# SacCT Grade Center
Creating Columns

TYPES OF COLUMNS

In the **Grade Center**, there are three main types of columns: columns that are created manually, calculated columns, and columns that are automatically created by the system. This guide will show you the steps on how to create these columns in your SacCT course.

MANUALLY CREATING COLUMNS

Manually creating a column allows instructors to keep track of graded items that have not been created within SacCT. This can include attendance, extra credit, and assignments that are submitted in class. The following steps will show you how to create a column.

step 1. Login to SacCT (http://online.csus.edu/).

step 2. Select your course from the My SacCT Courses list.

step 3. From the **Control Panel** menu, select Grade Center.

step 4. Select **Full Grade Center**.

step 5. Click **Create Column**.

step 6. Under Item 1, **Column Information**, type in a name for the Column Name.

step 7. Select a **Primary Display** from the dropdown menu. The most commonly used ones are Score, Letter, and Percentage.
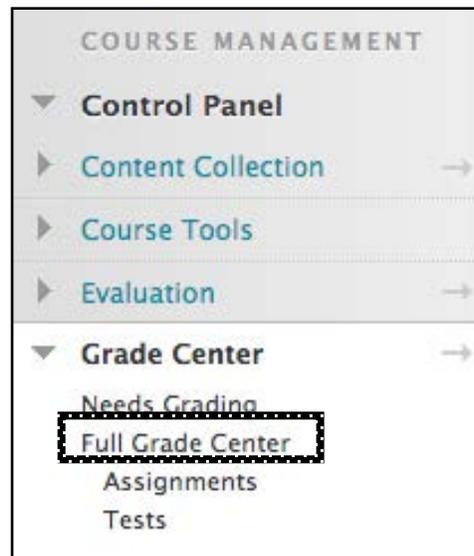
step 8. You also have the option to select a **Category** from the dropdown menu. Use this option if you are dropping a low grade or creating a weighted grade column.

step 9. Enter a value for the **Points Possible** field. If you are creating a column for extra credit, enter a zero.

step 10. Item 2, **Dates**, will display the date the column was created. If you have Grading Periods set, you will have the option to select one.

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**.

CREATING CALCULATED COLUMNS

Calculated columns are typically used for creating a column that will reflect students' final grades. A total column may also be used to obtain the total of a series of assignments or exams. By default, a Total column and a Calculated column are already included in the Grade Center. The following steps will show you how to create a Total Column and a Weighted Column.

Creating a Total Column

step 1. Refer to **steps 1-4** above on how to login to SacCT and access the Full Grade Center.

step 2. Hover over **Create Calculated Column**.

step 3. Select **Total Column**.
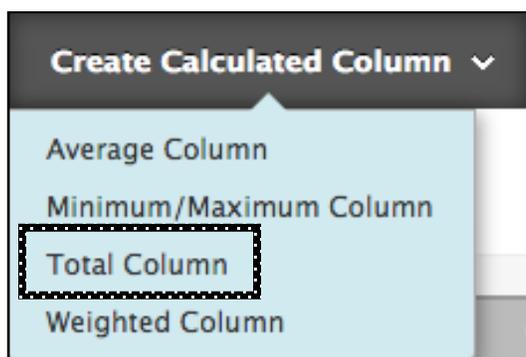
step 4. Under Item 1, **Column Information**, type in a name for **Column Name**. For example, "Final Grade."

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

step 6. Item 2, **Dates**, will display the date the column was created.

step 7. Under Item 3, **Select Columns**, select either All Grade Columns or Selected Columns and Categories. By default, the **All Grade Columns** option is selected, which will include all of the columns in the Grade Center. If you are making a total column to obtain the total of 3 exams in a course, you would select the **Selected Columns and Categories** option, for example.

step 8. When using the **Selected Columns and Categories** option, select the columns and/or categories you would like to include. Then, click the **right arrow** to bring them to the Selected Columns box.

step 9. Select either Yes or No to **Calculate as Running Total**. In most cases, Calculate as Running Total should be set to **No**. This ensures the Grade Center calculates the total score for a student based on the total points possible. If it is set to **Yes**, the Grade Center calculates the total score based only on the items completed.

step 10. Under Item 4, **Options**, make your selections. However, it is recommended to keep the default options as is.

step 11. Once you are finished, click **Submit**.

