

SacCT

Use Categories to Organize Grade Center Columns

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

OVERVIEW

The Categories feature in the SacCT grade center provides you the option of placing related columns into specific sets. These categories can then be used in a calculated column such as Weighted, Average, Min/Max and Total columns, to make selecting the items to be calculated easier. For example, categories are required when you need to drop a low or high score from a group of items students have completed.

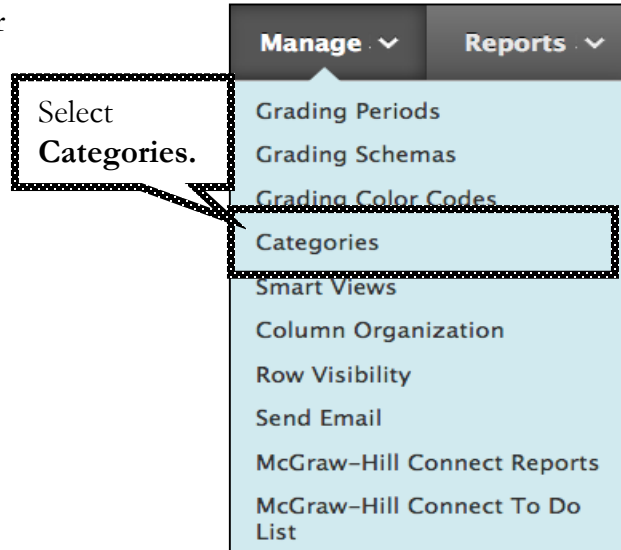
Items to be covered in this handout include: Creating New Categories, How to Place a New Column into a New Category, and How to Place an Existing Column into a Category.

CREATING NEW CATEGORIES

By default a course contains several categories already, which include Assignment, Discussion, Survey, and Test. These categories are automatically assigned to grade center columns for items created using the assignments, discussions, surveys, and tests tools. However, you can choose to create your own categories as well.

Creating new categories allows you to group columns into specific sets. For example, you may have a set of quizzes or assignments you would like to place into a custom category.

step 1. From the Full Grade Center hover over the **Manage** tab and select **Categories**.



step 2. Click the Create Category tab.

Click the **Create Category** tab.

Categories

A Grade Category is a collection of Grade Center Columns. Categories are used to organize and view Grade Center data and can be used when creating Calculated Columns to perform operations on all Grade Columns in a Category. The Grade Center has nine default Categories: Assignment, Blog, Discussion, Journal, SafeAssignment, Self-assessment, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

<input type="checkbox"/>	Title ▲	Description	Columns
<input type="checkbox"/>	Assignment		1st take home quiz,Response Paper 1,Respiration Review,ATCS Assignment,1st take home quiz,Response Paper 1,Respiration Review,ATCS Assignment,1st take home quiz,Response Paper 1,Respiration Review,ATCS Assignment,Assignment 1,Temperature,Brief Introduction,ATCS Assignment,ATCS Assignment,2
<input type="checkbox"/>	Blog		Reflection on each Reading,Reflection on each Reading,Reflection on each Reading
<input type="checkbox"/>	Discussion		Week 1 Readings Overview,Week 1: Aerobic Respiration,Reading Response,Week 1 Readings Overview,Week 1: Aerobic Respiration,Reading Response,Week 1 Readings Overview,Week 1: Aerobic Respiration,Reading Response,This is only a TEST
<input type="checkbox"/>	Essays		
<input type="checkbox"/>	Journal		
<input type="checkbox"/>	Quizzes		Mitosis Quiz

step 3. Add a distinctive name for this category and click **Submit**. (i.e Quizzes)

The screenshot shows a web form titled "Create Category". At the top, there is a header with the title and a descriptive paragraph: "Categories tag Grade Columns so that actions can be performed against all Columns in the Category. Create a new Category by giving it a **Name** and **Description**. The Description is optional, but can help differentiate Categories and explain a Category's purpose." Below the header, there is a legend: "* Indicates a required field." To the right of the legend are "Cancel" and "Submit" buttons. The form is divided into two sections: "1. Category Information" and "2. Submit". In the "1. Category Information" section, there is a required field for "Name" and an optional field for "Description". A callout box points to the "Name" field with the text "Add a Name for this category." In the "2. Submit" section, there is a note: "Click Submit to proceed. Click Cancel to quit." and another set of "Cancel" and "Submit" buttons. A second callout box points to the "Submit" button with the text "Click Submit."

