

## HuskyCT User Guide: How to Upload Grades and Create a New Column

Uploading data to the HuskyCT Grade Center requires a comma delimited (.CSV) or tab delimited file that includes the NetIDs of the students in a column titled "Username"

During the data file upload a column will be automatically created in the Grade Center to hold the data unless the column title in the .csv or tab delimited file exactly matches the column title in the Grade Center, which includes a hidden ID.

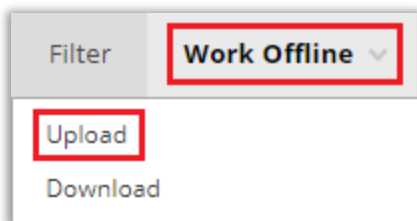
### Prepare the .CSV file for upload

For the import to succeed, the column with the NetIDs must be titled "Username" and it must be the first column in the file.

In this example, the data column is titled "Test 1". A column with this name does not exist in the HuskyCT Grade Center

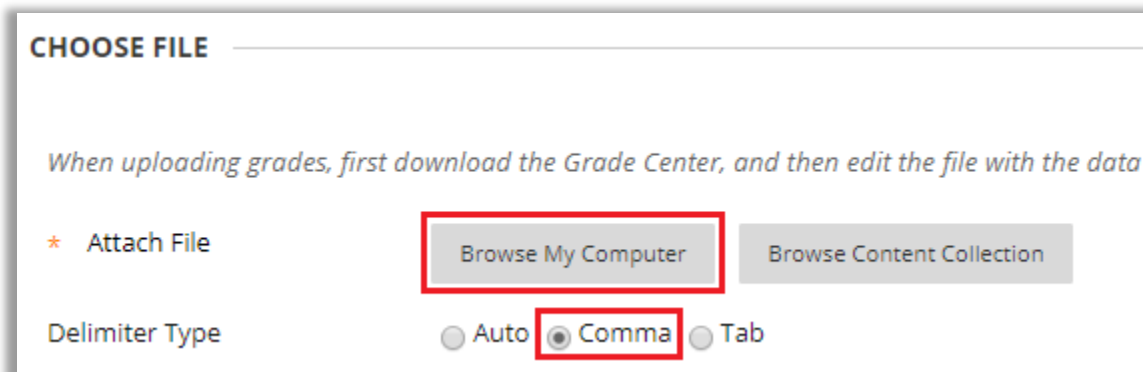
Username	Test 1
ssh91001	99
sss91001	89

### Upload the .CSV file to the Grade Center



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

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

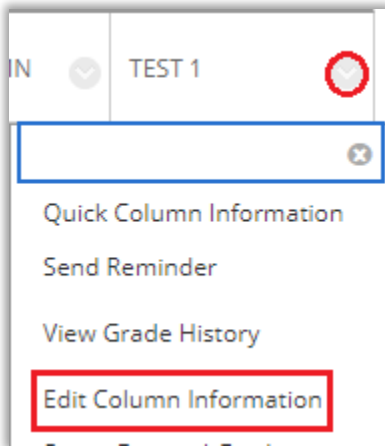


NOTE: A new column will be created during the upload to hold the uploaded grades unless the test score column title in the .CSV file exactly matches the Grade Center column title. This requires the addition of a special ID code

TEST 1	
99	
89	

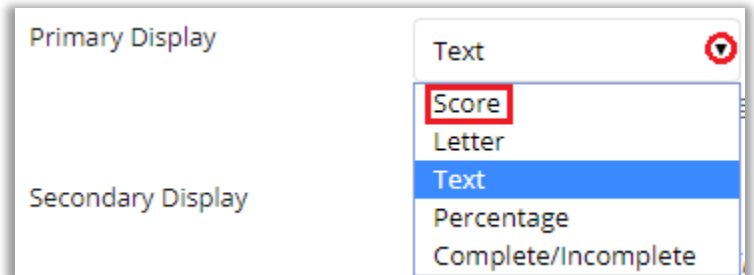
The .CSV file uploaded had "Test 1" as the title of the column for the test scores. This title does not contain the special ID so when the file was uploaded, a new column was created in the Grade Center with the name "Test 1".

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



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

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



Enter the Points Possible

\* Points Possible

Click "Submit"

Cancel

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?

The test scores should now display with decimal places

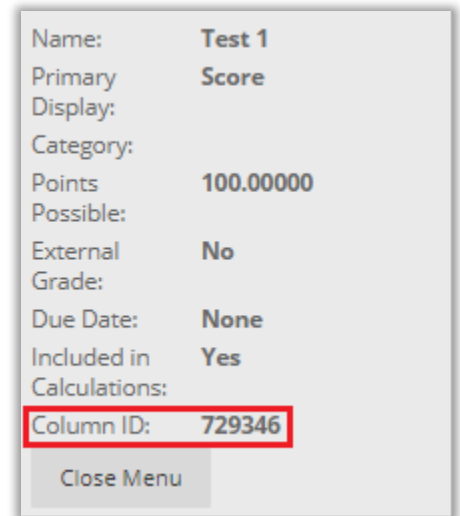
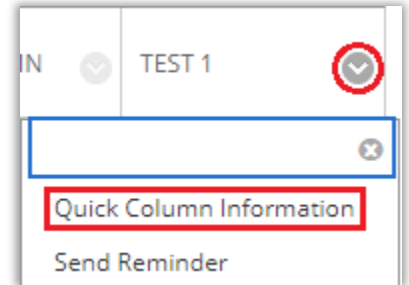
TEST 1
99.00
89.00

## 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

TEST 1
--
--

- 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

Add the Column ID to the column title as follows:  
 Add " | column #" to the title of the grade column

Username	Test 1   729346	
ssh91001		99
sss91001		89

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](mailto:edtech@uconn.edu) or 860-486-5052.