



Introduction to the RamCT Grade Book

Workshop Overview

In this workshop, you'll become comfortable working with the Grade Book as you learn to navigate the Grade Book screen and tailor it to your needs. After setting up the Grade Book, you will learn how to view, enter, change, and manage grades.

Topics

- I. [Enrollment](#)
- II. [Grade Book Interface](#) – grade book tabs
- III. [Setting up the Grade Book](#) – column types, default columns
- IV. [Creating Columns](#) – numeric, calculated, calculation formulas, letter grade columns, letter grade schemes.
- V. [Grade Book Options](#) – column settings, modify column settings
- VI. [Reordering Columns](#) – reorder, show/hide
- VII. [Group Options](#) – mail students, export grade book, deny/grant access
- VIII. [Managing Grades](#) – enter grades, override grades, statistics audit history
- IX. [Releasing Grades to Students](#) – release columns, My Grades
- X. [Backup the Grade Book](#)
- XI. [RamCT Support](#)



Learning Objectives - Participants will be able to:

- Name and create three types of columns
- Create a basic calculation column formula
- Create a letter grade scheme
- Rearrange the order of grade columns
- Enter student grades
- Release grade columns to students

I. ENROLLMENT

Student enrollment in RamCT for both students and instructors comes from CSU's ARIES Student Information System. That is why a new RamCT section must be requested each semester so it can be synchronized with the enrollment information. You cannot enroll students manually into a RamCT section; they must register for the class in ARIES and then they will appear in the RamCT grade book.

A. Student, Demo

Each RamCT section has a fictitious student built in to its enrollment called Student, Demo. This is the account RamCT uses which allows the Student View tab to work. You will notice this student appears in the grade book. Their information is not used in the calculation of any of your RamCT data or statistics.

B. Who Can Enroll Members I Enroll?

RamCT instructors can enroll section designers, teaching assistants and RamCT auditors. See the document [How to enroll secondary designers, teaching assistants and RamCT auditors](#) at <http://help.colostate.edu> for additional information.

II. THE GRADE BOOK INTERFACE

The Gradebook is only available from the “Teach” tab. (Section Instructor)



The Grade Book is similar to a spreadsheet. It contains a grid of rows and columns: each row contains member data and each column contains a type of data.

Each row represents a member. By default, members are listed in alphabetical order by the Last Name column. You can also sort by other columns.

Each column contains a type of data. Some columns, such as Last Name and First Name, appear by default and cannot be deleted. Other columns are added by you or are created automatically when you create a grade-related item, such as a quiz or an assignment.

Columns contain data about section members.

Each row represents a student or other section member.

<input type="checkbox"/>	Last Name Alphanumeric ↑	First Name Alphanumeric	User Id Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated
<input type="checkbox"/>	Michael	F	MichaelF	Student	--	--
<input type="checkbox"/>	Vikram	J	VikramJ	Student	--	--
<input type="checkbox"/>	Marcia	L	MarciaL	Student	--	--
<input type="checkbox"/>	Leighton	Tom	eddev	Section Instruct		
<input type="checkbox"/>	Lizta	Lizta	Lizta	Teaching Assista		

Send Mail Export to Spreadsheet Grant Access Deny Access Unenroll

(XX) - Indicates a grade that is partial or not complete
^XX - Indicates a grade that has been overridden

A. Grade Book Tabs



The Grade Book contains four tabs. Each tab is a unique and separate view of the gradebook. It can sometimes be confusing – you will have done a lot of work setting up your grade book. Then the next time you enter your RamCT section all of your work appears to have disappeared! Usually what has happened is that you made your changes on one tab in the grade book and are now on a different tab. In general we recommend doing all of your work on the **View All** tab. The order of items on this tab will be the same order that your students see under their My Grades tool.

Each tab has different groups of data columns and provides a different view of information about members, including designers, instructors, teaching assistants, students, and auditors.

