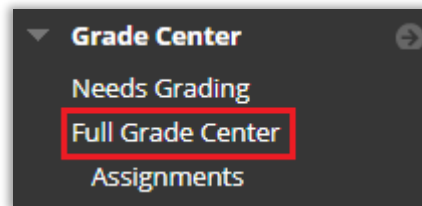# HuskyCT User Guide: Using Grade Center Categories

Each column in the Grade Center has a "Category" field. Some Category designations are pre-defined, such as Test, Survey, Assignment, Discussion, SafeAssignment, Journal, and Blog and these are automatically assigned to the corresponding graded activities. All Calculated Columns are assigned the Category of "Calculated Grade".
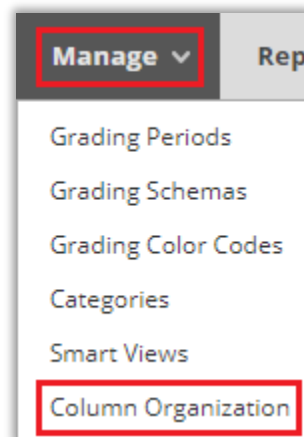
Columns that the instructor creates manually are set to "No Category" initially, but this can be edited. Additional unique categories can be created and applied to any column except for Calculated Columns.

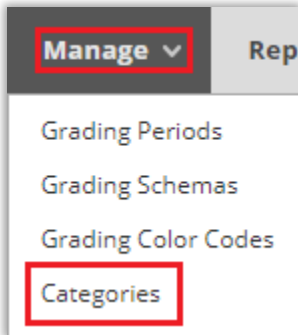## To view the categories of existing columns:

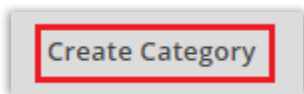Under Control Panel in Course Management, click on Grade Center, then Full Grade Center

Click "Manage" at the top of the Grade Center,

Click "Column Organization"

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edtech@uconn.edu
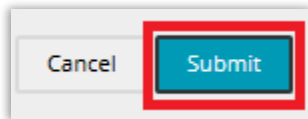
860.486.5052

To create new categories

Click "Manage" at the top of the Grade Center,

Click "Categories"

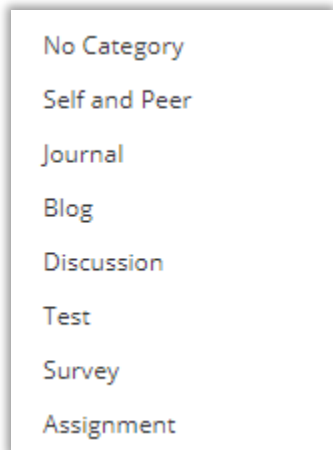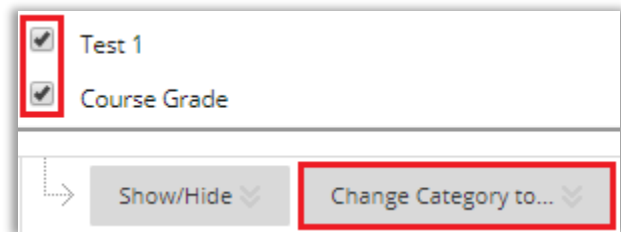Click "Create Category" at the top left of the screen.

Enter a name for the category

Click "Submit"

To edit the category for an existing column

Access the Column Organization view of the Grade Center

Check the box next to the column(s) where you want to edit the category

Click on "Change Category to"

Select a category in the pop-up menu

Click "Submit"

Cancel   Submit

Use categories to drop the lowest grade

○ All Grade Columns
○ Selected Columns and Categories

When indicated which columns to include in a Calculated Column, change setting to "Selected Columns and Categories"

Categories to Select:
Self and Peer
Journal
Blog
Discussion
Test

Select a Category to add to a Calculated Column Formula

IMPORTANT: First check Column Organization view to be sure the category includes only the columns wanted in the calculation. Edit categories if needed.

>

Use the lower arrow to the right of the Category Selection to move the category over

Category: Test

○ Drop Grades   **OR**   ○ Use only the
                                              ○ Lowest Value to Calculate
Drop [   ] Highest Grades   ○ Highest Value to Calculate

Drop [   ] Lowest Grades

Once the category is moved to "Selected Columns" box, a set of options will appear

Enter the number of "Lowest Grades" to drop

Still need help?

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