HuskyCT User Guide: How to Upload "Bubble Sheet" Grades

Instructors receive an email from SCHDSCN@uconn.edu with the subject "Secure Mail". This email contains a link to a zip file that instructors need to download. The zip file contains two .csv files and two .txt files. One of these files will have the name "huskyct.csv" and is configured to make it easy to upload the grades to the HuskyCT Grade Center.

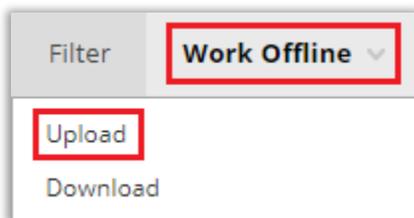## Prepare the "huskyct.csv" file for upload

The file has four columns: Name, Username, Raw Score, and Percent Score. Remove the "Name" column. Also remove the score column you do not wish to import (either Raw Score or Percent Score).

NOTE: The file must be kept a .CSV file and should contain TWO COLUMNS – the one with the NetIDs and the one with the scores

Username	Test 1
ssh91001	99
sss91001	89

Rename the score column that remains. If you plan to create the HuskyCT Grade Center column during the import, the name you choose will be the used for the new column (see Option 1). If you wish to load the scores into an existing column the name will need to exactly match that column's title which includes a hidden ID (see Option 2).

Upload the .CSV file to the Grade Center

Filter	Work Offline ∨
Upload	
Download	

At the upper right of the Grade Center, click on "Work Offline" and then on "Upload"

UCONN
CENTER FOR EXCELLENCE
IN TEACHING & LEARNING

Educational Technologies Office | Rowe 422

edtech@uconn.edu

860.486.5052

CHOOSE FILE

When uploading grades, first download the Grade Center, and then edit the file with the data

* Attach File   [Browse My Computer]   [Browse Content Collection]

Delimiter Type   ○ Auto ● Comma ○ Tab

Next, browse your computer for the file, select "Comma" as the Delimiter type, and click "Submit"

NOTE: A new column will be created during the upload to hold the uploaded grades unless the test score column title in the .CSV file exactly matches the Grade Center column title. This requires the addition of a special ID code

OPTION 1: Adding the Grade Center column during the upload

TEST 1

99

89

The .CSV file uploaded had "Test 1" as the title of the column for the test scores. This title does not contain the special ID so when the file was uploaded, a new column was created in the Grade Center with the name "Test 1".

Changing the column Primary Display from "Text" to "Score"

IN   TEST 1   ○
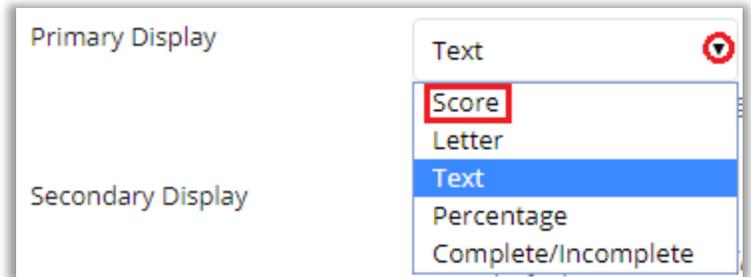
Quick Column Information

Send Reminder

View Grade History

Edit Column Information

Click the gray down arrow next to the column title, then choose the option "Edit Column Information"

2

Click on the down arrow for the Primary Display menu, then change the Display Type to "Score"
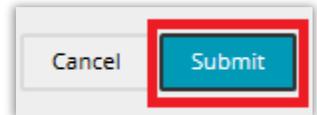
Primary Display | Text

Score
Letter
Text
Percentage
Complete/Incomplete

Secondary Display

Enter the Points Possible

* Points Possible   100

Click "Submit"

