How to Assign and Use Color Codes in the Grade Center

You can assign and apply **color** rules to cells in the Grade Center rows, either by **grade or status criteria**. Once set these color rules provide visual indicators to help you interpret student grade information quickly.

You can use colors that identify columns that require attention and/or assign colors to grading statuses **In Progress, Needs Grading, or Exempt**. Once you have defined and saved the color rules, it applies in all Grade Center views.

1. Select **Grade Center** from **Control Panel** then select **Manage** on the action bar click on **Grading Color Codes** from the drop-down list.

2. On the **Grading Color Codes** page select the check box for **Enable Grading Color Codes**

3. In the **Color Coding Options** section you can:
   - Select a color for each grading status (In Progress, Needs Grading, or Exempt) if desired, and/or
   - Create your own criteria rules in the **Grade Ranges** section by:
     - **Click Add Criteria**, select **Between, More Than, or Less Than** from the **Criteria** drop-down then type a percentage in the box or boxes
     - For Background Color and Text, click the down pointing arrows icon to access the color box and select a color. **Click Apply** to save it.
     - You can continue to create an additional grade range criteria by selecting **Add Criteria**

4. When you have completed adding criteria, click **Submit**. The Grade Center page appears with a success message stating that the color coding is updated. Colors based on your rules appear in the affected cells.

Note: If you create a rule that contains some of the same information as another rule the system generates a warning allowing you to edit your criteria.
Make sure that you notate the criteria range colors that correspond to grades.

Grade Ranges

Criteria Range can be defined by Less Than, More Than, or Between criteria. You can use multiple Grade Ranges. Make sure that Grade Ranges do not use color ranges as exclusive, the letter box is always inclusive. For example, do not match the rule between 90 and 90, but do use. Grade Ranges are range order, so it is possible to write a set of rules like: more than 90, more than 80, less than 90, less than 10.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Background Color</th>
<th>Text</th>
<th>Indicator Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between</td>
<td>90% and 102%</td>
<td>Text</td>
<td>Delete Criteria</td>
</tr>
<tr>
<td>Between</td>
<td>99% and 99%</td>
<td>Text</td>
<td>Delete Criteria</td>
</tr>
<tr>
<td>Between</td>
<td>99% and 99%</td>
<td>Text</td>
<td>Delete Criteria</td>
</tr>
<tr>
<td>Between</td>
<td>99% and 99%</td>
<td>Text</td>
<td>Delete Criteria</td>
</tr>
<tr>
<td>Between</td>
<td>99% and 99%</td>
<td>Text</td>
<td>Delete Criteria</td>
</tr>
</tbody>
</table>

Grade Information Bar

Last Saved: January 21, 2014

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Last Access</th>
<th>Availability</th>
<th>Grade</th>
<th>Initial Forum</th>
<th>Second Forum</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>student</td>
<td>January 12, 2014</td>
<td>Available</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Edit Color Coding

- Select Manage on the action bar to access the drop-down list and select Grading Color Codes.
- Select a new color or click the Reset icon ( ⏹️ ) to remove a color rule.
- Click Submit.

How to Delete Existing Criteria

- Select Manage on the action bar to access the drop-down list and select Grading Color Codes.
- Clear the check box for Enable Grading Color Codes to remove all defined color from the cells in the Grade Center. The color rules you created remain on the Grading Color Codes page and you can reapply them at any time by selecting this check box again. When you disable color coding, no function for showing or hiding color coding appears on the Grade Center action bar.
- Click Submit.

How to Edit Grading Ranges Criteria

- Select Manage on the action bar to access the drop-down list and select Grading Color Codes.
- Edit existing Grade Range criteria or change the color choices.
- Click Delete Criteria to remove existing criteria. Removing criteria is final. Click OK in the pop-up window to verify the deletion.
- Click Add Criteria to create an additional Grade Ranges field.
- Click Submit when complete.