

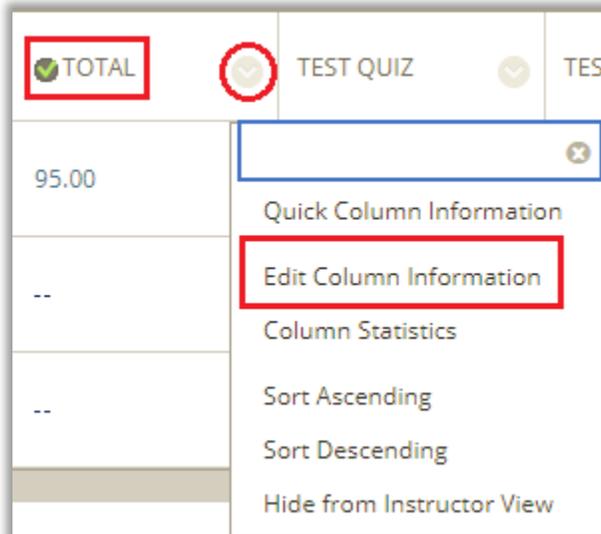
## HuskyCT User Guide: How to Hide the Total Column in the Grade Center from Students

Two calculated columns are created automatically in each HuskyCT site. One is "Weighted Total" which does not perform any calculations until edited by the instructor. The other, "Total", is set by default to add all grade columns in the Grade Center which has resulted in some confusion for students. It cannot be deleted, so we recommend editing this column's properties so it does not perform a calculation and it does not appear in the My Grades list or in any other types of grade notifications.

### 1. Access the options menu for the default "Total" column

Click on the gray down arrow at the top of the "Total" column with the green checkmark.

NOTE: The green checkmark indicates an "External Grade Column", which is a Grade Center requirement.



Click on "Edit Column Information"

CAUTION: "Hide from Instructor View" DOES NOT hide the Total column from the students view in My Grades tool. It only hides the column from the instructor view of the Grade Center

## 2. Change "Show Column to Students" Setting under Options to "No"

Locate the option to "Show this Column to Students". Change the setting from "Yes" to "No"

Show this column to students  Yes  No

### OPTIONS

Select **No** for the first option to exclude this Grade to Students in My Grades.

Include this column in Grade Center calculations  Yes  No

Show this column to students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

Cancel

Submit

Click Submit

## Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at [edtech@uconn.edu](mailto:edtech@uconn.edu) or 860-486-5052.