

RamCT Grade Book Import to ARIESweb Grade Input Form 2009

Preparing grades in your RamCT grade book for import into the ARIESweb Grade Input Form and submitting final grades to ARIES include:

I [Prerequisites](#)

II [Create RamCT Grade Book Columns and Enter Grades](#)

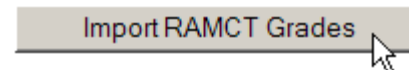
| | |
|---------------------|----------------------|
| TOTALSCORE ▾ | LETTERGRADE ▾ |
| Calculated | Letter Grade |

III [Special Situations](#)


- A. Renaming previously created columns for grade import
- B. Manually assigning letter grades in the RamCT grade book
 - i. You don't use numbers to determine grades
 - ii. You determine grades outside of RamCT

IV [Verify Grades in the RamCT Grade Book](#)

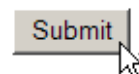
V [Import \(pre-populate\) Grades from RamCT to ARIESweb](#)



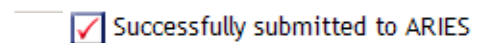
VI [Verify/Edit Student Grades in ARIESweb](#)

| Grade | Imported Grade | Status |
|-------|----------------|--|
| B | B |  Ready for ARIES submission |

VII [Submit Grades To ARIES](#)



VIII [Possible Error Messages](#)



IX [Support](#)

I. Prerequisites

Prerequisites for pre-populating RamCT grades into the ARIESweb grade entry form include:

1. The instructor must be **assigned in ARIES** to teach the section.

Note to MBA instructors: MBA classes are created using the College of Business CRM system; therefore they are unable to participate in the RamCT grade import process.

Note to Multiple instructors: the grade import process will import grades for all students in a RamCT section; work with your co-instructors to determine how grades will be entered between you.

2. The RamCT section is the **credit-bearing component** of the course.
3. When including **calculated averages** blank scores in RamCT numeric or calculated columns must be replaced with a Zero.
4. When using a Letter Grade scheme based on the numeric values in another column, that **column type must be “Calculated”**.

Note: If you choose to use decimal places in your RamCT grade book columns, remain consistent and use the same number of decimals for every numeric and calculated column. The grade import process calculates scores up to three decimal places.

5. **Letter Grade scheme** values must be setup to the valid values of the ARIES grade mode:

- Values for **Fall 2008** include:
 - I = Incomplete
 - S/U = Satisfactory/Unsatisfactory for Pass/Fail
 - H= Pass with Honors (for Doctor of Veterinary Medicine courses only)
 - Letter grades = A+, A, A-, B+, B, B-, C+, C, D, F

Note: AU for Audit is automatically assigned

II. Create RamCT Grade Book Columns and Enter Grades

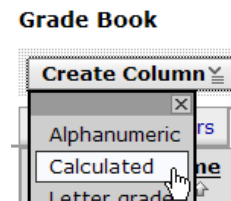
Totalscore, a calculated column and Lettergrade, a letter grade column, **MUST be created using the Create Column function in RamCT.**

A. Create a column titled “TOTALSCORE” – format type “Calculated”

(The name of the column does not have to be capitalized; we’re using capitals to emphasize that the column name must be spelled correctly.)

In this column you will

- o Enter an equation to sum scores for total points
or
 - o Point to another column where the calculations already exist
or
 - o Leave it blank if you plan to manually enter/import a letter grade into the LETTERGRADE column.
- a. From the **Teach** tab in your RamCT section *click* on the **Grade Book** tool.
 - b. *Click* on “**Create Column**”
 - c. *Select* **Calculated**
 - d. In the **Column label** box, *type*: **TOTALSCORE**
 - e. Decide on how you would like this column to be aligned in the grade book.
 - f. Decide on the number of decimals (if any) for this column. Stay consistent with your use of decimals – all numeric and calculated columns should have the same number of decimals.
 - g. Decide on the maximum value this column will be worth. This usually corresponds to the total number of points a student could possibly earn in your class. This is a display value for your benefit and not used in the calculation.
 - h. *Uncheck* the **Released to Student** box. When you are ready to release this column to your students at the end of the semester you can change the setting in “Grade Book Options”/”Columns Settings”.
 - i. Decide if you want to release any statistics to your students for this column.
 - j. *Click* **Save**.