This Grade Book tab...	displays:
Grades	the default columns (Last Name, First Name, and User ID) and any grade-related columns. This tab is used to view, enter, or override grade-related information.
Members	all default columns (except quiz and assignment columns), and any non grade-related columns. This view is meant to hold any descriptive information that you want to store about students and auditors.
View All	all columns, grade-related or not. This is the order that students will see when they use their My Grades tool so we recommend doing most of your work on this tab.
Custom View	all columns initially. You delete and reorder columns to create your own view of member information.

III. SETTING UP THE GRADE BOOK

You can customize the Grade Book to suit your needs. You can:

- create columns to calculate or average grades, generate a letter grade based on a numeric score, keep notes, and view grade change history.
- edit columns, including creating or changing formulas for calculated columns, creating or editing selection options for selection list columns, and editing numeric ranges for letter grade columns.
- modify column settings to control column attributes such as alignment, number of decimals, and whether the column is released to students.

A. Column Types

You can create the following column types in the Grade Book.

Column Type	Description	Example
Alphanumeric	allows you to enter a short string of text or numbers	an “E-mail Address” column to hold external e-mail addresses.
Calculated	displays the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, and quiz or assignment columns. A calculated column called TOTALSCORE must be created if you wish to use the grade import from RamCT to ARIES option.	a column that uses a formula that averages students’ grades for the assignments, quizzes, and midterm for the first half of the semester to generate students’ interim grades
Letter grade	generates a letter grade based on the values of a numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned. A letter grade column called LETTERGRADE must be created if you wish to use the grade import from RamCT to ARIES option.	a column that converts the numeric grades for the midterm and final to letter grades
Numeric	allows you to manually enter numeric values only This is the most common column you will use.	a column for recording grades for participation in assignments
Selection list	allows you to select from a drop-down (selection) list of one or more values to describe or grade students	a column titled, “Class,” that contains the words, “Freshman,” “Sophomore,” “Junior,” and “Senior”

Column Type	Description	Example
Text	allows you to enter an extended amount of words, phrases, or paragraphs	a column for providing additional information

B. Default Columns

The following columns appear in the Grade Book tool by default, and cannot be edited.

Last Name, First Name, User Name, and Role: These columns contain members' information taken from their enrollment record.

Assessments: When a quiz or survey is created, a corresponding column is automatically created in Grade Book. The Grade Book is automatically populated as assessments are completed. For example, when a quiz is graded, the grade is automatically added to the column. When a survey is taken, its corresponding column indicates this.

Discussion: When a gradable discussion topic is created, a corresponding column is automatically created. When the discussion is graded, the grade is automatically added to the column.

Assignments: When a gradable assignment is created, a corresponding column is automatically created. When the assignment is graded, the grade is automatically added to the column.

Note: At any time the automatically populated grades can be manually overridden either within the assessment, discussion, or assignment or in the grade book.

TIP: An overwritten grade will have a “^” character, e.g. ^ 90. Visually this is a quick way to determine if a grade has been changed from its original value.

IV. CREATING COLUMNS

A. Numeric and Calculated

For this workshop we will create numeric, calculated and letter grade columns. The basic steps to create a column are the same.

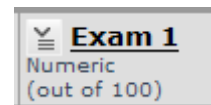
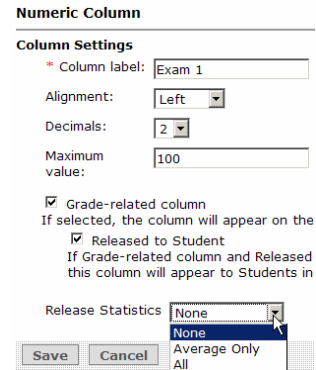
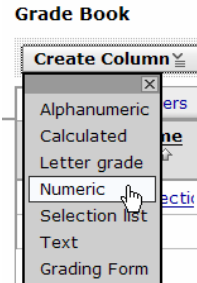
1. From the Teach tab *click on Grade Book*
2. **Under the** Create Column drop down menu *select the type* of column you would like to create. In this example, numeric.
3. *Type in a column label*
4. **Column alignment:** left, center or right
5. **Decimal:** number of decimal places. Use the same number of decimal places for all of your columns to prevent rounding errors.
6. **Maximum value:** number of points this graded item will be worth
7. **Grade related:** check if this will be part of a student's grade.
8. **Released to Student:** check if you want the students to see right away any value you put in this column
9. **Release statistics:** select any statistics that you would like your students to be able to see when they check their grade for this particular item.

