

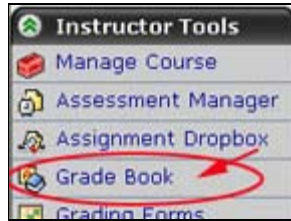
Column Types in HuskyCT Gradebook

Creating a Column and Choosing a Column Type

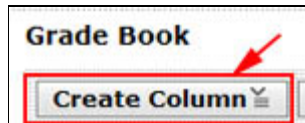
Click on Teach Tab



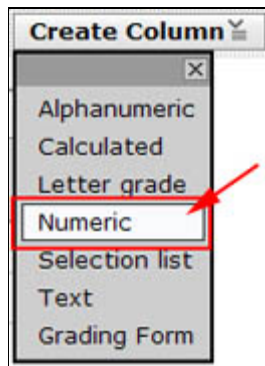
Click on Gradebook



Click Create Column button at top left of Grade Book



Choose Column Type from drop-down list



A screen for entering "Column Settings" information will appear.

Enter a Column label and fill in any other fields provided.

Click Save button when done.

NOTE: For more detailed information on creating different column types, please see this [help page](#).

Column Types

Alphanumeric

Can contain single line of letters and/or numbers. Use this column type to manually enter A, B, C, format grades

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

Calculated

A number grade is automatically entered into Calculated columns based on a formula created by the instructor.

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.

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>

PLEASE NOTE

Additional Grade Book help files can be found on our [website](#)