

Importing Grades from SacCT

A “SacCT Final Grade Import” option will be displayed above your Student Grade table. This option allows you to import grades from your SacCT gradebook directly into the official Grade Roster in your Faculty Center if your course is active in the SacCT system.

ID	Name	Roster Grade	Official Grade	Academic Career
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Some things you need to know:

- The import feature pulls in grades from the column designated as “**external grade**” in your SacCT gradebook. (The “external grade” column is typically your Total/Final grade in SacCT and is designated by a green checkmark in the column header.)
- Only standard A-F **letter grades** can be imported at this time. Your “external grade” column must be formatted to include letter grades. Percentage totals, I grades, WU’s, and Credit/No-Credit grades cannot be imported at this time.
- Any **A+ values** included in your SacCT gradebook will automatically be converted to A grades when imported into your Grade Roster. An A+ is not an officially accepted grade value for the CSU system.
- **Warning:** The import process **overwrites** existing **roster grades**. If you enter some grades manually and then execute the import process, all grades will be replaced with those from your SacCT gradebook. If you would like to use a combination of importing and manually assigning grades, the recommended method is to import your grades from SacCT first and then make your manual adjustments.
- **Grading Policy:** Instructors are ultimately responsible for assuring that all grades are properly assigned. If you import grades from SacCT, you will still need to review your Grade Roster to check that it is accurate and complete.



John Doe

Faculty Center Advisor Center Search
my schedule class roster grade roster

Grade Roster

Fall 2013 | Regular Academic Session | Sacramento State | Undergraduate

▼ **CSC 130 - 01 (86182)** [change class](#)

Data Structures and Algorithm Analysis (Discussion)

Days and Times	Room	Instructor	Dates
TuTh 10:30AM-11:45AM	Alpine Hall 236	John Doe	09/03/2013 - 12/13/2013

Display Options:
*Grade Roster Type:
 Display Unassigned Roster Grade Only

Grade Roster Action:
*Approval Status: [save](#)

SacCT Final Grade Import

Last Import

Import Grade From

SacCT Blackboard Learn

[Grade Import Error Log](#)

[import grades](#)

Student Grade

ID	Name	Roster Grade	Official Grade	Academic Career
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1. Select the radio button for the **SacCT Blackboard Learn** option in the Import Grade From box.
2. Click the **import grades** button to pull in grades from your class gradebook in SacCT.



- Please click the **Grade Import Error Log** to see if the import process encountered any problems. Examples include records of any student who was in the SacCT gradebook but not in your official Grade Roster or vice versa as well as any grades that were not properly formatted (as A-F grades) and failed to import.

Grade Error Report

Term: Fall 2013 Class Nbr: 86115 Grade Roster Type: Final Grade

Grade Import Error Log		
Last Import	Error Description	
1 12/09/2013 3:53PM	This student - 214313984 does not exist in SacCT.	
2 12/09/2013 3:53PM	This student - 210765842 does not exist in SacCT.	
3 12/09/2013 3:53PM	This student - 211603172 does not exist in SacCT.	
4 12/09/2013 3:53PM	This student - 214280717 does not exist in SacCT.	
5 12/09/2013 3:53PM	This student - 210243733 does not exist in SacCT.	
6 12/09/2013 3:53PM	This student - 214399888 does not exist in SacCT.	
7 12/09/2013 3:53PM	This student - 202821831 does not exist in SacCT.	
8 12/09/2013 3:53PM	Attention: the final grades were not loaded because the grades in the SacCT External Grade column for this course was not properly configured. Please verify the SacCT External Grade column for this course is using a 'letter grade' and try again.	

Return

- Make any manual adjustments necessary to the roster grades after the data is imported from SacCT.
- Review your roster to be sure all students have been assigned a grade and that the grade is accurate.
- If you **ARE NOT READY** to submit your grades for **POSTING**, leave the ***Approval Status** field as “Not Reviewed” and click the **Save** button. This will allow you to come back to your Grade Roster to make changes or assign new grades (as long as you come back before the date that the Registrar’s Office runs the Final Posting Process).
- If all grades have been assigned and you are ready to submit them, change the **Approval Status** field to “**Approved**” and click the **Save** button to complete the process.