(All Statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.)

10. *Click on the Save* button.

The steps are essentially the same for creating a Calculated column.

Note: A calculated column named TOTALSCORE must be created if you would like to use the option to import your grades from the RamCT grade book to the ARIES grading system at the end of the semester.



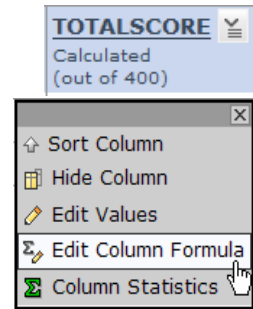
1. Entering Formulas Into A Calculated Column

You must edit a calculated column's formula before you can use it.

1. Use the **action links** next to the calculated columns title and *select* **Edit Column Formula**

The rudimentary RamCT formula calculator appears.

In this example we first created four numeric columns called Exam 1, Exam 2, Exam 3 and Exam 4.



2. *Select* the **AVE** function
3. *Click* on **Exam 1**
4. *Click* on **Enter Another Value**
5. *Click* on **Exam 2**
6. *Repeat* for Exam 3 and 4.
7. *After you click* on **Exam 4** *click* on **End Function**.
8. *Click* **Save**

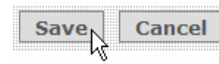
Edit Formula for: TOTALSCORE

To create a formula for a calculated column, use the functions, expressions within your formula, use parentheses. As you create When you have finished creating your formula, click Save.

The Undo button will remove the most recent value from the formula



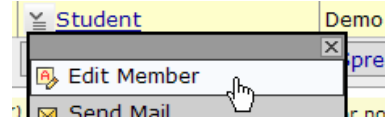
The Clear All button will clear the ENTIRE formula!



TIP: If you need to do complicated formulas use a spreadsheet like Microsoft Excel and then import the values into the RamCT grade book. A document entitled [Import a Comma Separated Value Spreadsheet Into the RamCT Gradebook](#) describes this process.

2. Testing a column formula

We can use the Student, Demo student in our RamCT section to enter values into our numeric columns to see if our calculations are working correctly.



1. In the **grade book** *click* on the **action link** drop down menu next to Student, Demo and *select* **Edit Member**.

This allows you to manually enter a score for all gradeable columns for this particular student.

2. *Enter* a **score** of 90 for each of the four exams, which will make it easy for me to check to see if my calculated column is working properly.

Exam 1:	--	Change to:	<input type="text" value="90"/>
Exam 2:	--	Change to:	<input type="text" value="90"/>
Exam 3:	--	Change to:	<input type="text" value="90"/>
Exam 4:	--	Change to:	<input type="text" value="90"/>

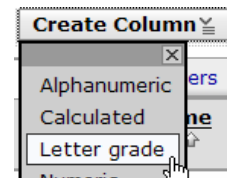
3. *Click* **Save**

The value in the calculated column is 90 which corresponds to my $4 \times 90 / 4$ average calculation.

Exam 1	Exam 2			
Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric	Calculated (out of 400)
90.00	90.00	90.00	90.00	90.00

B. Letter Grade Columns

RamCT can automatically assign a letter grade based on the value in our calculated column and a grading scheme that we enter for our section.



1. From the **Grade Book** screen, *click* **Create Column**, and from the **Action Links** menu, *click* **Letter Grade column**.

- For the **Column label** type in **LETTERGRADE**

(This is the name the column must have if we want to use the option to import the grades from this RamCT section's grade book to the ARIES grade system.)

- Check the **Grade related** item
- UNCHECK** Released to Student

(We recommend not releasing this column to your students until you are certain that the grade they see is in fact their final grade.)

