Overview:
From the grade center an instructor can enter and manage student grades for assignments, tests, discussions, journals, blogs, wikis, projects, etc.

The grade center is arranged by rows, one for each course member, and columns for each gradeable item in your course.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column Organization</td>
<td>19</td>
</tr>
<tr>
<td>Hide a Column From Instructor/TA</td>
<td>19</td>
</tr>
<tr>
<td>Show a Hidden Column To Instructors/TA’s</td>
<td>19</td>
</tr>
<tr>
<td>Hide A Column From Users (Students)</td>
<td>20</td>
</tr>
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<td>Smart Views</td>
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<td>Create A Custom Smart View</td>
<td>22</td>
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<td>My Grades tool – How Students See Their Grades</td>
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<td>View Grades Using Student View</td>
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<td>Sum (Total) Calculation</td>
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<td>Average Calculation</td>
<td>31</td>
</tr>
<tr>
<td>Drop Minimum Grade Calculation</td>
<td>32</td>
</tr>
</tbody>
</table>

**Best Practices:**

The Institute for Teaching and Learning (TILT) as CSU has developed Best Practices in Online Course Design. [http://teaching.colostate.edu/guides/bestpractices/](http://teaching.colostate.edu/guides/bestpractices/)

We recommend that instructors incorporate these best practices into the development of their RamCT courses.

Instructors should also take into consideration different learning styles differing physical abilities when they prepare their content. Information on how to include this concept, called Universal Design, is posted at: [http://accessproject.colostate.edu/udl/](http://accessproject.colostate.edu/udl/)
Terms to Know

**Action Links**
The contextual drop down menu which provides options for working with columns in the grade center. The options vary depending on the type of column.

**Automatically Generated Columns**
The following gradeable items will automatically create a column in the grade center: Assessments/Tests, Surveys, Assignments including SafeAssignments, Gradeable discussion forums, Blogs, Journals and Wikis.

**Calculated Columns**
Instructors can create calculated columns that will **average** scores, **calculate a minimum or maximum**, a **total** (sum) category and **weighted calculated** columns.

**Running Total**
- If set to Yes, the calculation will only include items that students complete.
- If set to No, missed items will receive a 0.

**Weighted Equally** – each item is equally weighted.

**Weighted Proportionally** – items are weighted based on their proportional points

**Categories**
Categories allow an instructor to group columns such as tests, assignments, discussions, etc.

**Default Columns**
Certain columns are in every RamCT grade center. These include:

- Last Name, First Name, Username, Student ID, Last Access, Availability (to student), Weighted Total and Total. All but the Last Name can be hidden from the instructor’s view.

**Full Grade Center**
Displays all rows and columns available in the grade center.

**Grading Periods**
Grading periods are used to associate gradeable items together based on a date range. By default, the grade center has no grading periods established. When you create a grading period, you can automatically associate columns that have a due date that falls within the range of the grading period. An example of a grading period would be schools that are on a quarter system.
**Hide Column**  
Hides a column from Instructors/TA’s. Has NO impact on what a student can and cannot see.

**Show/Hide to Users**  
Controls whether your students can see a column in the Grade Center.

**Smart Views**  
A custom view of the grade center, usually based on a category that only displays certain columns. *E.g. tests or assignments*

**Default Columns**

Each RamCT course grade center has two default columns. You can delete these columns if you do not wish to use them. An instructor can also choose to hide these columns from students and from themselves.

1. **Total:** includes the numeric *sum* of all grade columns for a user.

   The green check mark next to the Total column indicates this is the default external grade column; the column that would be used to send grades to a Student Information System such as ARIES. At CSU, an instructor would create a Lettergrade column and make that the external grade column.

2. **Weighted Total:** The *weighted sum* of all grades for a user based on weights assigned to items or categories. Instructors need to identify which columns or categories to include and state what percentage each item is worth.

**Categories**

Instructors can place grade center columns into categories. You can then perform calculations or create Smart Views based on categories.

**Create A New Category**

1. Under **Control Panel** click on **Grade Center**.

2. In the **Full Grade Center**, under **Manage**, select **Categories**.
You will see the default categories built in to RamCT.

3. **Click Create Category.**

4. **Type a name** for the category.  
   *E.g. Homework.*

   You can provide an optional description for the category.

5. **Click Submit.**  
The new category is created.

**Change Category Name**

For categories you create, you can use the drop down menu next to a category’s name to edit or delete the category.

*Note: You cannot edit the name or delete the default categories.*

**Assign a Grade Center Column to a Category**

When you create a new grade center column, you are given the option of assigning that column to a category.

