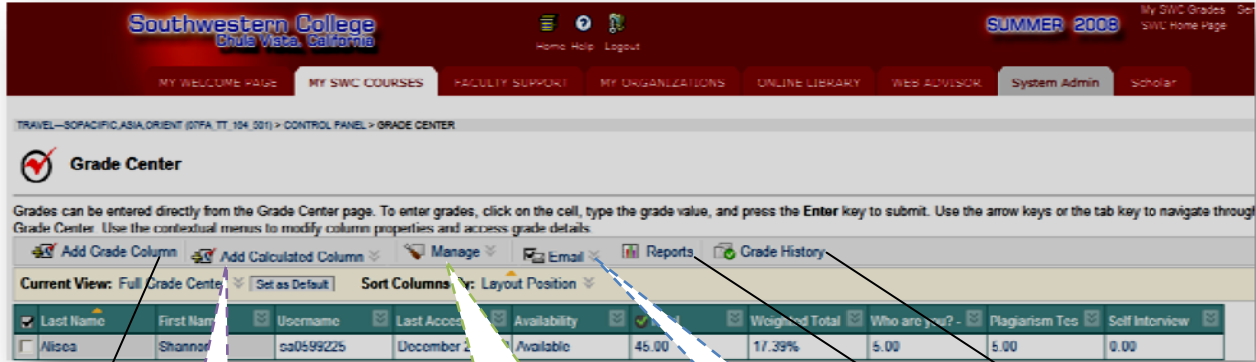


Organizations Toolbar Explanation [\(top\)](#)



Add Grade Column: is similar to the ADD ITEM in the version 7 grade book. This feature adds a column where you can manually enter grades

Add Calculated Column: a column that will perform a mathematical function, mostly will add other grade columns

Manage: An Area that allows you to change the look and feel of the grade center columns, up or download grades, freeze and unfreeze columns, etc

Email: Email can be sent from the Grade Center in two different ways, depending on whom the Instructor would like to contact.

Grade History: acts like a log file that records all of the changes that occur to grades

Reports: Instructors can create printable Reports for their Courses and Students like a progress report that contains all of the grades from a particular marking period for a defined group of Students in a class

- Weighted
- Total
- Average
- Minimum/Maximum

- Upload
- Download
- Categories
- Smart Views
- Grading Periods
- Grading Schemas
- Organize Grade Center
- Show/Hide Users

- Email Selected Users
- Email Selected Users and their Observers
- Email Observers for Selected Users
- Email Other