- Based on a numeric/calculated column – *point* this column to the **TOTALSCORE** column in your grade book.
- Click **Save**. The column is added to the Grade Book.

Letter Grade Column

Column Settings

* Column label:

Alignment:

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades too

Based on numeric/calculated column:

Exam 1
Exam 2
Exam 3
Exam 4
Introduce Yourself
TOTALSCORE

* Required field

1. Edit the Letter Grade Scheme

- On the **action link** next to your letter grade column select **Edit Column Letter Grade Scheme**

LETTERGRADE Letter Grade

- Sort Column
- Hide Column
- Edit Values
- Edit Column Letter Grade Scheme**

2. Here is the default scheme that is included by the makers of RamCT. This is an international product, so we're guessing that the letter grade "E" means something; just not at CSU!

3. *Adjust the grade scheme*

Add Grade allows you to add additional rows to your grading scheme to accommodate "A+, A-" etc.

4. Click on the red "X" at the end of a row to delete that row.

Edit Letter Grade Scheme for: LETTERGRADE
 Base letter grade on column: TOTALSCORE

Grade	Range	Actions
<input type="radio"/> A	90 and above	
<input type="radio"/> B	80 or greater, and less than 100	
<input type="radio"/> C	70 or greater, and less than 90	
<input type="radio"/> D	60 or greater, and less than 80	
<input type="radio"/> F	less than 70	

(insert above selected grade)

Click to delete row

Will add a row to grade scheme

RamCT should be able to accommodate whatever scheme you use. For example, in your course the total points might be worth 500. You can set the scheme so that 480 – 500 is an A, 460 – 480 is a B, etc.

Comment:

You can enter comments to remind yourself on why you chose this scheme.

5. *Click Save*

In our example, RamCT has correctly used the letter grade scheme we set up to give our demo student an "A"

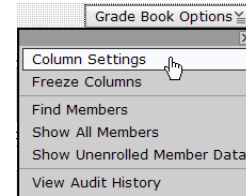
Exam 1	Exam 2	Exam 3	Exam 4	TOTALSCORE	LETTERGRADE
Numeric (out of 100)	Numeric (out of 100)	Numeric (out of 100)	Numeric	Calculated (out of 400)	Letter Grade
90.00	90.00	90.00	90.00	90.00	A

V. GRADE BOOK OPTIONS

The Grade Book Options drop down menu allows you to manage certain aspects of your grade book

A. Modifying Column Settings

Column Settings allows you to control the behind the scenes behavior of the columns in your grade book.



From Column Settings, you can:

- Change the column label unless it is a default column, automatically created by a tool, or already contains data, for example, if an assignment was already submitted by a student.
- change the column type.
- indicate the alignment of the column – left, centered, or right.
- release grades to students.
- indicate whether the column is a graded column.
- specify the number of decimals that should be displayed in the column.
- edit the maximum value of the column.

Column Settings

Create Column ▾

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label:	Last Name	First Name	User ID	Role
Type:	Alpha	Alpha	Alpha	Alpha
Alignment:	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes
Grade Column:	No	No	No	No
Decimals:				
Maximum value:				
Source:				
Release Statistics:				

Delete Release Do Not Release

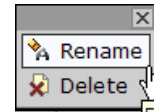
- Align - ▾ - Decimals - ▾ - Grade: - ▾

Note: Depending on the column type, you may not be able to change specific settings. For example, you cannot rename a default grade book column.

From the **Grade Book** screen click **Grade Book Options** and *click Column Settings*.

<input type="checkbox"/> Select All/None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label:	Exam 1	Exam 2	Exam 3	Exam 4	TOTALSCORE	LETTERGRADE
Type:	Num	Num	Num	Num	Calc	Letter
Alignment:	L C R	L C R	L C R	L C R	L C R	L C R
Released to Student:	Yes	Yes	Yes	Yes	Yes	Yes
Grade Column:	Yes	Yes	Yes	Yes	Yes	Yes
Decimals:	2	2	2	2	2	
Maximum value:	100	100	100	N/A	400	
Source:						
Release Statistics:	None	None	None	None	None	

1. **Change a column label** by clicking on the action link menu next to the column name and select rename.