Calculated Column

Column Settings

* Column label:

Alignment:

Decimals:

Maximum value:

Grade-related column
If selected, the column will appear on the

Released to Student
If Grade-related column and Released this column will appear to Students in

Release Statistics

* Required field

You can now create a formula to calculate your total points in this column. See the “Editing Column Formulas” section in the [RamCT Grade Book handout](#) under “How To” link on the <http://help.ramct.colostate.edu> website for additional information on this topic.

You can also choose to calculate your points in an Excel spreadsheet. Please see the handout “[Import a Spreadsheet Into the RamCT Grade Book](#)” under the “How To” link on the <http://help.ramct.colostate.edu> website for additional information on populating grade book columns with values from a spreadsheet.

B. Create a column titled “LETTERGRADE” – format type “Letter Grade”

(The name of the column does not have to be capitalized; we’re using capitals to emphasize that the column name must be spelled correctly.)

In this column you will:

- Point this column to the TOTALSCORE column to calculate a letter grade.
- or
- Manually enter/import a letter grade.

a. Click on “Create Column”

b. Select **Letter grade**.

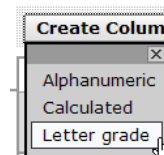
c. In the **Column label box** type:
LETTERGRADE

d. Alignment: how you want this column aligned in the grade book.

e. *Uncheck* the **Released to Student** box. When you are ready to release this column to your students at the end of the semester you can change the setting in “Grade Book Options”/”Columns Settings”.

Your location: Gra

A column was
Grade Book



Letter Grade Column

Column Settings

* Column label:

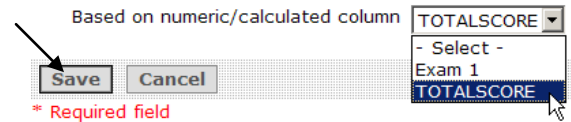
Alignment: ▾

Grade-related column
If selected, the column will appear on the

Released to Student

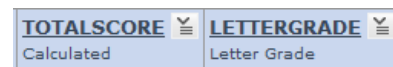
If Grade-related column and Released this column will appear to Students in

- f. You must select the column from which the letter grade will be determined. Under the **Based on** drop down box *select* **TOTALSCORE**.



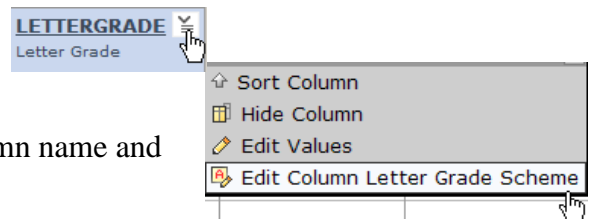
- g. *Click Save.*

Both the TOTALSCORE and LETTERGRADE columns should now appear in your RamCT grade book.



C. Create Your Grade Scheme

- a. In the grade book, go to the **LETTERGRADE** column.
- b. *Click on the drop down menu next to the column name and select **Edit Column Letter Grade Scheme**.*



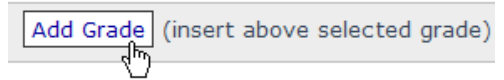
You will see the default letter grade scheme from Blackboard. You will need to adjust this scheme to work properly with CSU's grading system and your grading needs.

- c. Create the appropriate grading scheme for your RamCT section.

The grading scheme that instructors can use for fall 2008 includes:
A+, A, A-, B+, B, B-, C+, C, D, F (**capital letters**)

For sections that are graded entirely Pass/Fail for ALL students you can set your scheme:
S = Successfully passed pass/fail
U = Unsatisfactory for pass/fail

You can **add rows** to your grading scheme by clicking on the Add Grade button.



You can **delete a row** by clicking on the circle to the left of the row and then clicking on the red “X” located at the far right of the row.



Make sure you delete the default row for the letter “E”. (Blackboard is an international company; we’re guessing that in some country there are some students scraping by with an “E” – just not at CSU!)



d. After editing your grade scheme *click* on **Save** at the bottom of the letter grade window.



Note: When you enter a scheme the “**and less than**” values on the right will update **after you save** the scheme and will then correctly reflect the point range that you entered for your class.