Repeat the steps above to create additional categories as needed. Once you have created the Category(ies), you can now start organizing grade center columns into a specific Category.

HOW TO PLACE A NEW COLUMN INTO A CATEGORY

When you create a new column in the grade center you have the option to place it into a category.

Step 1. From the Grade Center click **Create Column**.

Grade Center : Full Grade Center

When screen reader moves the cursor to the cell, type the grade.
[More Help](#)

Click the **Create Column** tab.

grades may be entered on the Grade Details page, accessed by selecting the table cell. Grades may be entered directly into the cells on the Grade Center page. To enter a grade: click the cell. Use the arrow keys or the tab key to navigate through the Grade Center.

Create Column

Create Calculated Column ▾

Manage ▾

Reports ▾

Filter

Work Offline ▾

Move To Top

Email ▾

Sort Columns By:

Layout Position ▾

Order: ▲Ascending ▾

Grade Information Bar

Last Saved: May 21, 2014 1:53 PM

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total
Student	Test	atcs-03_s		April 29, 2014	Available	--

0

Move To Top

Email ▾

Icon Legend

Edit Rows Displayed

- Step 2.** In the Column name field type in a Column Name.
- Step 3.** From the Category section, click the drop-down menu and select the designated category.
- Step 4.** Enter the points possible.
- Step 5.** Click **Submit**.

1. Column Information

* Column Name

Enter a Column Name.

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Large text area for entering the column description.

Path: p

Words:0

Primary Display

Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown in the Grade Center only.

Category

Change the Category by clicking on the drop-down menu.

* Points Possible

Enter the Points Possible.

Add Rubric

HOW TO PLACE AN EXISTING COLUMN INTO A CATEGORY

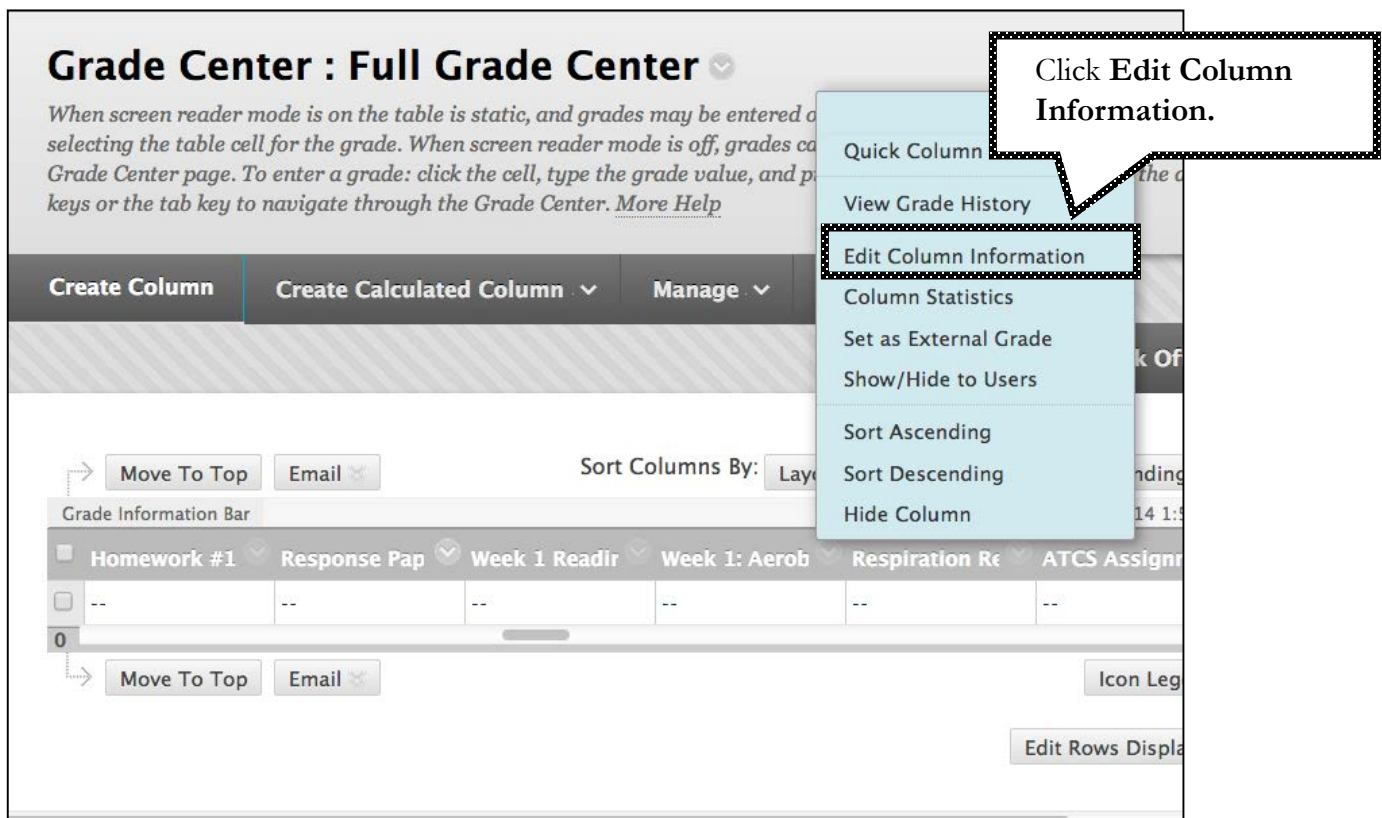
There are two options for placing existing columns into categories:

