Column: online Quiz |
| 20 | % Column: test |
| 20 | % Column: Exam |

Total Weight: 100%

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



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 Information Bar

Sort Columns By: Layout Position Order: ▲Ascending Last Saved: 3 June 2016 10:14 AM

| LAST NAME | FIRST NAME | LAST ACCESS | WEIGHTED TOTAL | TOTAL | CRITICAL EVALUATION SUBMISSION | RESEARCH PARTICIPATION ALTERNATIVE ASSESSMENT: ESSAY |
|-----------|------------|-------------|----------------|-------|--------------------------------|--|
| | | 20 May 2018 | 19.50 | 19.50 | 19.50 | -- |
| | | 4 June 2018 | 10.50 | 10.50 | 10.50 | -- |

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.



A screenshot of the Grade Centre interface. The top bar shows 'Grade Centre : Full Grade Centre' and a help link. Below the top bar, there are navigation options: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. On the right side, there is a 'Filter' button circled in red, and a 'Work Offline' button. Below the navigation bar, there is a 'Current View' section with 'Full Grade Centre(Default)' selected, a 'Category' dropdown set to 'All Categories', and a 'Status' dropdown set to 'All Statuses'. A checkbox 'Show attempts that don't contribute to user's grade' is checked. A dropdown menu is open for the 'Status' dropdown, showing options: 'All Statuses', 'Completed', 'Edited Manually', 'Exempt', 'In progress', 'Needs Grading', and 'Not Attempted'. The 'Not Attempted' option is circled in red. Below the dropdown menu, there is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. On the right side, there is a 'Sort Columns By' section with 'Layout Position' selected and 'Order' set to 'Ascending'. At the bottom right, it says 'Last Saved: 3 June 2016 10:14 AM'. The main table area shows a column header 'RESEARCH' with a dropdown arrow.