You can assign an existing column to a category by doing the following:

1. In the **grade center**, under **Manage**, **select Column Organization**.
2. Place a check next to the column(s) you would like to move to a category.

3. Click Change Category to..

4. Select the appropriate category.

5. Click Submit.

Create Grade Center Columns

1. Under Course Management/Control Panel/ Grade Center, click on Full Grade Center.

2. Click Create Column

3. Type a Column Name: e.g. Homework 1

You can also type a column description. The description can only be seen by instructors and TA’s when they edit the column’s information.
4. **Primary Display** – The primary display is what students will see under My Grades. What type of column do you want to create? The most common would be a score (numeric) column.

*Column types:* Score, Letter, Text, Percentage, Complete/Incomplete

*Select Score.*

5. **Secondary Display** - None

Secondary display items are not seen by students under My Grades.

An example of when you would have a primary and secondary display would be calculating a score and a letter grade.

Primary display: Score  Secondary display: Letter

This would display as 92 (A-)

In this example, students would just see the 92 score under My Grades.

6. **Category:** You can assign grade center columns to categories.

In our example select **Homework**.

7. **Points Possible:** e.g. 100
8. **Due Date** – Can be assigned if you would like. Due dates can be used to automatically add a column to a grading period.

9. **Options:**
   - Include in Grade Center Calculations—usually Yes.
   - Show column to students so students can see their scores under My Grades. Decide if you want your students to see this score at this time.
   - Show column statistics to students.

10. **Click Submit**

    The new column appears in the grade center.

    Once a column has been added, clicking the drop down menu next to the column name gives you the options shown at the right.
Delete a Grade Center Column

You can delete a column that you created in the grade center.

If you manually created the column, click the drop down menu next to the column’s name and select Delete Column.

Click OK.

If the column was created when you created a test, assignment, SafeAssignment gradable discussion, wiki, etc. you first need to delete the item in the course (test, assignment, etc.) before you can delete the corresponding column in the grade center.

Example: Delete a RamCT Assignment to Delete its Grade Center Column

In your course, find the assignment you wish to delete. Click on the drop down menu next to the assignment’s name and select Delete.

If the assignment has submissions that have been graded, you will be given the option to Preserve the Scores in the grade center or to delete them.

If you want to delete the grade center column and any grades in that column, select the second option: “delete this assignment, the grade center item and all grades for this assignment.”

1. Delete Assignment

   Warning: Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These scores will no longer link to the Assignment submissions that produced the scores. This action cannot be undone.

   To prevent submissions from being deleted, choose Cancel and make this content item unavailable rather than deleting it.

   ○ Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.
   ○ Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

Click Remove.

The assignment and its corresponding column will be deleted from the grade center.

The process is the same to remove columns for tests, discussions, etc.
Enter A Student Grade

1. Click in a cell/box that corresponds to a particular graded item for a particular student.
   a. E.g. Homework 1 for Student 1.

2. Type a numeric score.

3. Press enter or tab to save the grade.

The Tab key will move you from left to right across a row so you can quickly enter a number of grades for a particular student.

The Enter key will move you up and down in a column so you can quickly enter a score for a particular graded item for each student in the course.

Override Student Grade/Provide Grade Comments

Once you have entered a student grade in the grade center, you can:

Edit/Clear the grade
Manually override the grade
View Column Details
View the Grade History for this item.

In the lower right corner of the cell that contains a grade click on the drop down menu and select View Grade Details.
**Edit/Clear A Grade**

An instructor can clear the grade for this item.

<table>
<thead>
<tr>
<th>Current Grade:</th>
<th>92.00 out of 100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due: None</td>
<td>Grade based on Grade of Last Attempt</td>
</tr>
</tbody>
</table>

**Manually Override A Grade**

- An instructor can manually override a score, including automatically graded tests.
- An instructor can provide Feedback to the User/Student.
- An instructor can provide notes for themselves and fellow instructors.
- When you override a grade, **an orange triangle** appears in the grade center cell.

Remember to **click Save** after you have made a **change to a grade**.
**View Column Details**
You can see information regarding this grade center column.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Homework 1 (Homework)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Score</td>
</tr>
<tr>
<td>Primary Display</td>
<td>Yes</td>
</tr>
<tr>
<td>Show to Users</td>
<td>Yes</td>
</tr>
<tr>
<td>Included in Calculations</td>
<td>Yes</td>
</tr>
<tr>
<td>Average Score</td>
<td>92.00</td>
</tr>
<tr>
<td>Median</td>
<td>92.00</td>
</tr>
</tbody>
</table>

**Grade History**
Instructors can see any changes that have occurred to this particular student’s grade and who made the change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Last Edited by</th>
<th>Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 18, 2011 11:28:44 AM</td>
<td>Kevin Nolan</td>
<td>Attempt Grade 92</td>
<td>Grading Notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Feedback to User</td>
</tr>
<tr>
<td>Oct 18, 2011 11:14:30 AM</td>
<td>Kevin Nolan</td>
<td>Attempt Grade Cleared</td>
<td>Grading Notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Feedback to User</td>
</tr>
</tbody>
</table>

When you click on the < or > keys, you can quickly navigate to the next student and their grade for same column.

