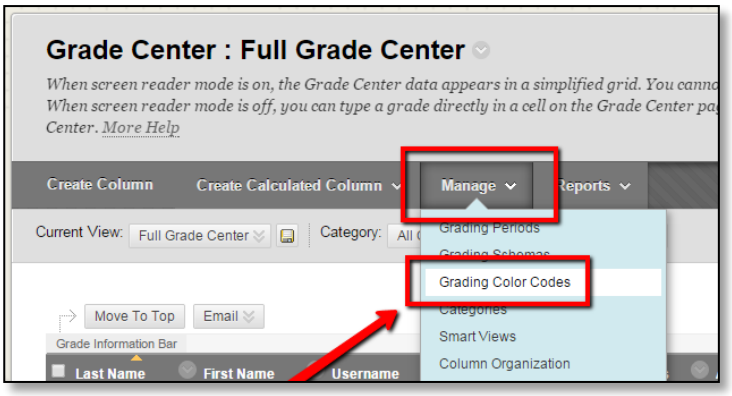
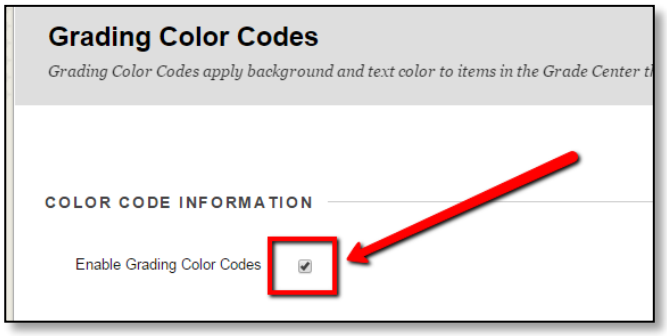
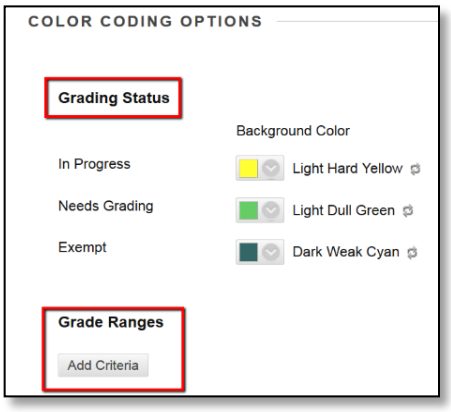
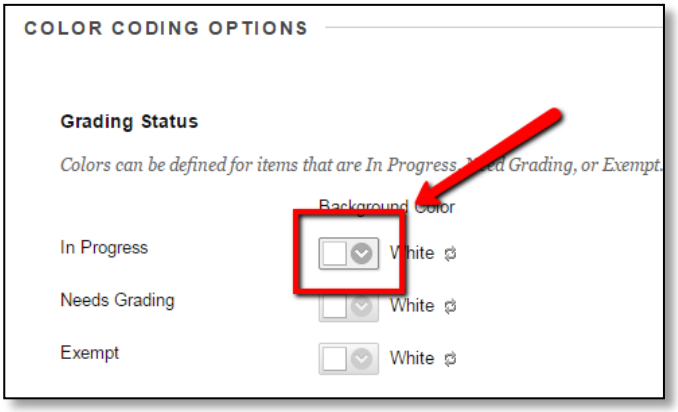
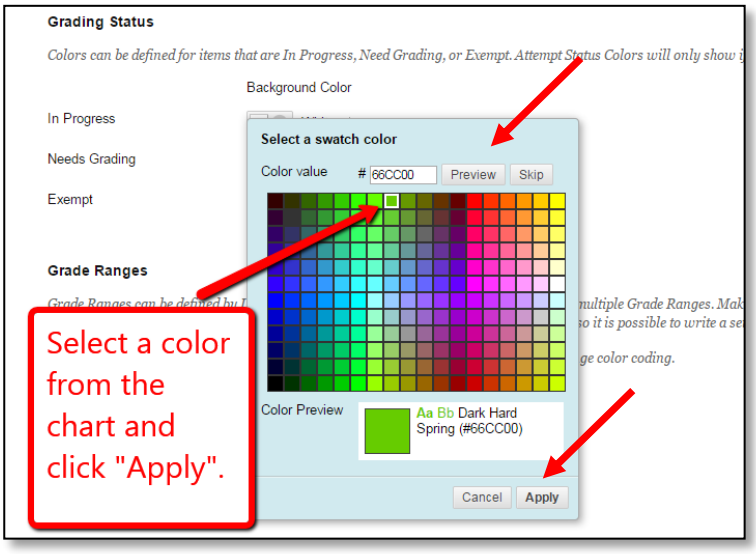
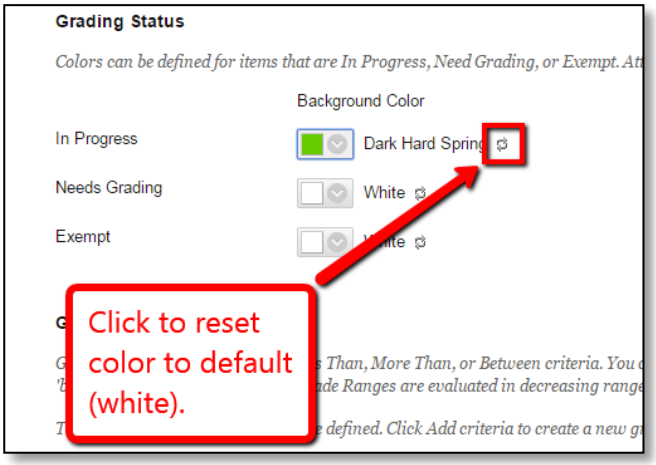
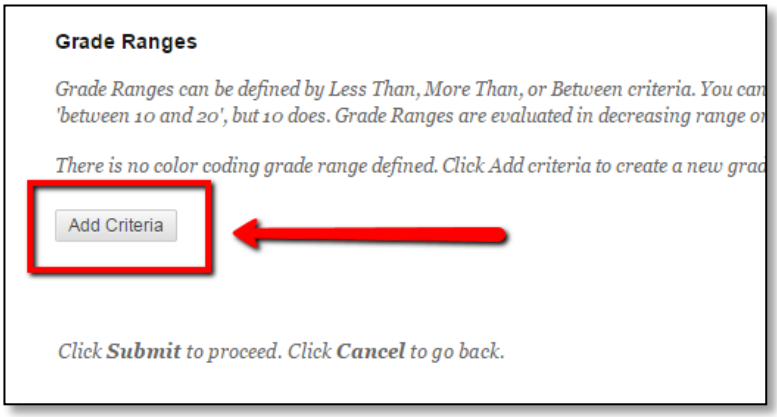
Using Color Codes in the Grade Center