Creating a Weighted Column

A weighted column is most commonly used to drop the lowest score of all quizzes and to calculate a total grade using different percentages or weights to account for different categories.

In order to create a weighted column, graded items must be in categories. For instructions on how to create categories, please refer to the Grade Center – Categories handout. The following steps will show you how to create a weighted column for a total grade. To learn how to drop a lowest score, please refer to the Grade Center – Drop Grades handout.

step 1. Refer to **steps 1-4** above on how to login to SacCT and access the Full Grade Center.

step 2. Hover over **Create Calculated Column**.

step 3. Select **Weighted Column**.

step 4. Under Item 1, **Column Information**, type in a name for Column Name.
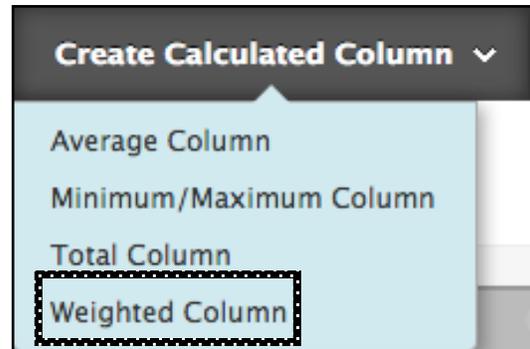
step 5. Optionally, select a **Primary Display** by clicking on the dropdown menu.

step 6. Item 2, **Dates**, will display the date the column was created.

step 7. Under Item 3, **Select Columns**, select the columns and/or categories to include in the weighted grade.

step 8. Click the **right arrow** to bring the items over to the Selected Columns box.

step 9. Enter a value for the **percentage** for each column and category. The total percentage should add up to 100 percent.

step 10. Select either Yes or No to **Calculate as Running Total**. In most cases, Calculate as Running Total should be set to **No**. This ensures the Grade Center calculates the total score for a student based on the total points possible. If it is set to **Yes**, the Grade Center calculates the total score based only on the items completed.

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**.

AUTOMATICALLY GENERATED COLUMNS

The following steps will show you how to locate and edit an existing grade center column. This may include columns already generated by the system or columns that have been manually created, previously. For example, a column will be automatically generated in the Grade Center when an assignment is created in the course.

step 1. Select **Grade Center** from the **Control Panel** menu.

step 2. Select **Full Grade Center**.

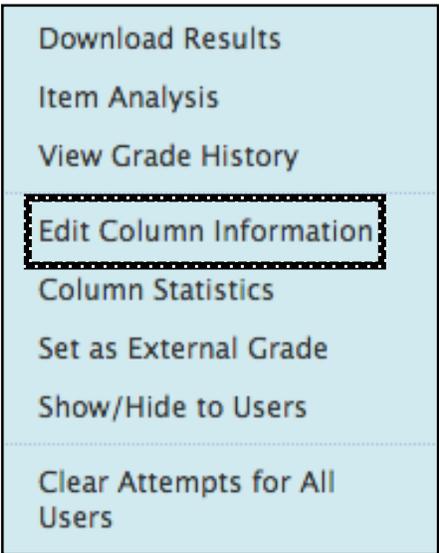*step 3.* Locate the column of an existing item.

step 4. Select the gray **downward arrow** next to the column name.

step 5. Select **Edit Column Information** from the menu.

step 6. This will open up the Edit Column page.

step 7. Make your changes to the column.

step 8. Click **Submit** to save your changes.

Download Results

Item Analysis

View Grade History

Edit Column Information

Column Statistics

Set as External Grade

Show/Hide to Users

Clear Attempts for All Users