HuskyCT User Guide: Creating Columns in Grade Center

The process described below is for columns that the instructor creates manually by going directly to the Grade Center. Certain tools create their own columns in the Grade Center automatically. This will occur if you add a Test, an Assignment, or a graded Discussion Forum, Blog, or Journal. Columns should not be created manually for these items.

1. Access the Grade Center

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

2. Choose column type to create

Choose “Create Column” to add a column that can display manually entered scores or text.

Choose “Create Calculated Column” to add a column that will use existing columns in the Grade Center to compute an Average, Weighted Average, Total, or find the Max or Min value.
3. Enter the required information

For all column types, a “Column Name” must be entered. This is the name that the students will see when looking at their grades in “My Grades”.

A Grade Center Name is generally not advised as it makes it more difficult to compare the student view to the instructor view of column names.

NOTE: There is also a “Description Field”. Text entered here will appear under the column title in “My Grades”, but students need to click on a down arrow to “Expand Grade Details” in order to see it.

4. Display Settings

Both “regular” and calculated columns have two Display Settings – Primary and Secondary. Only the Primary Display will appear in “My Grades” for students.

If a Secondary Display is added, which is optional, it will appear in the Grade Center in parentheses after the Primary Display, as shown in this example: [77.00 (77.00%)]. Here, the score is out of 100, so the score and percentage are the same. This is only seen by instructors.
Both Primary and Secondary Displays offer 5 options:

- **Score** is the most common and will display the number with two decimal places.
- **Letter** is based on a Grading Scheme defined by the instructor.
- **Text** can be used to enter an alpha grade manually, or for other text
- **Percentage** displays the result of dividing the score entered by points possible
- **Complete/Incomplete** enters a check mark once a score is entered for a student

**Other settings for “regular” (non-calculated) columns**

- **Points Possible** is a required field

Associated Rubrics: Must create the Rubric first, using the Rubrics tool under Course Tools.

Due Date: If a due date is entered, it will appear on the course Calendar, in Class Work Due Dates on the My Courses page, and under the column title in My Grades. This option is generally not recommended. Due Dates for Assignments, Tests, or graded Discussion should be entered in the settings for those activities.
Settings for Average, Total, and Min/Max calculated columns

Selecting columns for calculation: Default is “All Grade Columns” Usually change the setting to “Selected Columns and Categories”

Next, click on column title(s) at the left to select. Then, use the arrow to move them to the “Selected Columns” box.

If “Yes”, calculation only considers columns with values in them to compute each student’s result.

If “No”, then all columns selected for calculation will be included to arrive at each student’s result and any grade cells with no value will be treated as zero

Settings for “Weighted” calculated column

Click on column title(s) at left to select for calculation

Then, use the arrow to move them to the “Selected Columns” box.

Enter the value for each percentage. The total must be 100.
If “Yes”, calculation only considers columns with values in them to compute each student’s result.

If “No”, then all columns selected for calculation will be included to arrive at each student’s result and any grade cells with no value will be treated as zero.

“Options” settings for all grade columns

Changing this setting to “No” will prevent this column from being an option when selecting columns to include in a calculated column. “Yes” generally recommended.

Changing this setting to “No” will prevent students from seeing this column when looking in “My Grades”.

Changing this setting to “Yes” will enable students to see these statistics when looking in “My Grades”.

These are the default settings

Include this column in Grade Center calculations

Show this column to students

Show Statistics (average and median) for this column to Students in My Grades
Other

Click “Submit” to finalize creation of the column.

To edit column settings:
1. Click on the gray circle with a down arrow to the right of the column title to open the options menu
2. Choose “Edit Column Information”

Use Student View (under Course Tools)
As an instructor, enter grades for “Demo User” in your Grade Center
In Student View, check “My Grades” to see which columns are showing to students

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