You can quickly move to see or enter a score for this student in the next gradeable column in the grade center.
Create A Calculated Column

There are four types of calculated columns: 
Total, Average (sum of averages), Minimum/Maximum, Weighted.

Total Column

With a total column a user can sum individual columns or categories.

e.g. (Column 1 points earned) + (Column 2 points earned) + (Column 3 points earned) + (Column 4 points earned). You can see the sum of the points or, with the primary display set to percentage, see the points earned divided by the points possible.

By default, every RamCT course has a column called Total which includes all columns added to the grade center. You can choose to use this column. Or you can create your own Total column. You can adjust a total column to include only the columns or categories that you would like included in the calculation.

When you hover over the name of the Total column, you will see the total number of points available for that calculation.

In this example, there are 4 exams in the course, each worth 100 points.

The total number of points a student could earn is 4 x 100 or 400 points.

Our test student earned
80 pts on exam 1
95 pts on exam 2
90 pts on exam 3
92 pts on exam 4

Total points earned = 357

357 pts earned divided by 400 possible points show the student earned 89.25% of the points possible in the class. The items are weighted equally.

In this example, the primary display for the Total column was set to score – it shows the number of points the student earned. The primary display can be seen by both students and instructors/TA’s.

The secondary display was set to percentage – it shows the points earned divided by the total possible points as a percentage. The secondary display is in parentheses and can only be seen by the instructor / TA.
Average Column – Sum of Averages

With an Average column, the percentage values for all selected columns are added together. To find the average of all selected columns, the percentage is calculated and rounded to two decimal places. The result is divided by the number of columns included in the calculation.

\[(\text{Column 1\%}) + (\text{Column 2\%}) + (\text{Column 3\%}) + (\text{Column 4\%}) = \% \text{ earned divided by 4 columns} = \text{Average percentage score}\]

If you wish to do a simple average, we recommend that you use a Total type of calculated column.

1. **Select Average Column**

2. **Column name:**
   E.g. Homework Average.

3. **Primary Display:** Score
   **Secondary Display:** None

4. Under **Select Columns click Selected Columns and Categories.**

   If you assigned all of your homework items to the homework category then you can calculate based on that category. Otherwise, you can select individual columns from the list to include in the average.
In our example, we assigned all of our homework columns to the Homework category.

5. Under “Categories to Select” click Homework.

6. Click the “>” symbol to move the Homework category over to the “selected columns” box.

7. Weight Columns Equally.
   (Note: with categories, you have the option to weight the items in the category proportionally, based on the number of points each item is worth).

8. Drop Grades selected but do not enter a highest or lowest value.

9. Calculate as Running Total: Yes
   
   Yes – will only include items that have a score in the average.
   
   Missing items will not be included.
   
   No – Missing items WILL be included in the calculation with a score of 0.

10. OPTIONS:

    Includes this column in Grade Center Calculations. If this is part of calculating a student’s grade, then set to Yes.

    Show Column to Students: Usually yes. There may be times when you need to decide on a grade curve. In those instances, you may initially choose not to show the column to students.

    Show Statistics: Would allow a student to see how they statistically compared to their fellow students on this graded item.
11. Click Submit.

The Homework Average column should now appear in the Grade Center.

```
<table>
<thead>
<tr>
<th>Homework Ave</th>
<th>Homework 1</th>
<th>Homework 2</th>
<th>Homework 3</th>
<th>Homework 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>92.25</td>
<td>92.00</td>
<td>90.00</td>
<td>95.00</td>
<td>92.00</td>
</tr>
</tbody>
</table>
```

**Default Total Column**

Note that the default Total column has summed all of the points from any grade center columns that contain grades. You can choose whether or not to use this information in your grade calculations.

If you do not plan to use this default Total column, you can choose to “hide from users” so students won’t see this the column.

**Create a Letter Grade Schema**

A grading schema can be used to assign a letter grade to a student’s course score.

*NOTE:* The grading schemas included in RamCT are based on a 100% scale. You may need to convert your total points column into a percentage so you can then apply a letter grade schema.