Cancel   Submit

Click "OK" on the warning message
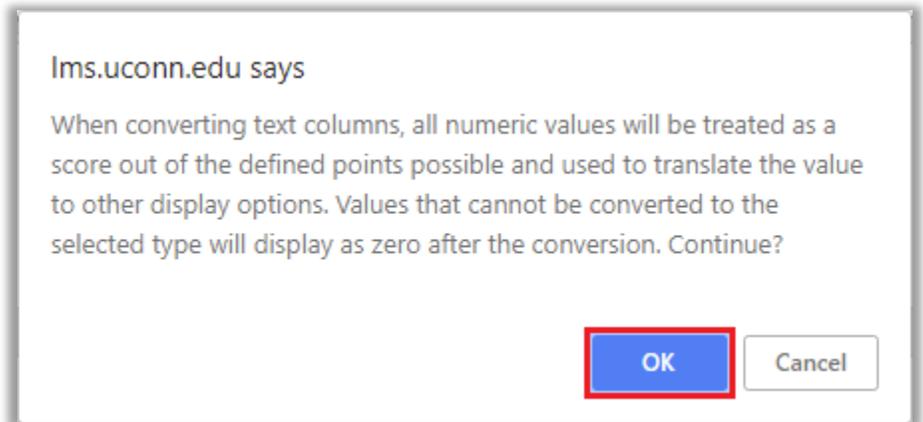
lms.uconn.edu says

When converting text columns, all numeric values will be treated as a score out of the defined points possible and used to translate the value to other display options. Values that cannot be converted to the selected type will display as zero after the conversion. Continue?

OK   Cancel

The test scores should now display with decimal places
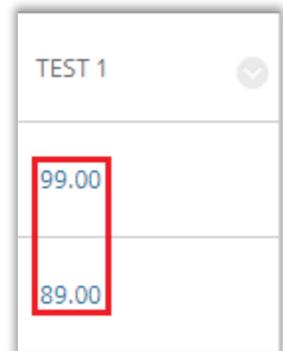
TEST 1

99.00

89.00

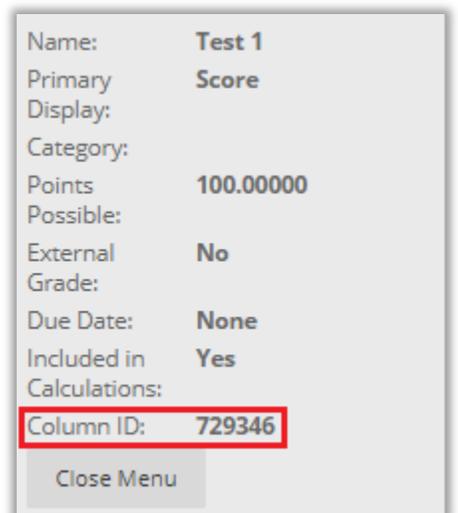# OPTION 2: Getting an exact match in column titles

In this case, a column was created manually in the HuskyCT Grade Center using the "Create Column" function and "Test 1" was entered into the "Column Name" field
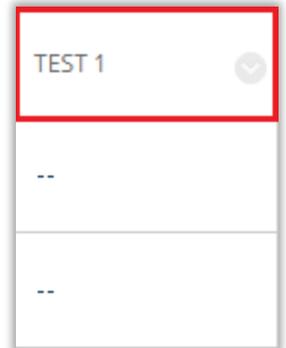
- Go to the Grade Center
- Click on the gray down arrow to the right of the column title
- Click on the option "Quick Column Information"
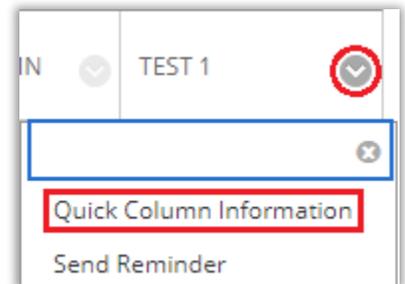
Copy down the Column ID

Username	Test 1 | 729346
ssh91001	99
sss91001	89

Add the Column ID to the column title as follows:

Add " | column #" to the title of the grade column

NOTE: Another way to retrace the exact column title of the Grade Center column is to Download the Grade Center as a .CSV file and then copy/paste the column title from there into the .CSV file being prepared for the upload of the test scores.

Still need help?

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