

# 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.

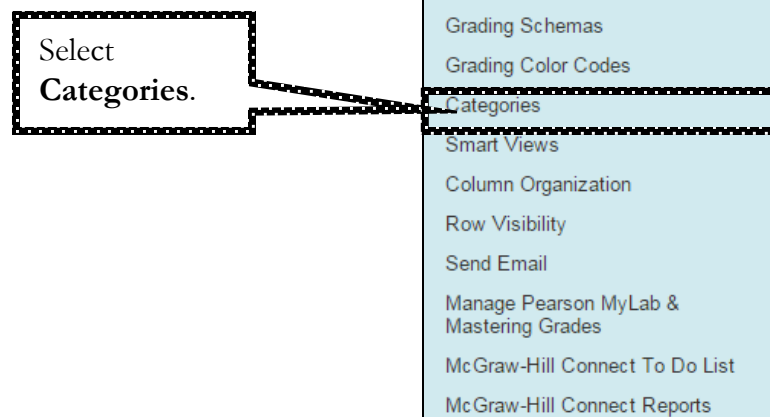
Items to be covered in this handout include: Creating New Categories, How to Place a New Column into a New Category, and How to Place an Existing Column into a Category.

### 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.

## Categories

A Grade Center Category is a classification 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 and Peer, Survey, and Test that cannot be removed or edited. [More Help](#)

Create Category

Click the **Create Category** tab.

Title	Description	Columns
Assignment		Assignment # 2,Assignment # 1,New assignment,Midterm Paper
BBC		Attendance of SAMPLE WITH GRADE POINT [2015-11-17 15:03:37 -0800 - 2015-11-17 15:14:51 -0800]
Blog		Blog 2,course blog,Team ATCS 1,Team ATCS 2
Discussion		Discussion # 1,Tell me about yourself,Discussion # 2,Discussion # 3- late assignment
Journal		Journal # 1,Team ATCS 1,Team ATCS 2,Journal # 1,Journal # 1

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

## Create Category

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.

\* Indicates a required field.

CATEGORY INFORMATION

\* Name

Description

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel **Submit**

Add a Name for this category.

Click **Submit**.

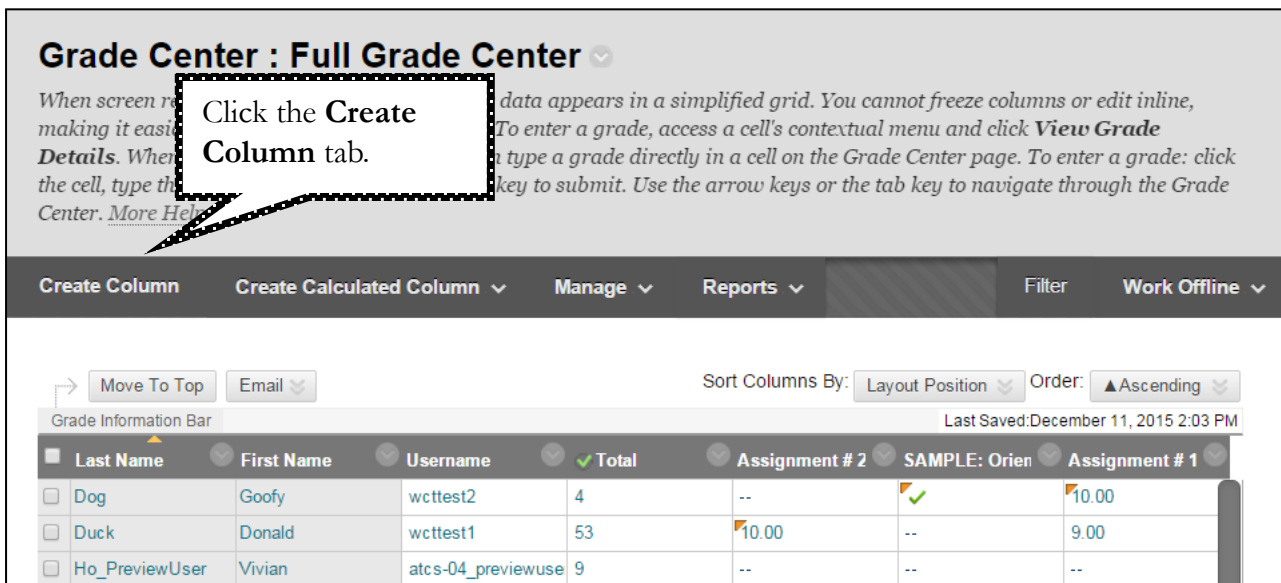
Cancel **Submit**

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**.



The screenshot shows the 'Grade Center : Full Grade Center' interface. A callout box points to the 'Create Column' button in the top navigation bar. Below the navigation bar, there are options for 'Move To Top', 'Email', 'Sort Columns By: Layout Position', and 'Order: Ascending'. A table displays student data with columns for Last Name, First Name, Username, Total, Assignment # 2, SAMPLE: Orient, and Assignment # 1.

Last Name	First Name	Username	Total	Assignment # 2	SAMPLE: Orient	Assignment # 1
Dog	Goofy	wcttest2	4	--	✓	10.00
Duck	Donald	wcttest1	53	10.00	--	9.00
Ho_PreviewUser	Vivian	atcs-04_previewuse	9	--	--	--

**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**.

**COLUMN INFORMATION**

\* Column Name  Enter a Column Name.