Letter Grade Scheme Examples:

Example 1: Traditional 100 Point Scale

Edit Letter Grade Scheme for: LETTERGRADE

Base letter grade on column TOTALSCORE

Use Default Scheme

| Grade | Range | Acti |
|--------------------------|---------------------------------|------|
| <input type="radio"/> A+ | 98 and above | |
| <input type="radio"/> A | 93 or greater, and less than 98 | |
| <input type="radio"/> A- | 90 or greater, and less than 93 | |
| <input type="radio"/> B+ | 88 or greater, and less than 90 | |
| <input type="radio"/> B | 83 or greater, and less than 88 | |
| <input type="radio"/> B- | 80 or greater, and less than 83 | |
| <input type="radio"/> C+ | 78 or greater, and less than 80 | |
| <input type="radio"/> C | 70 or greater, and less than | |
| <input type="radio"/> D | 60 or greater, and less than 60 | |
| <input type="radio"/> F | less than 50 | |

Add Grade (insert above selected grade)

Example 2: Greater than 100 point scale

In the example below, the students can earn a total of 400 points in the class. The scheme has been adapted to use this scale.

Edit Letter Grade Scheme for: LETTERGRADE

Base letter grade on column TOTALSCORE ▾

Use Default Scheme

| Grade | Range | Act |
|--------------------------|----------------------------------|-----|
| <input type="radio"/> A+ | 390 and above | |
| <input type="radio"/> A | 380 or greater, and less than 98 | |
| <input type="radio"/> A- | 360 or greater, and less than 93 | |
| <input type="radio"/> B+ | 340 or greater, and less than 90 | |
| <input type="radio"/> B | 320 or greater, and less than 88 | |
| <input type="radio"/> B- | 300 or greater, and less than 83 | |
| <input type="radio"/> C+ | 280 or greater, and less than 80 | |
| <input type="radio"/> C | 260 or greater, and less than 78 | |
| <input type="radio"/> D | 259 or greater, and less than 70 | |
| <input type="radio"/> F | less than 60 | |

[Add Grade](#) (insert above selected grade)

Example 3: Pass Fail For All Students in the Class

Edit Letter Grade Scheme for: LETTERGRADE

Base letter grade on column TOTALSCORE ▾

Use Default Scheme

| Grade | Range |
|-------------------------|--------------|
| <input type="radio"/> S | 75 and above |
| <input type="radio"/> U | less than 75 |

III. Special Situations

- A. Renaming previously created columns for grade import
- B. Assigning letter grades in the RamCT grade book when you don't use numbers to determine student grades.

A. Renaming previously created columns for grade import

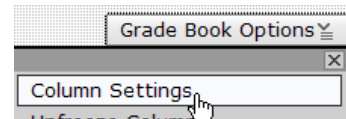
If you already have a calculated column in your grade book summing total points you can rename this column "TOTALSCORE" and use it for grade import.

Note: You CANNOT rename the Midterm and Final columns that were created in previous RamCT sections. You will need to create new columns with the correct titles to use the grade import process.

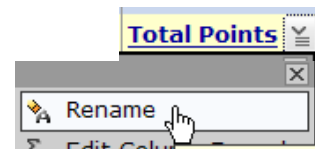
If you already have a letter grade column in your grade book you can rename it "LETTERGRADE" and use it for grade import. Note: You cannot convert other types of columns to a letter grade column.

Do the following to rename a column in the grade book

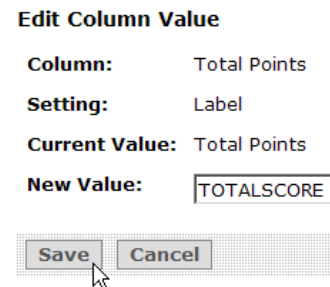
- a. Click on the **Grade Book Options** drop down menu and select **Column Settings**.



- b. Click on the **drop down menu** next to the column you wish to rename and select **Rename**



- c. In the **New Value** box enter the new **name** and click **Save**.



B. Manually assigning letter grades in the RamCT grade book

You may want to manually enter letter grades in RamCT for reasons that may include:

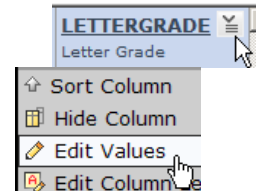
- i. You don't use numbers to calculate student grades
- ii. You calculate grades outside of RamCT

You can leave the TOTALSCORE calculated column blank and add your letter grades either manually or import them from a spreadsheet into the LETTERGRADE column.

Note: YOU MUST STILL CREATE THE TOTALSCORE CALCULATED COLUMN using the steps in section II, A (even if you leave the column blank), for the ARIES grade import process to work properly.

