

# SacCT

## Assigning Letter Grades

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

This document specifies how to set your final letter grade column in SacCT and enable these grades to be imported into My Sac State. The import grades option is located within My Sac State in the Faculty Center, Grade Roster tab.

The process contains two main steps, as defined below.

- A. Assign letter grades by using one of these two methods:
  - Method 1: Create a new column to manually enter letter grades.
  - Method 2: Use a letter Grading Schema.
    - i. Create/Edit a letter Grading Schema to be your percentage-to-letter-grade conversion table.
    - ii. Create a calculated column to have SacCT calculate a grade based on your letter Grading Schema that is tied to the values in the Total column.
- B. Set the property of the letter grade column to External Grade.

### ASSIGN LETTER GRADES

#### Method 1: Create a New Column to Manually Enter Letter Grades

This method can be used if you calculate your own grades based upon information not stored in SacCT (like an Excel spreadsheet) and you wish to share those grades with your students before the final is posted.

- step 1.* From the left navigation area, select the **Grade Center** category.
- step 2.* Click the **Full Grade Center** link to view the grading spreadsheet.
- step 3.* Click **Create Column**.
- step 4.* Complete the information on the page for your new letter grade column.
- step 5.* Next to **Primary Display**, click the drop-down arrow and select **Text**. This option allows you to enter letter grades directly into the spreadsheet for each student.
- step 6.* Enter the number 0 in the **Points Possible** box.
- step 7.* Complete the remaining information on the page or accept the defaults.
- step 8.* Click **Submit**.

## Method 2: Use a Letter Grading Schema

This method can be used if you want SacCT to calculate the letter grade based on the values from the Total column, and you want to display separate columns to your students – the total value (score or percent) and the corresponding letter grade.

### i. Create or Edit an Existing Grading Schema

- step 1.* From the left navigation area, select the **Grade Center** category.
- step 2.* Click the **Full Grade Center** link to view the grading spreadsheet.
- step 3.* Click **Manage**.
- step 4.* Select **Grading Schemas**.
- step 5.* Move your mouse cursor (pointer) over **Letter** and click the down-arrow to select **Edit** to modify the existing letter grading schema, or click **Create Grading Schema** to create a new conversion table.
- step 6.* Enter the **lowest percentage** in the left box (“Grades Scored Between”) and the right box (“Will Calculate as”) for each row in the conversion table that will earn that letter grade.

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100%	A	A	97 %	←
90 % and Less Than 97%	A-	A-	90 %	← Delete Row
87 % and Less Than 90%	B+	B+	87 %	← Delete Row
84 % and Less Than 87%	B	B	84 %	← Delete Row
80 % and Less Than 84%	B-	B-	80 %	← Delete Row
77 % and Less Than 80%	C+	C+	77 %	← Delete Row
74 % and Less Than 77%	C	C	74 %	← Delete Row
70 % and Less Than 74%	C-	C-	70 %	← Delete Row

Note: Since the system does not perform any rounding of percentages, you may enter decimal places, such as 92.5, for the percentage for a letter grade, such as A, if you want the system to convert a percentage of 92.5 or higher to an A.

- step 7.* Enter the corresponding **letter grade** in the **Will Equal** column box for that row.

Note: Sac State does not use A+ as the highest grade. The default letter grading schema includes this letter grade, so you will need to click the first Delete Row button to remove the second row, and then delete the + next to A+ in the first row.

- step 8.* Complete the information in the boxes that match the percentage-to-letter-grade conversion table defined in your syllabus.
- step 9.* Click **Submit**.

## ii. Create a Calculated Column

- step 1.* From the left navigation area, select the **Grade Center** category.
- step 2.* Click the **Full Grade Center** link to view the grading spreadsheet.
- step 3.* Click **Create Calculated Column**.
- step 4.* Select **Total Column** from the menu.
- step 5.* Complete the information on the page for your new letter grade column.
- step 6.* Next to **Primary Display**, click the drop-down arrow and select **Letter (or the name of another Grading Schema you created)**. This option allows SacCT to calculate a grade based on your percentage-to-letter-grade conversion table.
- step 7.* In number 3, **Select Columns**, choose the third option, *Selected Columns and Categories*.
- step 8.* In the *Columns to Select* box, click your total column. This column should exist and include the assignments, tests, and other columns that you are totaling to get the final score or percentage. Click the > button to right of this box to move the total column selected into the right box, titled *Selected Columns*.

**3. Select Columns**

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.

Include in Total

- All Grade Columns
- All Grade Columns in Grading Period first 8 weeks
- Selected Columns and Categories

Columns to Select:

- Introduction
- test practice Bb 9 - Requires Respondus Lock
- Webpage Assgn 1 - Rubric
- Webpage
- Assignment 5
- Quiz 3
- sample 2
- Bb 9 food test
- Column Information

Selected Columns:

- Column: Total

Note: If you don't have this column, please cancel this screen and create a new calculated column for your course total. For assistance, view the About Total Columns section of the [Creating and Managing Grade Center Columns](#) page.

- step 9.* In the **Calculate as Running Total** area (below the Selected Columns box), select **No**.

Calculate as Running Total  Yes  No

*A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.*

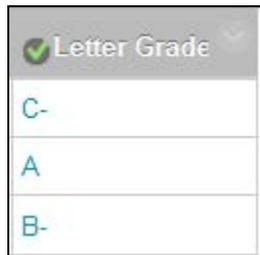
- step 10.* Complete the remaining information on the page.
- step 11.* Click **Submit**.

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## SET THE LETTER GRADE COLUMN TO EXTERNAL GRADE

The final step in SacCT is to set the property of your final letter grade column to External Grade. This step is **required** in order for the correct column to be imported to My Sac State from the Faculty Center tool.

- step 1.* Go to the **Full Grade Center** within the Grade Center tool.
- step 2.* Click the drop-down arrow to the right of the name of the final letter grade column and select **Set as External Grade**. This places a green checkmark next to the column title.



When you are ready to post your final letter grades to My Sac State, go to the Faculty Center within My Sac State and follow the directions on the Grade Roster tab to import grades from SacCT.

Note: If you do not see any reference to importing grades from SacCT in the Grade Roster screen, then that feature is not yet available for you. It will be widely available before the end of the spring 2014 semester.

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## SUPPORT

ATCS support staff are available for consultation via:

- E-mail at [web-courses@csus.edu](mailto:web-courses@csus.edu)
- ATCS office (ARC 3005) or 278-3370
- The Faculty/Staff Resource Center (ARC 3012)