1. In the Grade Center, under the Manage drop down menu, select Grading Schemas.

2. Click Create Grading Schema.
3. **Name**: type a **name** for your schema.  
   *e.g. My Fair Grading Schema*

4. **Create** the **Schema Mapping** you would like to use for your class.
   
   - On the left, set a percentage value and its corresponding letter grade.
   - On the right, if you use a letter for your grades you can set a numeric value that corresponds to that letter.
   - To the right of the schema map you can delete or add rows.

5. **Click Submit.**
Create a Letter Grade Column Based on a Grading Schema

1. Under the Create Calculated Column drop down menu select Total Column.

2. Column name: Type LetterGrade

3. Under Primary Display select the grading schema you created. E.g. My Fair Grading Schema

4. Secondary Display: None

5. Under Select Columns select the Homework Average column you created and move it to the right using the “>” button. This tells RamCT to apply the grading schema you created to this column.

6. Click Submit.
7. Verify in the Grade Center that the LetterGrade column was created and that the letter grade schema has been applied properly.

**Column Organization**

On the Column Organization page you can show and hide columns from an instructor’s view, assign columns to categories, change grading periods.

**Hide a Column From Instructor/TA**

1. On the **drop down menu** next the name of a grade center column, select **Hide Column**.

   The column will no longer be displayed in the Grade Center.

**Show a Hidden Column To Instructors/TA’s**

2. Under **Manage** select **Column Organization**.
3. Place a check next to a grayed out, hidden column.

4. At the bottom of the page click on Show/Hide.

5. Select Show Selected Columns in All Grade Center Views.

6. Click Submit.

**Hide A Column From Users (Students)**

Next to a column name, select the drop down menu and select Show/Hide to Users. (Students).

This allows you to show or hide the grades in this column to students. Columns you choose to show will be visible under the students’ My Grades tool.

The “not available” symbol will appear next to that column’s name.

Selecting Show/Hide to Users again will make the column visible to users (students).
Change The Order of Grade Center Columns

In the Grade Center, under Manage select Column Organization. By default, columns appear in the order they were created.

To change the location of a column in the grade center, click on the ▲▼ to the left of the column’s name and drag that column to a new location.

Click Submit to save any changes you have made.

Note: On the Column Organization page you can sort the Grade Center by ascending or descending order or by the following columns:

- Categories
- Due Date
- Date Created
- Points Possible
- Column Display Name

Smart Views

A Smart View is a focused look at specific Grade Center data. Instructors can create custom “Smart Views” of their grade book.

Default Smart Views include Needs Grading, Assignments and Tests.

When you select Assignments you will see only the items in the Grade Center that have been assigned to the Assignment category.
Create A Custom Smart View

1. Under Manage select Smart Views.

2. Click Create Smart View.

Name: Type a name for your Smart View.

   E.g. Homework

Add as Favorite: If you would like this Smart View to appear under the Grade Center item on the control panel, then check Add as Favorite.

3. Selection Criteria:
   Note the criteria you can use to create a Smart View and how that data can be filtered.

   In this example, we will just set our Smart View to display any items that have been assigned to the Homework category.

4. Click OK.
Because we chose to add the Homework Smart View as a favorite, it appears under the Grade Book control panel.

**My Grades tool – How Students See Their Grades**

Students use the My Grades tool to view any course grades that you have made available.

By default, this tool is turned on in all RamCT courses and should appear on the Course Menu.

**View Grades Using Student View**

1. At the top right of your RamCT course, click Go To Student View.

   This will provide you with a student’s view of your course.

   When you are finished viewing your course through the eyes of a student, in the top right corner click Return to Teacher View.

2. On the Course Menu click My Grades
You will see all Grade Center columns that the instructor has made visible to students in this order:

- Current Grade (Overall grade for the course; the default is the Total column).
- Calculated grades
- Graded items by date
- Submitted items by date.
- Upcoming items by due date
- Columns without Due Dates in Alphabetical Order.

**NOTE:** If a student does not turn in an assignment, take a test, etc. and then the instructor makes the assignment, test, etc. Unavailable in the course, the student will not see that item under their My Grades list.

The **Current Grade** is the one *designated* as the **External Grade column** in the Grade Center. The default column is the Total column.

### CURRENT GRADE

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>

### CALCULATED GRADES

<table>
<thead>
<tr>
<th>Learn Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>

### Grade Center columns with Due Dates

#### UPCOMING

- **.10** Week 1 Excel Assignment  
  *Description*  
  Due: Aug 30, 2011

- **.50** Week 2 Test  
  *Description*  
  Due: Aug 31, 2011

- **.10** RamCT Pilot Candidates  
  *Description*  
  Due: Sept 1, 2011
Filter Grade Center Data

You can select how to display grade center data based on Smart Views or Categories or Grade Status using the Filter feature.