2. **Convert the column type** by clicking on the current type for the column (e.g. Num) and the Convert Column Type window appears.

Convert Column Type

Column: Exam 1

Setting: Type

Current Value: Numeric

New Value: (dropdown menu open with options: Alphanumeric, Text)

Comment:

Make the change and click Save.

3. **Released to Students and Grade Columns** values are toggles: if it currently reads Yes, click on Yes and it will change to No.

Released to Student:	Yes	Yes
Grade Column:	No	No

4. **Alignment, Decimals, or Maximum Value**, click the current value. A pop-up screen appears, allowing you to enter a new value. Click Save.
5. To edit multiple columns at one time, in the first row, select the check boxes that correspond to the columns you want to edit. Then select the desired alignment, decimal, or grade option from the drop-down lists at the bottom of the screen.

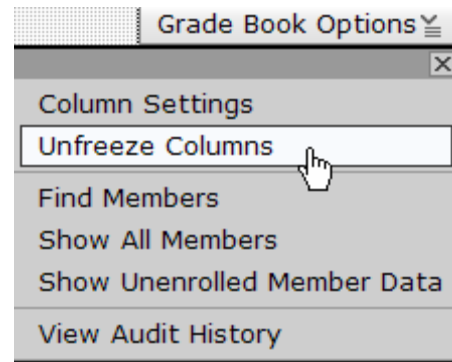
6. Return to the grade book by clicking on the Grade Book bread crumb.

Your location: [Grade Book](#) > [Column Settings](#)

B. Freezing and Unfreezing Columns

Freezing columns allows you keeping the Last Name and First Name columns fixed on the screen while you scroll horizontally. You can see the user names that correspond to the column data when viewing a Grade Book tab with numerous columns.

Unfreeze the columns in the grade book by clicking on the Grade Book Options menu and select Unfreeze Columns.



TIP: Why unfreeze? RamCT redraws the grade book screen almost every time you do something in the grade book. For RamCT sections with a lot of student and/or a lot of columns, the redraw of the screen can become quite slow. Unfreezing the columns can speed up the redrawing of the grade book window.

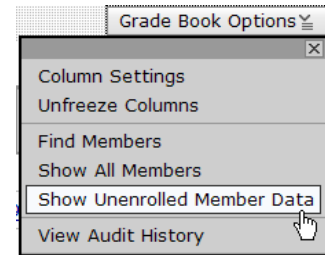
- C. **Find members** lets you search the grade book for a specific student criteria.

For example, could search for students who had a grade of 75 or less on exam 1 and send them a RamCT email inviting them to a study review session.

 A screenshot of a 'Find Members' search form. The form is titled 'Find Members' and has a section 'Show Members Whose:'. It contains two rows of search criteria. The first row has 'Column:' set to 'First Name', 'Condition:' set to 'Contains', and 'Value:' set to 'fiennes'. The second row has 'Column:' set to 'First Name', 'Condition:' set to 'Contains', and 'Value:' is empty. Below the search criteria is an 'Add Criteria' button. There are two sections for filtering: 'Roles' and 'Groups'. The 'Roles' section has a checked checkbox and radio buttons for 'contain' and 'do not contain', with a dropdown menu showing 'Student', 'Teaching Assistant', 'Section Instructor', and 'Auditor'. The 'Groups' section has a checked checkbox and radio buttons for 'contain' and 'do not contain', with a dropdown menu showing 'Field Trip Participants 1', 'Study Groups 1', and 'Study Groups 2'. At the bottom of the form are 'Run Query', 'Reset', and 'Cancel' buttons.

D. **Show All Members** – after you perform a find member search, selecting Show All Members will allow you to once again see all members in your section.

E. **Show Unenrolled Member Data** – through its interaction with ARIES, RamCT keeps track of all students who were ever enrolled in your section, even the students who dropped the course.



When you “Show Unenrolled Members” the students who dropped the course will appear in the grade book in a red colored font.

