

SacCT

Download Your Grade Center

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

THE SACCT GRADE CENTER

Instructors use the SacCT Grade Center to enter grades for different assignments and tasks students complete in a course. Some instructors will create assignments, discussions, quizzes, exams or other gradable content using course tools in SacCT, which automatically generates a grade center column that records the points earned for the respective item. Instructors can also create columns manually, for assignments and tasks completed and submitted outside of the course. In either case, grades are being recorded within the SacCT Grade Center.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell and type the grade. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: November 3, 2015 3:34 PM

Last Name	First Name	Total	WK1 - Net Neut	WK2 - Reading	Term Paper Top	Television & Vi	Introduce Your	Social Media - I
Bunny	Bugs	206.00	15.00	17.00	26.00	8.00	5.00	13.00
Dog	Goofy	206.00	12.00	17.00	25.00	15.00	5.00	14.00
Dog	Pluto	206.00	14.00	15.00	30.00	14.00	4.00	10.00
Duck	Daisy	236.00	10.00	20.00	30.00	15.00	5.00	15.00
Duck	Donald	212.00	8.00	18.00	28.00	11.00	5.00	11.00
Leghorn	Foghorn	188.00	15.00	15.00	20.00	10.00	5.00	10.00
Mouse	Mickey	228.00	12.00	20.00	28.00	15.00	5.00	15.00
Mouse	Minnie	241.00	15.00	18.00	30.00	10.00	5.00	15.00
Sam	Yosemite	195.00	8.00	20.00	28.00	9.00	4.00	14.00
Solo	Han	188.00	15.00	15.00	20.00	12.00	5.00	12.00

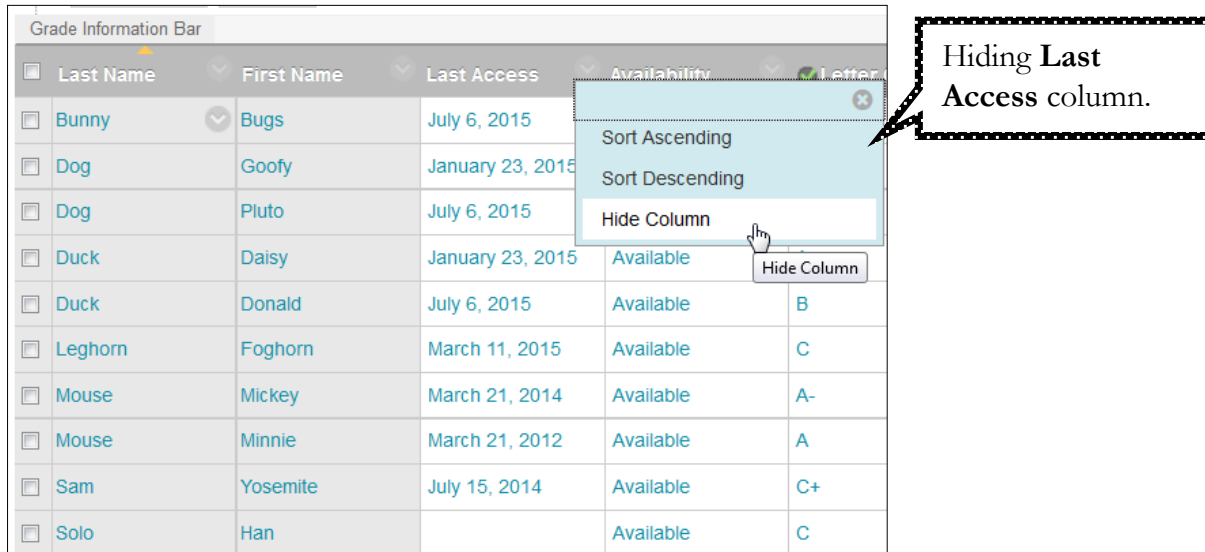
Selected Rows: 0

Icon Legend Edit Rows Displayed

In addition to maintaining grades within the SacCT Grade Center, instructors can also keep a backup of their grades in an excel spreadsheet format by downloading their grade center using the **Work Offline** option. The following sections will provide you instructions for downloading your grade center grades in preparation for the upcoming grading period.

