

Uploading Grades to an Existing Column in Grade Center

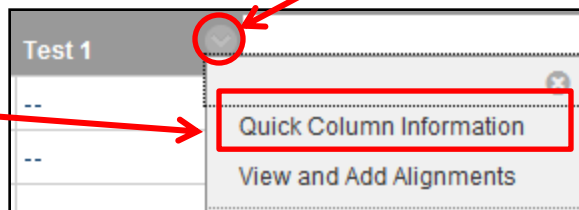
Getting an exact match in column titles

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

Last Name	First Name	Username	Test 1
Student	A	aas91001	--
Student	B	bas91001	--

NOTE: Using “Test 1” for the test score column in the .CSV file being imported will not result in a match. Additional information must be added.

Go to the Grade Center and click on the gray down arrow to the right of the column title, and then click on the option “Quick Column Information”



Test 1	
Name:	Test 1
Primary Display:	Score
Category:	
Points Possible:	100
External Grade:	No
Due Date:	None
Included in Calculations:	Yes
Column ID:	30773

Copy down the **Column ID**.

Add “|30773” to the “Test 1” title of the column in the .CSV file as shown at the right. Now the title is an exact match to the existing Grade Center column so when the .CSV file is uploaded the scores will go into the existing column and not create a new column.

username	student name	Test 1 30773
aas91001	Student, A	99
bas91001	Student, B	88
cas91001	Student, C	97
hus91001	Student, HuskyCT	89

NOTE: Another way to retrieve 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.