F. **View Audit History** – RamCT tracks all manually entered grades and grade changes and who made the change.

VI. REORDERING COLUMNS

Reorder Columns

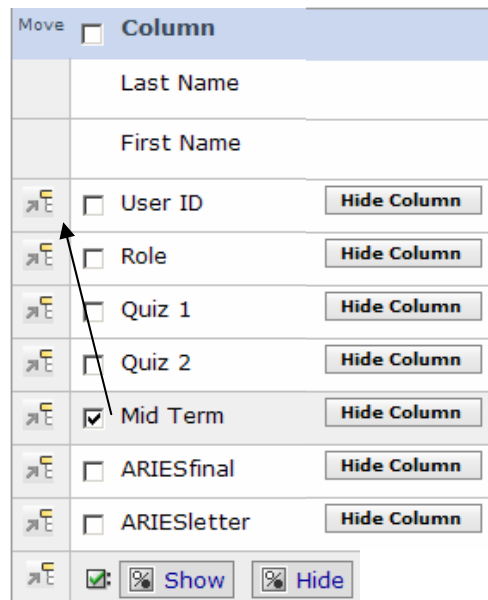
You can determine the left-to-right order to display columns. The order of columns is set per Grade Book tab. By default, the Last Name, First Name, User ID, and Role columns appear first. Columns you create appear from left to right, in the order that they were created.

A. To reorder columns:

Locate the **tab** that contains the columns that you want to reorder and *click* **Reorder Columns**.

The Reorder Columns screen appears with a list of columns displayed. The top column in the list is the leftmost column in the tab view.

Next to **each column** you want to move *select* the **check box**.



Do one of the following:

Move the selected columns by clicking the appropriate **Insert Selected Columns Above** icon.

Insert selected items at the bottom of the list by clicking the last icon in the Move column. These items will appear farthest to the right in the Grade Book tab view.

Click **Save**.

The tab you started on appears, with your changes.

Note: If you click on the “View All” Grade Book tab and use “Reorder Columns” these changes will be reflected in the order that students see graded items under their “My Grades” tool.

B. Hiding and Showing Columns

You show columns you would like to see and you can hide columns you do not wish to see. This action is specific to each grade book tab you are on. So, hiding a column when on the View All tab will have not effect on the Grades tab. You cannot hide the Last Name and First Name columns.

RamCT logic: If you see Hide Column next to a column on the list it means the column is currently visible on this grade book tab. Show Column means that column is currently hidden.

1. To **hide one column** at a time, *locate* the **column** you want to hide
2. *Click* **Hide Column**. The value will change to Show Column which indicates the column is now hidden from view.
3. *Click* **Save**.
4. To **hide multiple columns** *place a check* next to the columns you want to hide and *click* on the **Hide Column** button.
5. *Click* **Save**.

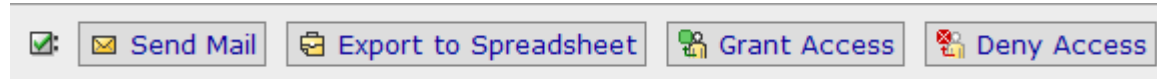
Show Column

Hide Column

Hide Column

Note: Hiding a column has no impact on what students see; it just affects your view of the gradebook.

VII. GROUP OPTIONS



- A. **Send Mail** – will display a list of all section members. You can place checks next to people’s names and send them a RamCT email message.
- B. **Export to Spreadsheet** – you can export a copy of your RamCT grade book to Microsoft Excel. You would do this for editing, for saving a copy after making significant changes or to save a copy at the end of the semester. See the document: [How To Export The RamCT Grade Book](#) for additional information.
- C. **Grant and Deny Access** – you can temporarily deny access to a section member. The section will appear on their My RamCT Course List but they won’t be able to enter the section. A red X will appear beside the name(s) of a students in the grade book who have been denied access to the section.

Why deny access: Two scenarios come to mind. If you are working with a student who needs to finish an incomplete you would need to open up access to all of your students and then deny access to everyone but the person finishing the course.

