

HuskyCT Gradebook Basics

Instructions included in this help file:

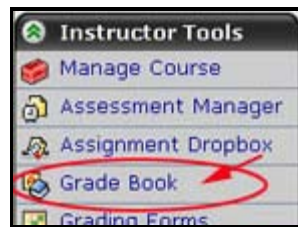
1. [Creating a column and choosing a column type](#)
2. [Entering column settings](#)
3. [Changing column settings after columns have been created](#)
4. [Review of column types](#)

Creating a Column and Choosing a Column Type

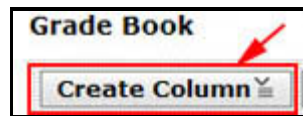
Click on Teach Tab



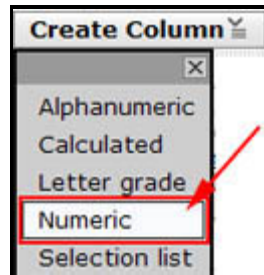
Click on Gradebook



Click Create Column button at top left of Grade Book



Choose Column Type from drop-down list



A screen for "Column Settings" will appear.

Entering Column Settings

For All Column Types

1. Enter a Column Label
- Shorter labels work best
2. Choose Alignment setting
3. Keep "Grade-related column" box checked
4. Choose "Released to Student" setting
(See "important information" below)
5. Click Save

Column Settings

* Column label:

Alignment:

Grade-related column
If selected, the column will appear on the Grades tab.

Released to Student
If Grade-related column and Released to Student are selected, this column will appear to Students in their My Grades tool.

* Required field

NOTE: If this box remains checked when column is created, students will see their grade as soon as it is entered

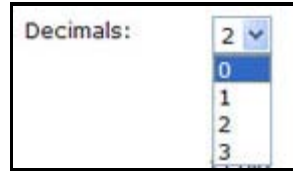
Important Information about "Released to Student" setting:

- If keep box checked, students see grades as soon as entered
- If uncheck the box, students will not see grades until the setting is changed using the "Column Settings" screen

For Specific Column Types

Numeric Columns

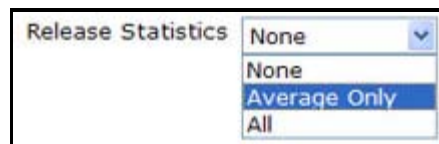
Choose number of decimal places



Enter a Maximum value



Choose Statistics setting



NOTE: If choose "All" for statistics, students will be able to see number of records, highest and lowest scores, mean, median, and standard deviation. A bar chart will also be presented that shows the number who scored within a certain number range.

Alphanumeric and Text Columns

Just Column label, Alignment, Grade-related, and Released to Student are required. Remember to Save.

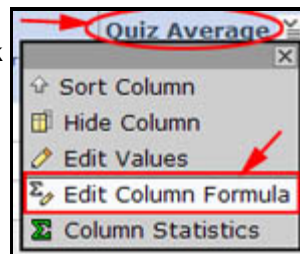
Calculated Columns

The settings are the same as those for Numeric columns, but after creating a Calculated column you will need to "Edit Column Formula". This option is available from the menu that appears when you click on the column title when in the main Grade Book view.

Go to Teach, then Grade Book

Click on column title

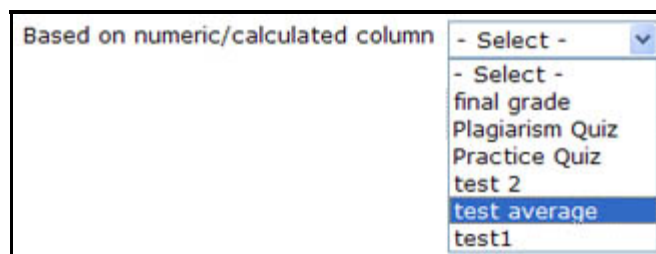
Click on "Edit Column Formula"



Letter Grade Columns

Use drop-down menu to indicate which numeric or calculated column the letter grade scheme should be applied to

NOTE: Only existing columns will appear in drop-down list



Important - DO NOT "Release to Students" when creating a Letter Grade column

A default grading scheme exists in HuskyCT for Letter Grade columns so as soon as a letter grade column is created letter grades based on the default grading scheme will appear.. If the Letter Grade column has been set for "Released to Student" these grades will be seen immediately by the students.

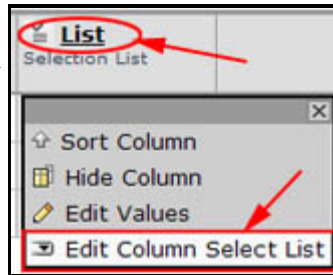
Selection List Columns

The settings are the same as for Alphanumeric and Text, but after creating the Selection List column you will need to "Edit Column Select List". This option is available from the menu that appears when you click on the column title when in the main Grade Book view.

