My.Seneca Quick Tips – Did You Know…?

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Here are a few tips to help you get more out of **My.Seneca Grade Center**:

- Did you know that you can use categories to automatically drop the lowest score from a group of assessments?
    - If you give various quizzes throughout the semester, you can calculate one grade from all quizzes and drop the lowest (or highest) score.
        1. Create a Category to group quiz columns together.
        2. Create a new calculated Total Column to calculate a final quiz grade after dropping the lowest or highest grade.
        3. Use the newly-created Total Column in your final Weighted Total column.
    - Visit and scroll to the Advanced Structure section for detailed instructions.
- Did you know that you can display a score and letter grade or per cent for the same Grade Center item?
    - Add a secondary display to any column where this additional information would be useful (e.g., Weighted Total Column).
    - The secondary display is only visible in the Grade Center and will appear in parenthesis. It is not visible in My Grades; students see only the primary display.
    - How to:
        - If you are creating a new column, select the desired format for the additional grade display from the Secondary Display drop down menu during initial setup.
        - If you are editing an existing column, click the dropdown arrow next to the Grade Center column name, and click Edit Column Information. Select the desired format for the additional grade display from the Secondary Display dropdown menu. In Grade Center, the secondary display will

appear in parenthesis.

Want to learn more? Attend a **Teaching & Learning Centre Final Grades Workshop**, or stop by the Teaching & Learning Centre (A2508) during our scheduled drop-in hours. View MyPD to register for a workshop or for more information about drop-in hours.

This is the first of a regular column; check the next issue for more My.Seneca tips.

View the December 2017 issue of the Academic Newsletter.

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