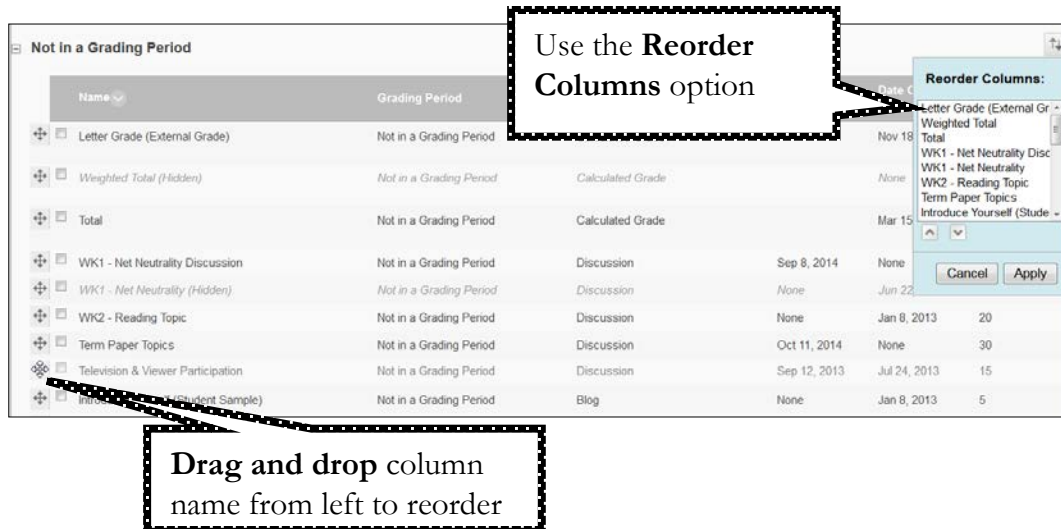
Organize Your Grade Center

Before you download your SacCT Grade Center we recommend that you organize your grade center by deleting or hiding any unnecessary columns. For example, the **Availability** and **Last Access** columns are included by default in the grade center, since these columns do not record scores of any kind you may consider hiding them. Also, consider hiding columns carried over from a previous semester that are not being used.



Last Name	First Name	Last Access	Availability	Letter Grade
Bunny	Bugs	July 6, 2015		
Dog	Goofy	January 23, 2015		
Dog	Pluto	July 6, 2015		
Duck	Daisy	January 23, 2015	Available	
Duck	Donald	July 6, 2015	Available	B
Leghorn	Foghorn	March 11, 2015	Available	C
Mouse	Mickey	March 21, 2014	Available	A-
Mouse	Minnie	March 21, 2012	Available	A
Sam	Yosemite	July 15, 2014	Available	C+
Solo	Han		Available	C

You can also **change the order** of your columns in the **Manage Columns** page of the grade center. **Drag and drop** column name to re-position it or use the **Reorder Columns** option.



Name	Grading Period	Date Created	Score	Weight
Letter Grade (External Grade)	Not in a Grading Period	Nov 18		
Weighted Total (Hidden)	Not in a Grading Period	None	Calculated Grade	
Total	Not in a Grading Period	Mar 15	Calculated Grade	
WK1 - Net Neutrality Discussion	Not in a Grading Period	Sep 8, 2014	Discussion	None
WK1 - Net Neutrality (Hidden)	Not in a Grading Period	None	Discussion	Jun 22
WK2 - Reading Topic	Not in a Grading Period	None	Discussion	Jan 8, 2013 20
Term Paper Topics	Not in a Grading Period	Oct 11, 2014	Discussion	None 30
Television & Viewer Participation	Not in a Grading Period	Sep 12, 2013	Discussion	Jul 24, 2013 15
Introduction (Student Sample)	Not in a Grading Period	None	Blog	Jan 8, 2013 5

Please refer to the short guide [SacCT: Grade Center Manage Columns](#) for detailed instructions.

Download the Grade Center

Once you have organized your course grade center, you are ready to download it to an excel spreadsheet. Follow the steps below to download your grade center:

step 1. Open the **Full Grade Center**

step 2. Locate the **Work Offline** button/option (in grey) on top right of Grade Center

step 3. Select **Download** from list of options

Click **Work Offline** to access **Download** option

Last Name	First Name	Letter Grade	Total	WK1 - Net Neut	WK2 - Reading
Dog	Pluto	B	206.00	14.00	15.00
Duck	Daisy	A-	236.00	10.00	20.00

step 4. The **Download Grades** window will display, the **default settings** are best unless you need to download a specific column.

- Data To Download** – Full Grade Center
- Delimiter Type** - Tab
- Include Hidden Information** – No
- Download Location** – My Computer

1. Data

Select Data to Download

Full Grade Center

Selected Column Letter Grade Include Comments for this Column

User Information Only

2. Options

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

3. Save Location

Select where to save the file.