Grade Center Name

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.

Associated Rubrics

## 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**.

**Grade Center : Full Grade Center**

When screen reader mode is on, the Grade Center data appears in a simplified grid inline, making it easier to navigate using the keyboard. To enter a grade, access a **Grade Details**. When screen reader mode is off, you can type a grade directly in the cell. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. [More Help](#)

Create Column Create Calculated Column Manage Reports

Grade Information Bar

Sort Columns By: L

Last Name	First Name	Attendance of 5	Journal # 1	Journal # 1	Midterm Paper
<input type="checkbox"/> Dog	Goofy	--	10.00	5.00	50.00
<input type="checkbox"/> Duck	Donald	100.00	!	!	45.00

Quick Column Information

- Grade Attempts
- Grade with User Names Hidden
- Assignment File Download
- Assignment File Cleanup
- View Grade History
- Edit Column Information**
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide from Instructor View

Click Edit Column Information.

*step 3.* In the **Column Information** section 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.

**COLUMN INFORMATION**

Item Name Midterm Paper

Grade Center Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



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.*

Score attempts using

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

\* Points Possible

Associated Rubrics

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

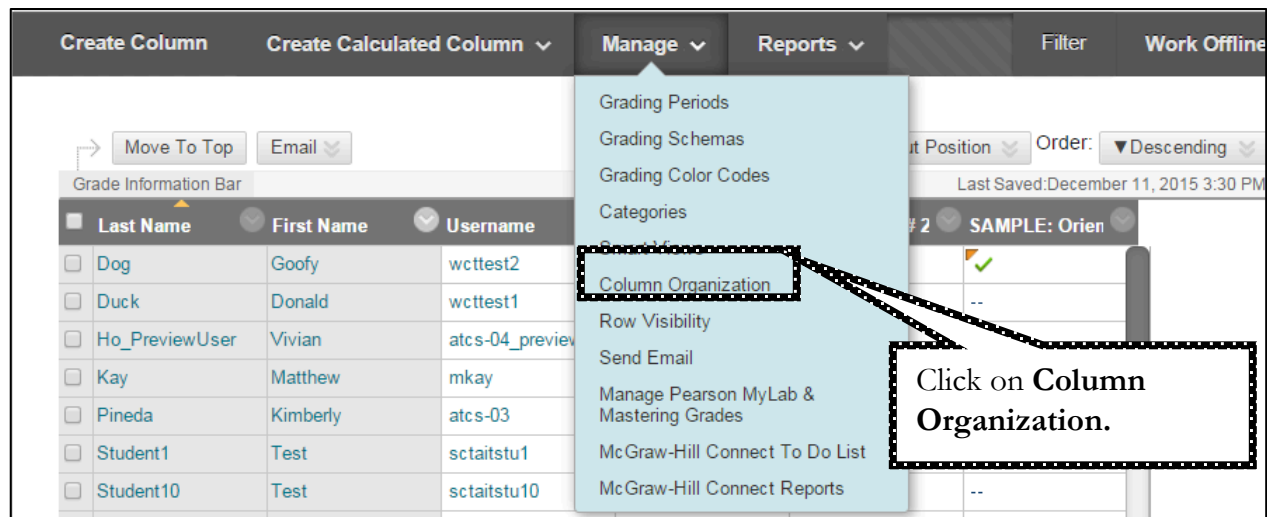


**TIP :** Select the appropriate category from the column page to make grading at the end of the semester easier.

## Edit Multiple Columns at Once

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

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



The screenshot shows the 'Manage' dropdown menu with the following options: Grading Periods, Grading Schemas, Grading Color Codes, Categories, Column Organization (highlighted), Row Visibility, Send Email, Manage Pearson MyLab & Mastering Grades, McGraw-Hill Connect To Do List, and McGraw-Hill Connect Reports. A callout box points to 'Column Organization' with the text 'Click on Column Organization.'

*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"/>	Assignment # 2	Not in a Grading Period	Assignment	None	None	10
<input checked="" type="checkbox"/>	Assignment # 1	Not in a Grading Period	Assignment	Dec 18, 2015	None	10
<input type="checkbox"/>	Weighted Total	Not in a Grading Period	Calculated Grade		None	0 (may vary by student)
<input type="checkbox"/>	Turnitin Assignment # 1	Not in a Grading Period	Turnitin Direct Assignment	Nov 23, 2015	Oct 26, 2015	100
<input type="checkbox"/>	Journal # 1	Not in a Grading Period	Journal	Oct 26, 2015	Oct 26, 2015	5
<input type="checkbox"/>	SAMPLE: Orientation Survey	Not in a Grading Period	Survey	None	Aug 11, 2011	0
<input type="checkbox"/>	Discussion # 1	Not in a Grading Period	Discussion	None	Oct 27, 2015	5

*step 4.* Scroll to the bottom of the page and hover your mouse over the **Change Category to...** tab.

*step 5.* Select the designated category.

*step 6.* Then click **Submit**.

Select a category.

↪ Show/Hide ▾ Change Category to... ▾ Change Grading Period to... ▾

*Click **Submit** to proceed. Click **Cancel** to go back.*

Cancel **Submit**