SacCT Grade Center
Dropping Scores

HOW TO GUIDE

DROPPING THE LOWEST GRADE

This guide will show you the steps on how to drop the lowest grade from a category of items. For example, these steps can be used to drop the lowest score from all of the quizzes taken in a course. In order to do this, Categories and a Calculated Column must be created.

CREATE A CATEGORY

The first steps in dropping a score from a set of items are to create a category, and then to add column(s) to that category.

step 1. Login to SacCT (http://online.csus.edu/).
step 2. Access your course from the My SacCT Courses list.
step 3. From the Control Panel menu, click Grade Center.
step 4. Click Full Grade Center.
step 5. Hover over Manage.
step 6. Click Categories.
step 7. Click Create Category.
step 8. Under **Category Information**, type in a name; for example, “Quizzes.”

**step 9.** Navigate back to the **Full Grade Center**.

**step 10.** To add an existing grade center column to a category, locate the column. If you are creating a new column, proceed to step 13.

**step 11.** Click the gray downward arrow next to its title.

**step 12.** Click **Edit Column Information**.
step 13. Under Column Information, locate the Category section.
step 14. Select a category from the dropdown menu.
step 15. Click Submit to save your changes.

To add multiple columns into a category, follow these steps:

To quickly place several columns in the same category, access the Column Organization page.

step 1. From the Full Grade Center, hover over Manage.
step 2. Click Column Organization. On the Column Organization page, all grade center columns will be displayed, whether they are currently shown or hidden. There are also options to show or hide columns and to change categories and grading periods.
step 3. Select the checkboxes next to the columns that will be added to the category.

step 4. Hover over the Change Category to… button located at both the top and the bottom of the page.
step 5. Select the category.
step 6. Click Submit.

CREATING A CALCULATED COLUMN

After creating Categories, the next step in dropping the lowest score is to create a Calculated Column.

step 1. Refer to steps 1-4 above on how to login to SacCT and access the Full Grade Center.
**step 2.** From the Full Grade Center, hover over the **Create Calculated Column** button located at the top of the page.

**step 3.** Click **Total Column**. Optionally, you may select Weighted Column.

**step 4.** Under Item 1, **Column Information**, type in a name for **Column Name**. For example, “Total Quizzes.”

**step 5.** Optionally, select a **Primary Display**. The most commonly used ones are Score, Letter and Percentage.

**step 6.** Under Item 2, **Dates**, you have the option to select a Grading Period.

**step 7.** Under Item 3, **Select Columns**, select **Selected Columns and Categories**.

**step 8.** Select the categories you would like to include. Then, click the **right arrow** to bring them to the Selected Columns box.
step 9. From the Selected Columns box, select **Drop Grades** and enter a value for Drop [value] Lowest Grades. For example, if you want to drop one grade, enter “1”.

![Image: Drop Grades option highlighted]

**Enter a value**

step 10. Select either Yes or No to **Calculate as Running Total**.

step 11. Under Item 4, **Options**, make your selections. However, it is recommended to keep the default options as is.

step 12. Once you are finished, click **Submit**.