1. Edit each grade center column individually and select the desired category
2. Edit multiple columns at once, from the Column Organization page

Edit Columns Individually

You may have not placed some of your grade center columns into categories when you first created them. In these cases you can go into the Grade Center and edit each column category individually.

- step 1.* Go to the designated column. Hover over the title of the column, and select the down arrow.
- step 2.* Click **Edit Column Information**.



The screenshot displays the 'Grade Center : Full Grade Center' interface. At the top, there is a navigation bar with buttons for 'Create Column', 'Create Calculated Column', and 'Manage'. Below this is a 'Grade Information Bar' with a 'Grade Information Bar' label and a '0' value. A table of columns is visible, including 'Homework #1', 'Response Pap', 'Week 1 Readir', 'Week 1: Aerob', 'Respiration Re', and 'ATCS Assignm'. A context menu is open over the 'Response Pap' column, listing options: 'Quick Column', 'View Grade History', 'Edit Column Information', 'Column Statistics', 'Set as External Grade', 'Show/Hide to Users', 'Sort Ascending', 'Sort Descending', and 'Hide Column'. A callout box points to the 'Edit Column Information' option with the text 'Click Edit Column Information.'

- step 3.* In section one change the category by clicking on the drop-down menu and select the desired category.

If needed, you can change the points possible from this screen by typing the value in the Points Possible field box.

1. Column Information

Item Name: Mitosis Quiz

Grade Center Name:

Description:

Paragraph | Arial | 3 (12pt)

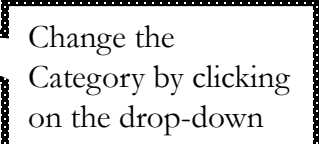
Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, text color, background color, undo, redo, and other formatting options.

Path: p

Primary Display:
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

Secondary Display:
This display option is shown in the Grade Center only.

Score attempts using:

Category: 

* Points Possible:

Associated Rubrics:

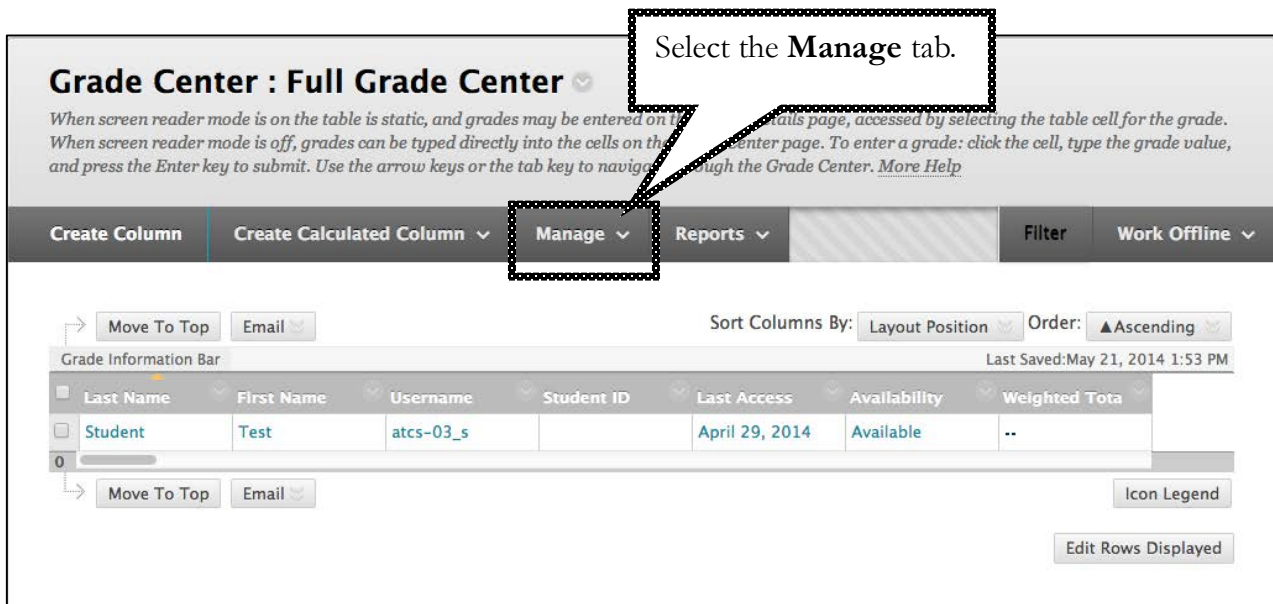
step 4. Click the button at the bottom right of your screen.



TIP : Select the appropriate category from the column page to make grading at the end of the semester easier.