To manually enter the letter grades for each student

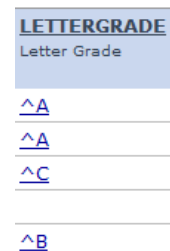
- a. Use the drop down menu next to the LETTERGRADE grade column and select **Edit Values**.



- b. *Manually change* the N/A value to a letter grade (in capital letters) for each student.

A screenshot of a 'Change to' input field. The field is a simple text box with a blue border. The letter 'B' is entered into the field. Above the field is a blue button labeled 'Change to'.

- c. Click on **Save** at the bottom of the window.



Note: The ^ in front of the letter indicates that it was either changed from its original value or entered manually.

You can also choose to import your letter grades from an Excel spreadsheet. Please see the handout "[Import a Spreadsheet Into the RamCT Grade Book](http://help.ramct.colostate.edu)" under "How To" link on the <http://help.ramct.colostate.edu> website for additional information on populating grade book columns with values from a spreadsheet.

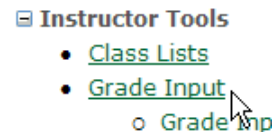
IV. Verify Grades in the RamCT Grade Book

Are the grades in your RamCT grade book as you expect? The accuracy of assigning final grades is the responsibility of the instructor. Making sure grades are correctly assigned in RamCT will ensure the proper grades are imported into the ARIESweb grade entry form.

- a. In the calculated TOTALSCORE column, verify that the total numeric value matches the calculation you entered by spot-checking several student scores
- b. In the letter grade LETTERGRADE column, verify that the letter grades are following the letter scheme you designed for your class by spot-checking several student grades.

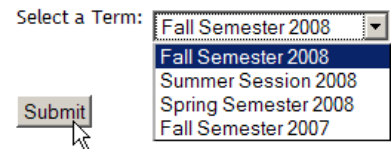
V. Import (pre-populate) Grades from RamCT to ARIESweb

a. Login to the ARIESweb at <http://ariesweb.colostate.edu>

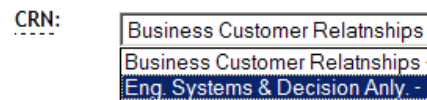


b. Under **Instructor Tools** click on **Grade Input**.

c. Select the appropriate **term** and click **Submit**.



You will see a list of the course sections for which you are assigned as an instructor.



d. Select the **course** that has a corresponding RamCT section for which you would like to import grades.

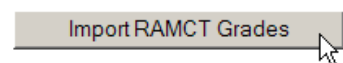


e. Click **Submit**.

You will see your students listed with a current letter grade of "None".

Final Grades

| Record Number | Student Name | ID | Credits | Grade |
|---------------|--------------|----|---------|-------|
| | | | | None |
| | | | | None |
| | | | | None |



- f. Go to the bottom of the Grade Input window and *click* on the **Import from RamCT** button. It may take a minute or two for the grades to load.

The letter grades in your RamCT LETTERGRADE column will be pre-populated into the ARIESweb grade entry form.

VI. Verify/Edit Student Grades in ARIESweb

The ARIESweb grade input window displays 25 students per page.

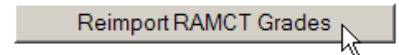
The Grade column shows the pre-populated RamCT grade that will be submitted to ARIES.

The Imported Grade column shows the grade value that was imported from the RamCT grade book.

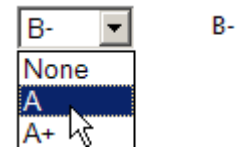
The Status column tells you whether the grade has been submitted to ARIES.

| Credits | Grade | Imported Grade | Status |
|---------|-------|----------------|----------------------------|
| 3.000 | B- | B- | Ready for ARIES submission |
| 3.000 | B- | B- | Ready for ARIES submission |
| 3.000 | B | B | Ready for ARIES submission |
| 3.000 | B | B | Ready for ARIES submission |
| 3.000 | F | F | Ready for ARIES submission |
| 3.000 | B | B | Ready for ARIES submission |
| 3.000 | B+ | B+ | Ready for ARIES submission |
| 3.000 | B- | B- | Ready for ARIES submission |
| 3.000 | A- | A- | Ready for ARIES submission |

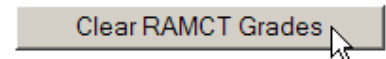
- a. *Check/edit* the students' grades on each page.
- b. You can easily make changes in your RamCT grade book and refresh the imported grades in ARIESweb by clicking on the **Reimport RamCT Grades** button to perform another import of your grades.



