

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"



TEST 1

IN	Ø	TEST 1	\odot			
			Θ			
	Quick Column Information					
2	Send Reminder					

Name:	Test 1
Primary Display:	Score
Category:	
Points Possible:	100.00000
External Grade:	No
Due Date:	None
Included in Calculations:	Yes
Column ID:	729346
Close Menu	

Copy down the Column ID



Educational Technologies Office | Rowe 422

edtech@uconn.edu

860.486.5052

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 <u>edtech@uconn.edu</u> or 860-486-5052.