Download Location

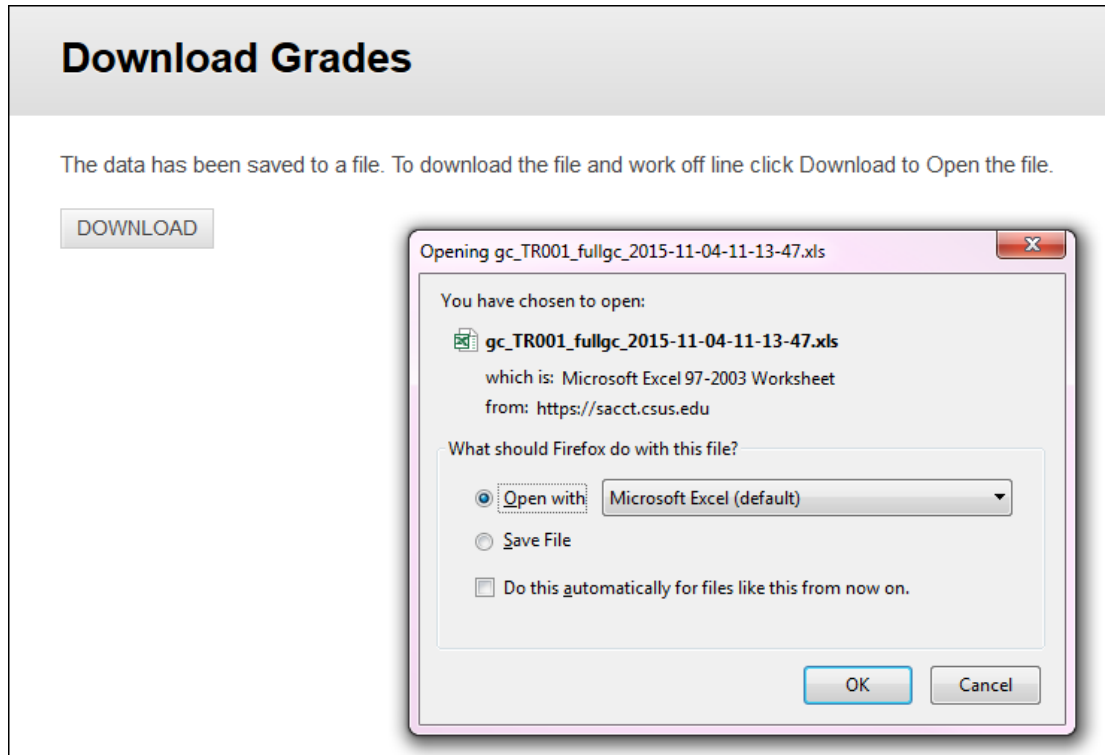
My Computer

Content Collection

step 5. **Click Submit**

step 6. Your grade center data will be saved to a file. Click the **Download button** on the following page.

step 7. At the open and save prompt, select **Open with** to open your grade center data with Microsoft Excel. Please note: the file will use the following naming convention “gc_COURSECODE_fullgc_DATE.xls”



step 8. You may see an additional prompt that reads “The file format and extension of ‘gc_COURSECODE_fullgc_DATE.xls’ don’t match. The file could be corrupted or unsafe. Unless you trust its source, don’t open it. Do you want open it anyway?”
Click Yes.

step 9. Your grade center data will display in a spreadsheet as the sample screen shot below.

step 10. Edit your grade center data as needed (i.e. add additional scores, columns, resize columns to view names more easily, etc.). **Please note: Do not remove or edit information from the Last Name, First Name or Username columns.** SacCT will use these columns to match data from your spreadsheet, if you plan to upload the grades back into your course.

- step 11.* Save grade center data to a location of your choice on your computer, USB/Flash drive or external hard drive.
- Save as a CSV (Comma delimited) format - If you plan to upload your grade center data back into SacCT.
 - Save as an Excel Workbook format (.xlsx) – if you simply want to keep a backup on your computer or other location.

Your SacCT grade center data should now be available to you in an Excel spreadsheet.



TIP : Download Most Recent Version of Grade Center

Before you begin entering scores/grades for new items into your downloaded grade center spreadsheet, ensure you have **downloaded the most recent and updated version** of your grade center from SacCT.

This is especially important if you plan to upload newly added scores/grades from your spreadsheet back into your SacCT course, as the data from your spreadsheet for existing columns must match what is in your SacCT grade center.

Upload Updated Grades Back Into SacCT

You have the option of uploading data from your downloaded grade center spreadsheet back into your SacCT course. As explained in the **Download the Grade Center** section above, do not edit or remove the columns that identify the user (Last Name, First Name and Username). In addition, ensure you have saved your grade center spreadsheet in the **CSV (comma delimited) format**.

Follow the steps below to upload grades back into SacCT. In the example shown below, I am uploading scores for two columns “Group Project Paper” (existing column) and “Final Exam” (new column).

- step 1.* Login to SacCT and open your course.
- step 2.* Open the **Full Grade Center**
- step 3.* Locate the **Work Offline** button/option (in grey) on top right of Grade Center
- step 4.* Select **Upload** from list of options

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are several menu items: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. The 'Work Offline' menu is open, showing 'Upload' and 'Download' options. A red arrow points to the 'Upload' option. Below the menu, there is a 'Grade Information Bar' with 'Last Saved: December 8, 2015 2:30 PM'. Below that is a table with columns: 'Last Name', 'First Name', 'Username', 'Letter Grade', 'Total', and 'WK1 - Net Neut'. The first row of data shows 'Bird', 'Tweety', 'wt.12345', 'C', '235.00', and '15.00'.

