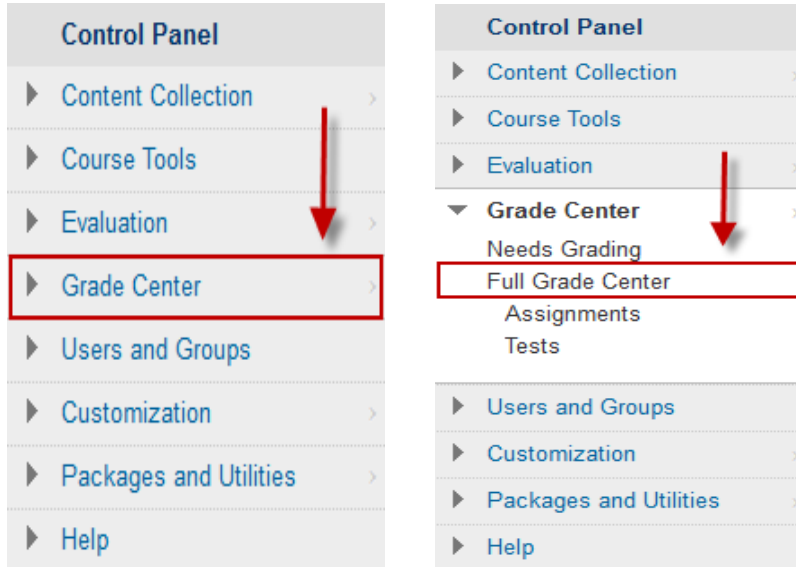


Before using GradeSync to submit grades, please follow the steps in this guide to ensure that the Grade Center is properly configured to send grades accurately.

1. Login to [eCampus](#) and navigate to the **course** that needs to be prepared for GradeSync.
2. Click **Grade Center** located in the Control Panel, then click **Full Grade Center**.



3. To ensure that the column GradeSync uses to pull grades, it is recommended to create a new column at the time an instructor needs to submit Midterm Grades or Final Grades. Most instructors will only need to make two columns, one for Midterms Grades, (*at the midterm time of the course*), and one for Final Grades (*when ready to submit final grades at the end of the course*).

Highlight the cursor over **Create Calculated Column**, then click **Total Column** or **Weighted Column**. (Only select *Weighted Column* if graded items in the course need be weighed by a certain percentage. You can find more on [Weighted Columns here.](#))

**Grade Center : Full Grade Center**

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press Enter. [More Help](#)

Create Column
**Create Calculated Column**
Manage
Reports

- Average Column
- Minimum/Maximum Column
- Total Column**
- Weighted Column

Last Name	Grade Item Name	Student ID	Last Access	Availability	Weighted Total	Total	Quiz 1
Student	Test	test.student	July 30, 2015	Available	--	420.00	80.00
Student2	Test	test.student2		Available	--	403.00	60.00
Student3	Test	test.student3		Available	--	390.00	100.00
Student4	Test	test.student4		Available	--	276.00	50.00
Student5	Test	test.student5		Available	--	295.00	40.00

Selected Rows: 0

Move To Top
Email

4. Enter a **Column Name**. (This could be "Midterm Grade" or "Final Grade".)

**COLUMN INFORMATION**

\* Column Name

Grade Center Name

*Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.*

5. A) Scroll down to **Select Columns**. Click **Selected Columns and Categories**.
- B) Now select the **Columns** or **Categories** you wish to include in the new total column. Click the "Ctrl" key (for Windows) or the "Command" key (for Macs) to select **multiple columns**.
- C) Click the icon to move the columns over to Selected Columns.
- D) Click the **No** option for Calculate as a Running Total. (This will ensure that students who failed to attempt or turn in work will receive a "0" for the missed attempt or work.)

**NOTE:** When creating columns, **DO NOT** include any total columns in the Selected Columns area, as this will cause the grades to be incorrect. For example, do not include the Midterm or the Total column in the Selected Columns area while making a new Final Grades column.

**SELECT COLUMNS**

*Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grading Periods. To include specific columns or categories in the total, choose Selected Columns and Categories.*

Include in Total

All Grade Columns

Selected Columns and Categories

**Columns to Select:**

- Weighted Total
- Total
- Quiz 1
- Quiz 2
- Quiz 3
- Quiz 4
- Final Exam

**Column Information**

Quiz 1: Category:None/ Points Possible:100

Quiz 2: Category:None/ Points Possible:100

Quiz 3: Category:None/ Points Possible:100

**Selected Columns:**

- Column: Quiz 1
- Column: Quiz 2
- Column: Quiz 3

**Categories to Select:**

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer

**Category Information**

Calculate as Running Total

Yes

No


*A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value no grade.*

6. Scroll down to the **Options** area and select “No” for Include this Column in Grade Center Calculations.


**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from calculations.

Include this Column in Grade Center Calculations     Yes     No



7. Click **Submit** to save the new column.



8. Set the newly created column as the **External Grade** column. *For more information on this, please see [Setting the External Grade Column](#).* After submitting grades through GradeSync, it is **highly recommended** to set the External Grade column back to the default “Total” column, as this is what students will see on the “Report Card” modules in eCampus.

9. Any instructors who utilize a different **grading scale** other than the default 10 point Letter Grade scale, will need to follow the steps [here](#) to the edit the Letter Grade schema in the course. The default Letter Grade schema is based on the values below:

Grades Scored Between	Will Equal
97 % and 100 %	A+
94 % and Less Than 97%	A
90 % and Less Than 94%	A-
87 % and Less Than 90%	B+
84 % and Less Than 87%	B
80 % and Less Than 84%	B-
77 % and Less Than 80%	C+
74 % and Less Than 77%	C
70 % and Less Than 74%	C-
67 % and Less Than 70%	D+
64 % and Less Than 67%	D
60 % and Less Than 64%	D-
0 % and Less Than 60%	F

10. The Grade Center should now be ready to submit grades through GradeSync. Please click [here](#) to return to the GradeSync Instructor Guide.