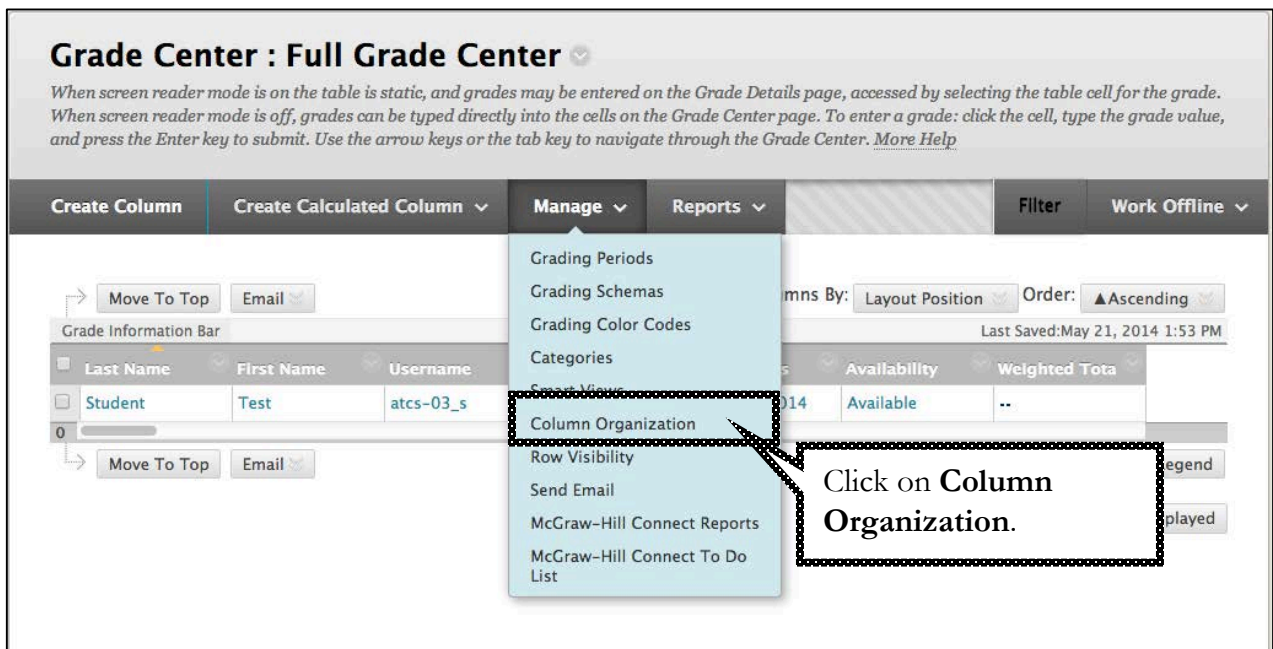
Edit Multiple Columns at Once

step 1. From the Full Grade Center select the **Manage** tab.



The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there is a navigation bar with several tabs: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. The 'Manage' tab is highlighted with a dashed box, and a callout bubble points to it with the text 'Select the Manage tab.' Below the navigation bar, there is a table with columns: 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', and 'Weighted Total'. The first row contains the values 'Student', 'Test', 'atcs-03_s', and 'April 29, 2014'. The table is sorted by 'Layout Position' in 'Ascending' order. A 'Grade Information Bar' is visible above the table, and a 'Move To Top' button is on the left.

step 2. Click on **Column Organization**.



The screenshot shows the 'Grade Center : Full Grade Center' interface with the 'Manage' dropdown menu open. The menu items are: 'Grading Periods', 'Grading Schemas', 'Grading Color Codes', 'Categories', 'Column Organization', 'Row Visibility', 'Send Email', 'McGraw-Hill Connect Reports', and 'McGraw-Hill Connect To Do List'. The 'Column Organization' option is highlighted with a dashed box, and a callout bubble points to it with the text 'Click on Column Organization.' The background shows the same table as in the previous screenshot, but the 'Manage' tab is no longer highlighted.

step 3. Select the column(s) to edit by clicking the checkbox to the left of the column

Name	Grading Period	Category	Due Date	Date Created	Points Possible
<input checked="" type="checkbox"/> Last take home quiz	Not in a Grading Period	Assignment	None	Jun 3, 2013	20
<input type="checkbox"/> Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/> Total	Not in a Grading Period	Calculated Grade		None	1070 (may vary by student)
<input type="checkbox"/> Reflection on each Reading (Hidden)	Not in a Grading Period	Blog	None	May 30, 2013	10
<input type="checkbox"/> ATCS Training Class Wiki	Not in a Grading Period	Wiki	None	Jun 3, 2013	20
<input type="checkbox"/> Exam 1- Requires Respondus LockDown Browser	Not in a Grading Period	Test	None	Jun 3, 2013	0
<input type="checkbox"/> Week 1 Hw	Not in a Grading Period	No Category	None	Jun 3, 2013	10
<input type="checkbox"/> Discovery Channel Project (Hidden)	Not in a Grading Period	Calculated Grade		Jun 3, 2013	0 (may vary by student)

step 4. Scroll to the top of the page and click the **Change Category to...** tab.

Column Organization

The Column Organization page is divided into various tables that control how different Grade Center views are displayed. Rows in these tables represent Columns in the Grade Center views. Rows can be manipulated to customize the different views of the Grade Center. [More Help](#)

Shown in All Grade Center Views

step 5. Select the designated category.

step 6. Then click **Submit**.

The screenshot shows a web interface for organizing grade center columns. At the top left, the text "Column Organization" is visible. Below it, the heading "Column Org" is followed by the subtitle "The Column Organization Columns in the Grade Center". On the right side, there is a text area with the instruction: "control how different Grade Center views are displayed. Rows in these tables represent customize the different views of the Grade Center. [More Help](#)".

A dropdown menu is open, listing the following activity types: No Category, Essays, Assignment, Survey, Test, Discussion, Blog, Journal, Self and Peer, Wiki, and Quizzes. The "Quizzes" option is highlighted with a dashed black border.

At the bottom right of the interface, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a dashed black border.

At the bottom left, there is a section titled "Shown in All Grade Center Views" with a plus sign icon and a vertical double-headed arrow icon.