- step 5.* The **Upload Grades** window will display. Click the **Browse My Computer** button, locate and select your grade center spreadsheet (.csv) file. Click **Open**.
- step 6.* Your grade center spreadsheet will now display in the **Selected File** section of the Upload Grades page.
- step 7.* Next to **Delimiter Type**, select **Comma**. Then click **Submit**.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

★ Attach File

Selected File
 File Name **sample-gradecenter.csv**

Name of link to file

Delimiter Type

 Auto
 Comma
 Tab

2. Submit

Click Submit to proceed. Click Cancel to quit.

- step 8.* The **Upload Grades Confirmation** page will display. Review the list of columns to be uploaded.
- a.* **Checkboxes** will display to the left of Uploading Column name for new data. By default these checkboxes are checked, however if you want to exclude any of the new data, simply uncheck the box.
 - b.* **Match indicator (green icon)** – will alert you whether the data from your spreadsheet for existing SacCT grade center columns are matching. **Note:** new columns will not display this indicator.
 - c.* **Data Preview** – provides a preview of scores/grades that will be added to grade center for the corresponding column.
 - d.* **Messages** – provides the status of the column, if no new data has been entered for the column the message “No Data Updates” will display, whereas for a newly added column, the message “Add Column” will display.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
	Letter Grade	✔	Letter Grade	-	Automatically calculated data will not be uploaded.
	Total	✔	Total	-	Automatically calculated data will not be uploaded.
	Response Paper #2 (Click Here)	✔	Response Paper #2 (Click Here)	-	No Data Updates
<input checked="" type="checkbox"/>	Group Project Paper (Click Here)	✔	Group Project Paper (Click Here)	40,38,35,41,42,45,35,45,45,41,37,38,45	
	Term Paper (Click Here)	✔	Term Paper (Click Here)	-	No Data Updates
	Quiz 1- Requires Respondus LockDown Browser	✔	Quiz 1- Requires Respondus LockDown Browser	-	No Data Updates
	Quiz 2	✔	Quiz 2	-	No Data Updates
	Quiz 3- Requires Respondus LockDown Browser	✔	Quiz 3- Requires Respondus LockDown Browser	-	No Data Updates
<input checked="" type="checkbox"/>	Final Exam			48,41,45,47,50,48,43,48,50,42,38,50,50	Add Column

Click **Submit** to proceed. Click **Cancel** to quit.

step 9. **Click Submit.** After upload has been processed, you will return to the Full Grade Center of your course.

step 10. A green bar will display a confirmation message about the “**Total Grades Uploaded**” and the “**New Columns Added.**”

Total Grades Uploaded:26
New Columns Added:Final Exam

Grade Center : Full Grade Center

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Sort Columns By: Order:

Grade Information Bar Last Saved: December 8, 2015 3:15 PM

Last Name	First Name	Username	Letter Grade	Total	WK1 - Net Neut
Bird	Tweety	...	B+	275.00	15.00
Bunny	Bugs	...	B-	264.00	15.00
Dog	Goofy	...	B-	260.00	12.00
Dog	Pluto	...	B	267.00	14.00
Duck	Daisy	...	A-	303.00	10.00

step 11. Review your grade center and verify that the new data has been added.

Please note: Newly added columns, will by default be added as **Text** type columns and a **point value** of zero will be assigned. **Please edit these columns** to change the display to score or percentage and **provide a points possible value** so that they calculate correctly in your Total or Weighted column.

Edit Newly Uploaded Columns Display and Points Possible Value

step 1. In your Full Grade Center, locate the new column(s) you uploaded.

step 2. **Click the drop down arrow** to the right of column name and select **Edit Column Information**.

step 3. On the **Edit Column** page scroll down to the **Primary Display** section and change from Text to **Score**

step 4. In the **Points Possible box**, change the zero to the item's actual point value.

step 5. **Click Submit**



TIP : Submitting Grades

You have the option of submitting grades directly into My Sac State via the faculty center or you can use the **Import Grades** feature in the Faculty Center to import grades from SacCT.

If you want to input the letter grades into the Faculty Center on My Sac State manually please refer to the [Grading in the Faculty Center](#) webpage to access additional resources.

If you prefer to import your grades from SacCT into the Faculty center, this is a two-step process. The first step is to create a letter grade column in your SacCT course grade center and set it as the "external grade." The second step is to import the grades from your faculty center in My SacState.

- [SacCT Assigning Letter Grades](#)
- [Online Tutorial - Importing SacCT Grades](#)
- [Importing Grades from SacCT](#)