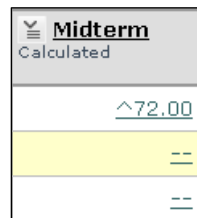
If you have a concern with a student’s behavior in the class; perhaps they have been rude to others in their discussion posts. You can temporarily deny them access until you have the opportunity to talk to them.

VIII. MANAGING GRADES

- enter or overriding grades.
- view column statistics.
- view audit history.
- Release grades to students.

A. Entering and Overriding Grades

In Grade Book, you can **enter grades** directly into columns that are not automatically filled in by the tool such as Assessments, Assignments or gradeable Discussions.



To override a grade click on a value

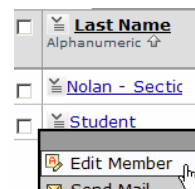
To enter a grade, click this symbol.

You can also **override grades** for columns that contain data that has been automatically filled in (e.g., quiz, assignment, or gradable discussion) or calculated (e.g., letter grades, calculated grades).

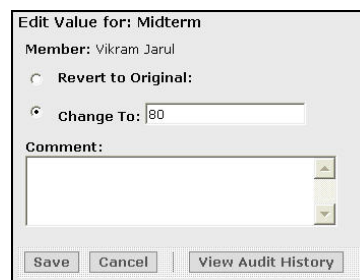
For example, you might want to override data for a quiz if you've determined that the quiz had a question that was ambiguous. When you override a grade, a caret symbol (^) is added to the cell to indicate that the data has been overridden.

To enter or override a grade for a single student:

1. Click on the **action link** next to that student and *select* **Edit Member**. You will see every possible gradeable column for that student.

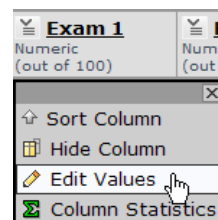


2. Beside *Change To*, enter or edit the **value**.
3. If you want, under *Comment*, enter a comment to appear in the Audit History.
4. Click **Save**. The new grade appears in the Grade Book screen.



B. To enter or override grades for multiple students:

1. *Locate* the **column** for which you wish to enter grades and click on its action link.
2. Click **Edit Values**.



3. For each student, enter the grade and if you want, a comment to appear in the Audit History.

Edit Column: Midterm						
Members 1-6 of 6						
First Name	Last Name	User Id	Current Value	Change to	Comment	
Michael	Fiennes	MichaelF	^72.00	72.00		
Vikram	Jarul	VikramJ		N/A		

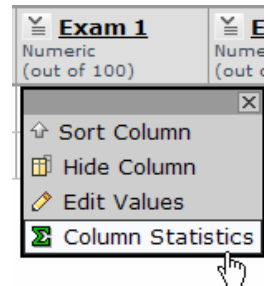
The comment here is only available to instructors and TA's with grade book access.

4. The students do not see these comments.
5. Click **Save**.

C. Viewing Column Statistics

From the action links next to a column name you can select Column Statistics and view the following statistics for calculated, numeric, and alphanumeric columns:

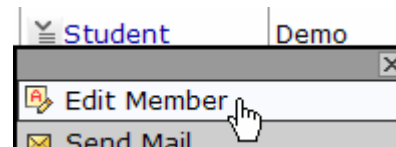
- count – the total number of values in the column.
- average – the average value of all values in the column
- median – the middle value in a distribution of column values
- maximum – the maximum column value
- minimum – the minimum column value
- standard deviation – the measure of the variation in a distribution of column values



D. Viewing Audit History

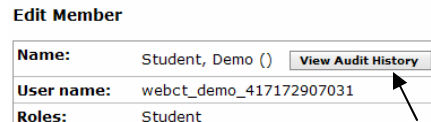
You can view a history of all changes to grades. The Audit History displays the date and time of change and indicates which user made the change.

*Locate the **student** and click on the **action link drop down menu***



*Select **Edit Member**.*

Next to the student's name, click **Audit History**.



The Grade Audit History pop-up screen appears, displaying all changes made to all columns for this student.