- c. If needed, **you can manually change a grade** in the Grade Input window. *Click* on the **drop down box** for a student and *select* the appropriate **grade**. We recommend that if you make a change that you also change the grade in your RamCT grade book.

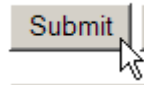


- d. Clicking on the **Clear RamCT Grades** button will remove the Imported Grade and Status columns in the Grade Input window. The pre-populated grades will remain in the Grade column.



VII. Submit Grades to ARIES

Click on **Submit** at the bottom of each page to submit the pre-populated grades for the 25 students listed on that page to ARIES.



If the ARIESweb and RamCT grades match when you submit, you will see this message/icon; the checkmark show the two grades match.

| Grade | Imported Grade | Status |
|---------------------------------|----------------|---|
| <input type="text" value="B-"/> | B- | <input checked="" type="checkbox"/> Successfully submitted to ARIES |
| <input type="text" value="B"/> | B | <input checked="" type="checkbox"/> Successfully submitted to ARIES |
| <input type="text" value="B"/> | B | <input checked="" type="checkbox"/> Successfully submitted to ARIES |

Proceed to the next page of students and follow the same procedure to verify/edit grades and then submit them.

Record Sets: [1 - 25](#) [26 - 48](#)

The Course Information box at the top of your grade input screen will indicate whether the grades for all of your students have been submitted.

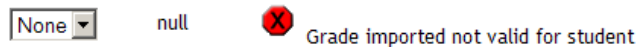
Course Information

| CRN: | |
|----------------------|----|
| Students Registered: | 17 |
| Unsubmitted Grades | 0 |

VIII. Possible Error Messages

a. Incorrect grade type

You may have students taking your course pass/fail or officially auditing your class. When you try to enter a letter grade for these students you will likely see an error message like the one below.



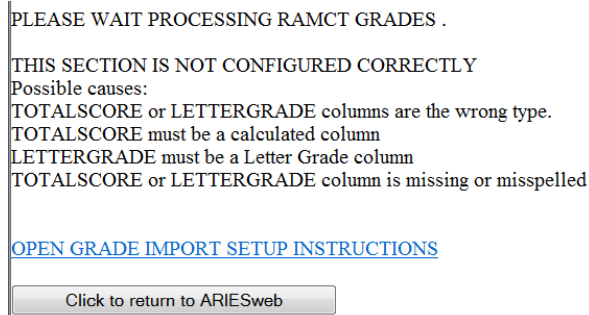
For example, you have given a student a B in your course but they are taking the class pass/fail. In the ARIESweb grade input form you would use the drop down menu next to that student to give them a grade of "S" (for satisfactory).

For grades with errors you can manually enter the correct grade in ARIESweb or make the correction in RamCT and re-import the grades.

- b. If the grade in ARIESweb and RamCT do not match when you submit, this is the message/icon you will see; the blue “ i ” shows that the two grades differ.



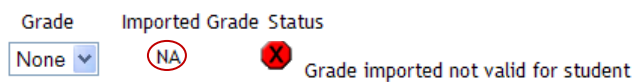
- c. **Columns in grade book not present or set up incorrectly.**
 If the TOTALSCORE (calculated) and LETTERGRADE (letter grade) columns are not created correctly in your RamCT section you will see this error message:



If you receive a “Section Not Configured Correctly” error follow the instructions in section II of this document to configure the two columns and re-import the grades.

- d. **Student has no grades in the RamCT gradebook; “F” becomes N/A in ARIESweb grade entry page.**

By design, a student with no grades at all in RamCT will appear as “N/A” in the imported grade column on the ARIESweb grade entry page.



This is a flag to an instructor so they can decide how to grade this student. Should they receive an “F” or an “I”? The instructor can use the drop down grade menu on the grade entry form for that student and manually assign the appropriate grade. The instructor can also choose to leave the grade value as “None”. This will result in a “no grade” entry for the student.

IX. Support

Documentation on the RamCT Grade Import process can be found on our website at:
<http://help.ramct.colostate.edu/ramctaries.aspx>

Each college has a RamCT coordinator who can help with the grade import process.
A list of RamCT coordinators can be found at:
http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

You can e-mail questions to the central RamCT Support staff:
ramctsupport@colostate.edu