

Editing Grade Centre Column Headings

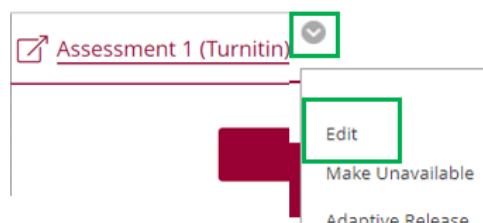
Editing Grade Centre Column Headings

It is better to edit the assessment Title through the assessment submission point rather than the Grade Centre, but it can be edited in both areas. Turnitin assessments are an exception. Turnitin assessment titles must be edited through the submission point.

Editing Turnitin Submission Title.

A Turnitin Title **cannot** be edited through the Grade Centre.

1. Navigate to the **submission point** in the Assessment area
2. Click on the drop-down **arrow** at the end of the submission point Title.
3. Select **Edit**.
4. Edit the submission Title as required.



Note: It makes it easier to keep a similar name to the Title of the assessment as it appears in the Learning Guide, which is also the name shown in Banner/SMS.

The **Title also needs** to be **UNIQUE** in the Grade centre. To distinguish between Assessment 1 from last semester to Assessment 1 this semester, we suggest you add the semester and year.

* Name
Assessment 1 S 22 (Turnitin)

* Name
Assessment 1 (Turnitin) S 22

* Name
Assessment 1 (Turnitin) (30) S 22

Editing Grade Centre Column Headings

Adding the weighting for the assessment, letter of the semester and year will allow you to change the one or more to keep the column Title unique for each mapping to Banner.

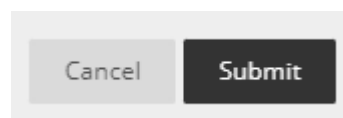
Example:

<u>Type of assessment</u>	<u>Out of Mark</u>	<u>Session</u>	<u>Year</u>
Essay	(25)	A	22
Essay	(25)	S	22
Essay	(25)	A	23

When you roll over your sites, this will also help you to identify what session could be deleted in the **Column Management** section of the Grade Centre.

Whether you use this naming convention or develop your own, the same naming convention format should be used for any assessment, not just the Turnitin submissions.

5. Click **Submit** to accept the changes.

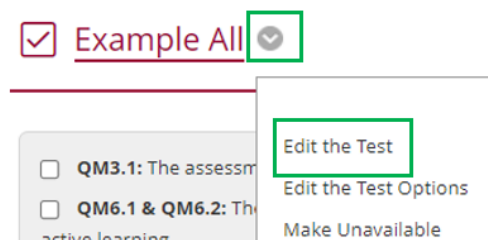


Editing Quiz / Assessment / Journals / etc Titles.

These can be edited through the Grade Centre or the assessment point.

For a Quiz – from the Test

1. Click on the **drop-down arrow** beside the title
2. Click **Edit Test**

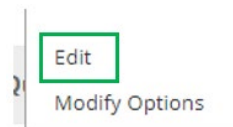


Editing Grade Centre Column Headings

- Click on the **drop-down arrow** beside the Test Canvas: Title

Test Canvas: Example All 
The Test Canvas lets you add, edit and manage questions, answers

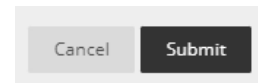
- Click **Edit**



- Edit the Title as required

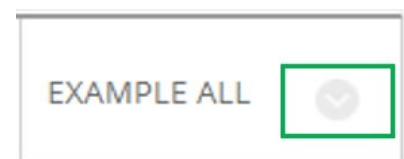
* Name
Quiz 1 (20) S 22

- Click **Submit**

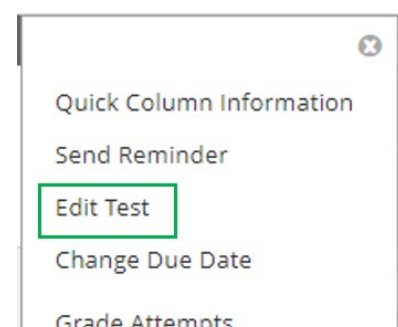


For a Column in the Grade Centre

- Click on the **arrow** beside the Column Title



- From the drop-down list, choose **Edit Test**



- The steps from here are the **same as editing the Test submission point**, starting at point 3.