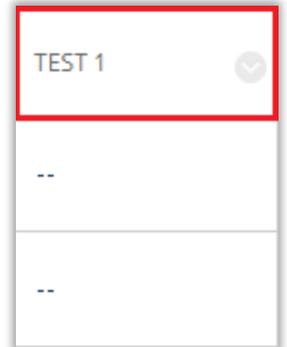


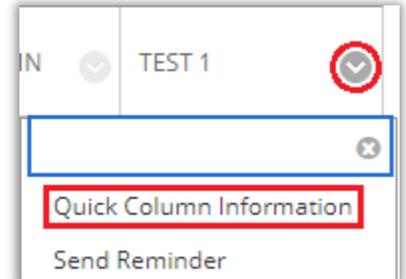
HuskyCT User Guide: Uploading Grades to an Existing Column in Grade Center

Getting an exact match in column titles

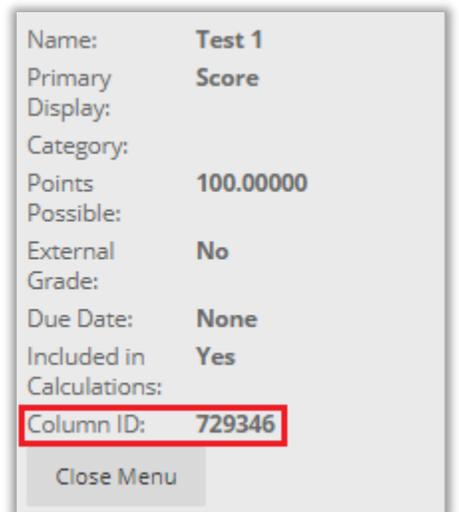
In this case, a column was created manually in the HuskyCT Grade Center using the "Create Column" function and "Test 1" was entered into the "Column Name" field



- 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.