1. At the top right of the Grade Center click Filter.

2. Select the item you wish to filter on and the grade center display will apply that filter and show you just the data you requested.
Download a Copy Of The Grade Center

1. At the top right of the Grade Center click Work Offline
   a. and select Download.

2. Data: Select Full Grade Center.

3. Options: Set Delimiter Type to Comma.

4. Save Location: Select My Computer.

5. Click Submit.


7. Click Save.

8. Navigate to the location on your local computer where you would like to save the backup file.
9. Type a meaningful **name** for this copy of the grade center.

10. Click **Save**.

**Note** the unique numeric value at the top of each column of your downloaded grade center. These values are **REQUIRED** if you plan to upload a version of the grade center back into RamCT.
RamCT Help / Support

RamCT Learn Help Web Site
http://help.ramct.colostate.edu

Blackboard’s On Demand Learning Center
-Includes many short training videos related to RamCT Blackboard 9.1.
http://ondemand.blackboard.com/

College RamCT Coordinators
http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

Central RamCT Support
ramctsupport@colostate.edu
Appendix I: Grade Center Exercises

1. Create a grade center category called “Homework”. *(p. 4 - 5)*

2. Create four columns in the Grade Center: *(p. 6 - 8)*
   Homework 1, Homework 2, Homework 3 and Homework 4
   Each worth 100 points
   Place each of these columns in your new Homework category

3. Give your training student a grade for each Homework item. *(p. 10 - 11)*

4. Create an Average Calculated column called Homework Average *(p. 14 - 15)*
   - Primary display Score.
   - Selected Columns/Categories – Homework
   Verify average calculations are working properly.

5. Create a Grading Schema to use for your graded items. *(p. 16 - 17)*

6. Create a Total Column called LetterGrade. *(p. 18 - 19)*
   - Associate this column with the grade schema you developed.

7. Rearrange your grade center columns so that the Homework Average and the LetterGrade columns are on the left hand side of the grade center. *(p. 19 – 20)*

8. View grades as a training student. *(p. 23)*

9. Hide the LetterGrade column from students. *(p. 20)*
   - Login with your student training account to verify that the column is not visible.

10. Download a copy of your Grade Center. *(p. 26 - 27)*
    - Note the unique number at the top of each column.
Appendix II: Sample RamCT Grade Center Formulas

Below are examples of RamCT Grade Book calculations and how you can reproduce these calculations in the RamCT Grade Center.

**Sum (Total) Calculation**

RamCT Sum

![Edit Formula for: RamCT Sum](image)

For percentage, will divide points earned by points possible.

**RamCT Sum (Total)**

Under Calculated Column select Total Column. Select Quizzes category. Click Submit

![Create Calculated Column](image)

<table>
<thead>
<tr>
<th>Quiz 1</th>
<th>Quiz 2</th>
<th>Quiz 3</th>
<th>Quiz 4</th>
<th>Quiz 5</th>
<th>RamCT Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>90</td>
<td>90</td>
<td>90</td>
<td>70</td>
<td>435.00</td>
</tr>
</tbody>
</table>
Average Calculation

RamCT Average

(Ave quiz 1 + Ave quiz 2 + Ave quiz 3 + Ave Quiz 4) / 4

Under Calculated Column select Average Column
Select Homework Category.
Weight Columns Equally.
Click Submit.
Drop Minimum Grade Calculation
(Can only be performed on columns within a Category).

RamCT Drop Minimum Grade

In our quiz scores example:
95 + 90 + 90 + 70 = 435 minus 70 = 365

RamCT Drop Minimum Grade

Under Calculated Column select Total Column
Select the Quizzes category
Under Drop Grades, drop “1” lowest grades.
Click Submit.
Columns to Select:
- Essay Assignment Week 1
- Total
- Total Score
- Weighted Total
- Homework 1
- Total Score
- Letter Grade
- Homework 1
- Column Information

Categories to Select:
- Test

Selected Columns:
Category: Quizzes
- Drop Grades
- Use only the
  - Highest Value to
    - Calculate
- Lowest Value to
  - Calculate

Quiz 1 | Quiz 2 | Quiz 3 | Quiz 4 | Quiz 5 | RamCT Learn U
--- | --- | --- | --- | --- | ---
95.00 | 90.00 | 90.00 | 90.00 | 70.00 | 365.00