

- 1) Logon to Katalyst by going to <https://webapps.mgmt.purdue.edu/kap/>
- 2) Expand the menu on the left hand part of the screen and go to **Katalyst -> Personal -> My Courses**



- 3) Click on the appropriate course link to go to your desired course
- 4) When the course loads up in the main area, click on the **Grades** tab at the top of the screen
- 5) Download a new grades sheet by clicking on the **Download Grades** button and save it to your desktop
- 6) Open the file and you should see a new row of on/off switches located in the **Calculate Stats** row as shown in the picture below:

	A	B	C	D	E	F	G	H
1	CourseID	Field	StudentName	PUID	Email	HW1	HW2	Quiz1
2	6170	Grade Max						
3		Grade Min						
4		Grade Mean						
5		Grade Median						
6		Grade Stddev						
7		Calculate Stats				Off	On	On
8		Grade Points					10	

NOTE: Katalyst only supports the following values at this time: On, on, Off, and off. Entering anything else into these cells (including a space or leaving it blank) will default to the "on" status.

- 7) Enter the appropriate values for your assignments and then save the file in CSV format as usual.
- 8) Close out the file when you're finished making all your changes
- 9) Go back to the Grades page for your course and click on the **Upload Grades** button.
- 10) Follow the directions to find the file on your computer and upload it back into the system. The screen will refresh and if you set the flag to off mode, then you should see the statistics cleared for the appropriate assignment(s).