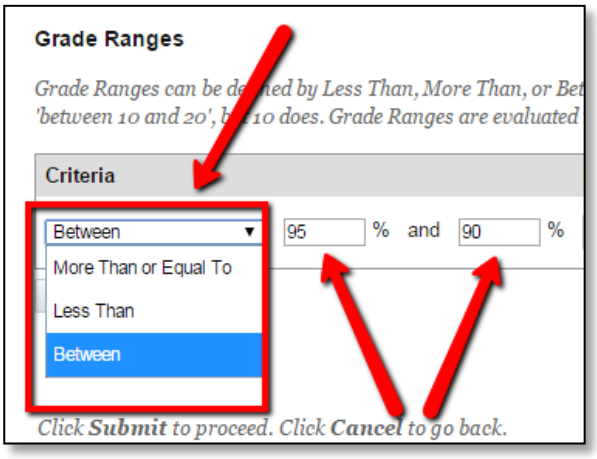
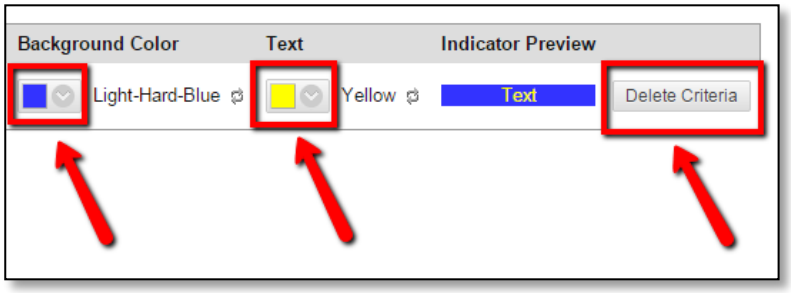
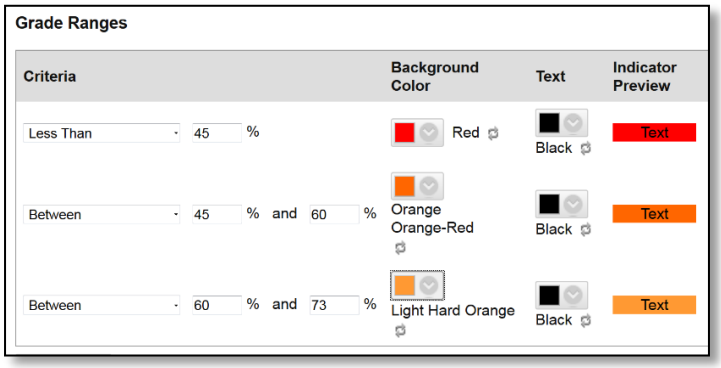
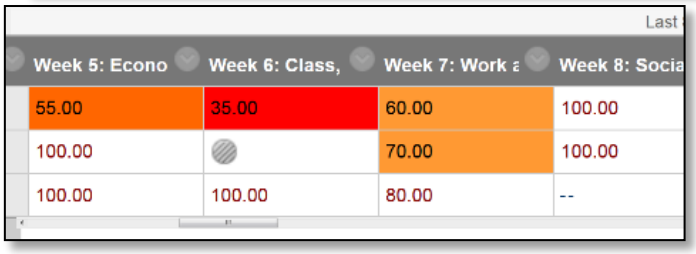
Tracking student progress allows you to identify struggling students before they fall too far behind and to reward students who are especially conscientious and autonomous. This allows you to help weaker or perhaps over-burdened students get and stay on track and offer advanced students opportunities to lead in mentorship roles or even to work as research or teaching assistants in future semesters.

