COLOR CODING YOUR GRADE CENTER

The Color Codes feature of the Grade Center can be enabled to evaluate and highlight student grades according to specific criteria. When a criterion is matched, the tool automatically highlights the matching grade cell with a background-color associated with the criterion. This can be a useful and powerful tool for identifying students at-a-glance who may need the instructor’s intervention or remedial assistance.

ENABLING & CUSTOMIZING COLOR CODING

1. In your course, scroll down to your CONTROL PANEL, click GRADE CENTER, and select FULL GRADE CENTER from the list of options.

2. On the Full Grade Center page, roll your mouse over the MANAGE button and select GRADING COLOR CODES.

3. On the Grading Color Codes page, check the checkbox to ENABLE GRADING COLOR CODES.

4. Under COLOR CODING OPTIONS, use the provided tools to pick colors for grading status events and grade ranges.
• The **Needs Grading** criterion is useful for identifying instances where a student has submitted work that is pending grading by the instructor.

• The **In-Progress** criterion is useful for flagging incidents where a student may have saved but not submitted an assessment or experienced a technical issue.

• The custom **Grade Range** criterion is useful for flagging grades that fall below a passing score. For example, you could highlight all grades in the Grade Center that are less than 70% with a pink background and red text.

5. When you are done, click the **SUBMIT** button to apply the color codes to your Grade Center.

6. Any grade cells that meet the grading status events and specified grade ranges will be highlighted according to your color code settings.

![Grades Table](image)

When color codes are applied to grade cells in this manner, you can easily visually scan across student grades to find common themes or areas of student performance that need to be addressed.

**TO TURN OFF COLOR CODING**

1. In your course, scroll down to your **CONTROL PANEL**, click **GRADE CENTER**, and select **FULL GRADE CENTER** from the list of options.

2. On the Full Grade Center page, roll your mouse over the **MANAGE** button and select **GRADING COLOR CODES**.

3. On the Grading Color Codes page, uncheck the **ENABLE GRADING COLOR CODES** checkbox.

4. Click the SUBMIT button to apply this change to your Grade Center.