Go to Teach, then Grade Book

Click on column title

Click on "Edit Column Select List"



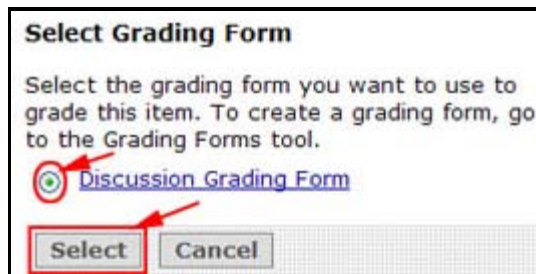
Grading Form Columns

Click on "Select Grading Form" button



Choose the Grading Form

Click Select



Important:

The Grading Form must exist **before** you can create a Grading Form Column. To create a Grading Form, click on "Grading Forms" under Designer Tools when in Build tab, or click on "Grading Forms" under Instructor Tools when in Teach tab.

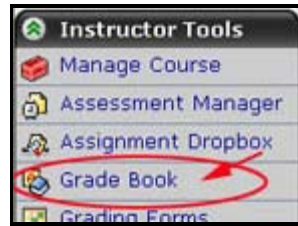
After you select your form, the Select Grading From button will be replaced by the form title and the Maximum value will be displayed.



Changing Column Settings

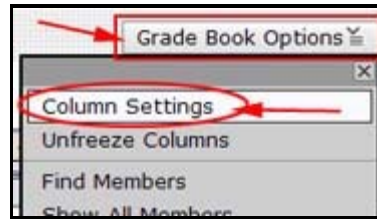
Go to Teach tab

Click on Grade Book



Click on "Grade Book Options" at upper right of Grade Book

Click on "Column Settings"



Check row labels for setting type

<input type="checkbox"/> Select All/None
Label:
Type:
Alignment:
Released to Student:
Grade Column:
Decimals:
Maximum value:
Source:
Release Statistics:

Find column that needs value changed

<input type="checkbox"/>
<u>Test 1</u>
Num
L C B
Yes

Click on hyperlinked value in that column that wish to change.

If it is a yes/no setting it will change automatically. No Save is necessary.

Label:	<u>Test 1</u>
Type:	Num
Alignment:	L C B
Released to Student:	<u>Yes</u>

Important:

For the column settings "Label", "Type", "Decimals", "Maximum value" and "Release Statistics", a window will pop up when you click on the current value. Make the changes as needed and be sure to click on Save.

Column Types

Alphanumeric	<p>Can contain single line of letters and/or numbers. Use this column type to manually enter A, B, C, format grades</p> <p>Although number grades can be entered in this column type, those columns will not be available to use in a formula for a Calculated column</p>
Calculated	<p>A number grade is automatically entered into Calculated columns based on a formula created by the instructor.</p> <p>The formula can utilize data from Numeric columns, other Calculated columns, Quiz columns and Numeric columns created by the Assignment or Discussion tools. Numeric values entered into Alphanumeric columns cannot be used in the formula.</p>
Letter grade	<p>Letter grades (A, B, C) are automatically displayed in these columns according to a "Grading Scheme " the instructor specifies</p> <p>You must also specify which Numeric, Calculated, or Quiz column a particular Letter Grade column is referencing. A default grading scheme is in effect until you customize it to match your grading system such as A for 90-100, B for 80-89, and C for 70-79. You can manually override grades that appear automatically in a Letter Grade column, but this column type is not intended for you to enter data directly as with a Alphanumeric column.</p>
Numeric	<p>Can contain only numbers.</p> <p>Use this column type for manually entered number grades so you will have the option to include the column data in a Calculated Column if you wish.</p>
Selection list	<p>Use to create your own drop-down list for entering data instead of typing in a value for each student.</p> <p>This column type would be useful if you had a rating scale such as 1 to 5 for an assignment. With the Selection list you would be able to choose 1, 2, 3, 4, or 5 from the drop-down selection list instead of typing a number into each student's grade "box".</p> <p>Selection lists can also include words, such as good, very good, excellent.</p>
Text	<p>Use for several lines of text</p> <p>This column type might be used to provide comments or feedback to students</p>
Grading Form	<p>This column type allows you to use a grading form (grading rubric) to enter a value into the column.</p> <p>NOTE: the Grading Form needs to be created before creating the Grading Form column because you will be asked to select the Grading Form to be used.</p>