Color Codes in the Grade Center allow you monitor student progress by visually highlighting grades according to your own personalized criteria. For example, you can highlight failing grades in red, and D-range grades in orange. The method covered in this guide employs color-coding to visually highlight the Grade Center with info about low or high grades, depending on the custom rules you create. Note that color coding is not visible to students in My Grades—it is only for the instructor's reference in the Grade Center.

Step Number and Description	Screenshot
Step 1 **Color Codes in the Grade Center** To access the Grade Center, click on the arrow next to "Grade Center" on the Control Panel.	
Step 2 To add color codes, hover over the "Manage" tab at the top of the Grade Center page and select "Grading Color Codes" from the dropdown menu.	

Step Number and Description	Screenshot
Step 3 On the "Grade Color Codes" screen, tick the box next to "Enable Grading Color Codes" and click "Submit." Note: To disable color coding at any point, simply return to the "Grading Color Codes" page, un-tick this box and click "Submit."	
Step 4 Note that grading color codes apply background and text color to items in the Grade Center that meet specified criteria, such as Grading Status or Grade Range.	
Step 5 Under "Grading Status," you have the option to define different colors for three grading categories: "In Progress," "Needs Grading" and "Exempt." To select a color, click the arrow next to the white box (white is the default color) for a menu of colors.	

Step Number and Description	Screenshot
Step 6 Select a color from the chart by clicking it. Click “Preview” to see a preview of the color. Click “Apply” to apply your chosen color to this grading category.	
Step 7 Your chosen color now appears in the dropdown menu of the grading category. To reset the color to its default, click the reset icon next to the color’s name. Repeat Steps 5-6 for each grading category whose color you’d like to define.	
Step 8 You may also define colors for specific Grade Ranges, for example to indicate grades below or above a particular score. To do so, click the “Add Criteria” button in the “Grade Ranges” section.	

Step Number and Description	Screenshot
Step 9 Click the dropdown menu under the "Criteria" section to define the grade range to be colored. You may define this range in terms of either "More Than or Equal To," "Less Than," or "Between" a particular grade percentage. Enter the grade percentage(s) in the boxes to the right of the dropdown menu.	
Step 10 Define the background color and text color by clicking on their respective color menus as in Step 6 above. You will see a preview of the color code under "Indicator Preview." Click "Delete Criteria" if you'd like to remove the color code. Click "Submit" to apply your color coding criteria and return to the Grade Center.	
EXAMPLE Here is an example of a set of rules to highlight grades from 60-73% in orange, grades from 45-60% in dark orange, and grades under 45% in red. The picture on the bottom right shows percentage scores highlighted in the three different colors in the Grade Center. Although the color coding rules must be based on percentage scores, color coding works for all Grade Center items, even those that are not out of a possible 100 points.