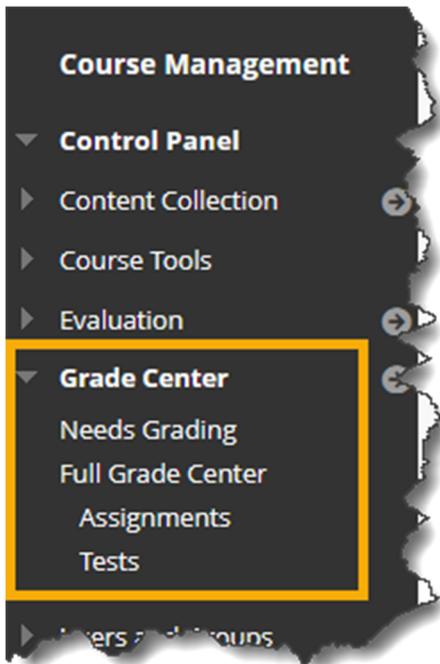


**Faculty Tutorial:**  
**Access the Grade Center**

**Purpose:** To show faculty how to access the “Grade Center” in MyHills.

From within your course, click “**Grade Center**,” which is located in the “Course Management” menu. A sub-menu for the “Grade Center” will open.



Click “**Needs Grading**” to be taken to that area of the course. The “Needs Grading” area lists all completed assessments, as well as discussion posts, blog and journal entries, and wiki page saves that are ready for grading or review.

**Note:** Tests that are automatically graded will not appear in the “Needs Grading” area.

Click “**Full Grade Center**” to display the default view of the “Grade Center.”

The default view of the “Grade Center” shows all columns and rows. Use the scroll bar(s) to view columns and rows that are not visible by default.

Grade Center : Full Grade Center

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

Create Column Create Calculated Column Manage Reports Work Offline Discover Content Filter

Move To Top Email Sort Columns By: Layout Position Order: Descending Hide Color Coding

Grade Information Bar							
<input type="checkbox"/>	LAST NAME	FIRST NAME	COURSE GRADE	LAST ACCESS	REFLECTION ESSAY ASSIGNMENT	LU01: QUIZ (**WEBCAM**) - REQUIRES RESPONDUS LOCKDOWN BROWSER	PERSONAL REFLECTION JOURNAL
<input type="checkbox"/>	Dent	Stuart	33.33333%	July 18, 2024	🟡	0.00	10.00
<input type="checkbox"/>	Prince	Diana	100.00%	August 1, 2018	--	10.00	--

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

The “Assignments” and “Tests” links are default “Smart Views.” A “Smart View” will only show items that match the “Selection Criteria” of the “Smart View.” For example, click “Tests” to only view columns in the “Grade Center” that are categorized as “Tests.”

**Note: For more information on “Smart Views,” see the tutorial “Create and Use Smart Views.”**

You may directly access the default view of the “Grade Center” by clicking the right-facing arrow to the right of “Grade Center.”

Congratulations! You now know how to access the Grade Center!

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**Office of Online Learning**

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