When you're done reviewing the history click **Done**.

Grade Audit History Marcia Larousse						
Member	Date/Time	Column	User	Old Grade	New Grade	Comment
Marcia Larousse	March 8, 2005 9:38 AM	Grade	Marcia Larousse (Section Instructor, Section Designer)		C+	
Marcia Larousse	March 13, 2005 4:42 PM	Midterm	Marcia Larousse (Section Designer, Section Instructor)		77	
Marcia Larousse	March 13, 2005 4:43 PM	Final	Marcia Larousse (Section Designer, Section Instructor)		65	
Marcia Larousse	March 13, 2005 4:44 PM	Final Letter Grade	Marcia Larousse (Section Designer, Section Instructor)		B-	
Marcia Larousse	March 15, 2005 1:23 PM	Final	Marcia Larousse (Section Designer, Section Instructor)	65	70	Student submitted extra credit work.

Export Log Done


IX. Releasing Grades to Students

If the My Grades tool has been added to the Course Menu, students can access their grades. You determine which grades students can see by releasing the associated columns in Grade Book. You can only release grade-related columns.

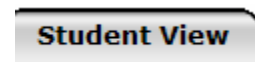
A. To release grades:

From the Grade Book screen, click **Grade Book Options** and select **Column Settings**.

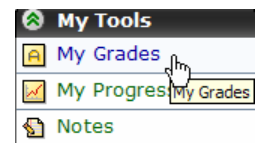
1. To release a single column, click the **No** link under Released to Students to change it to **Yes**.
2. To release several columns, select the columns' header check boxes and click **Release**.

<input type="checkbox"/> Select All/None	<input type="checkbox"/>
Label:	Exam 1 ▾
Type:	Num
Alignment:	L C R
Released to Student:	Yes 

3. You can test this by click on the Student View tab



4. Click on My Grades under the My Tools section.



Items will appear based on the order you have set up on the View All tab in the grade book.

My Grades
June 14, 2008
Student: Student, Demo () (webct_demo_417172907031)
Course: RamCT Adding Content
Section: RamCT Content
Section Instructor: Nolan - Section Designer, Kevin ()

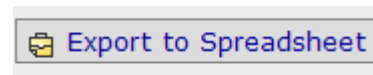
Item	Grade	Statistics	Comments
Exam 1:	90.00 (out of 100.00)		
Exam 2:	90.00 (out of 100.00)		
Exam 3:	90.00 (out of 100.00)		
Exam 4:	90.00		
TOTALSCORE:	90.00		
LETTERGRADE:	A		

(XX) - Indicates a grade that is partial or not complete

X. Backup Your Grade Book

Before and after you make significant changes to your grade book you should backup/export a copy to your local computer. You should also make a backup of your grade book at the end of the semester.

1. In the grade book *click* on **Export to Spreadsheet**.



2. *Accept* the default **export settings**

3. *Click* **Export**

Export to Spreadsheet

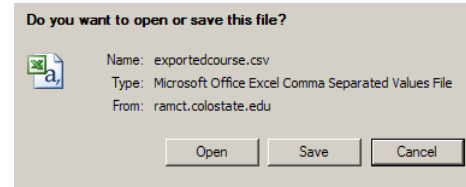
Members to Export:
 All members

Columns to Export:
 Visible columns
 All columns

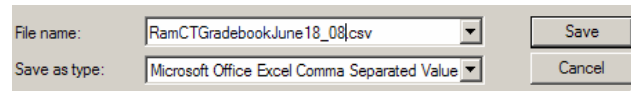
Export Format:
Select the keyboard elem
 Comma-delimited
 Tab-delimited

Character Set:
Select a character set th
 Unicode (UTF-8)
 Unicode (UCS-2)

4. When prompted *select Save*



5. Give the file a **unique name** and *save* to an appropriate location on your local computer.



XI. RamCT Support

Support for RamCT is available from a number of sources:

RamCT help website: <http://help.ramct.colostate.edu>

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

Email us: <mailto:mramctsupport@colostate.edu>