

How to Upload “Bubble Sheet” Grades to HuskyCT

Instructors receive an email from SCHDSCN@uconn.edu with the subject “Secure Mail”. This email contains a link to a zip file that instructors need to download. The zip file contains two .csv files and two .txt files. One of these files will have the name “huskyct.csv” and is configured to make it easy to upload the grades to the HuskyCT Grade Center.

Prepare the “huskyct.csv” file for upload

The file has four columns: Name, Username, Raw Score, and Percent Score. **Remove** the “Name” column. Also **remove** the **score column you do not wish to import** (either Raw Score or Percent Score).

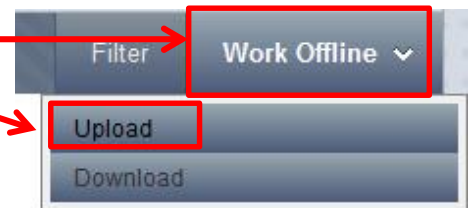
NOTE: The file must be kept a .CSV file and should contain TWO COLUMNS – the one with the NetIDs and the one with the scores

Rename the score column that remains. If you plan to create the HuskyCT Grade Center column during the import, the name you choose will be the used for the new column (see Option 1). If you wish to load the scores into an existing column the name will need to exactly match that column’s title which includes a hidden ID (see Option 2).

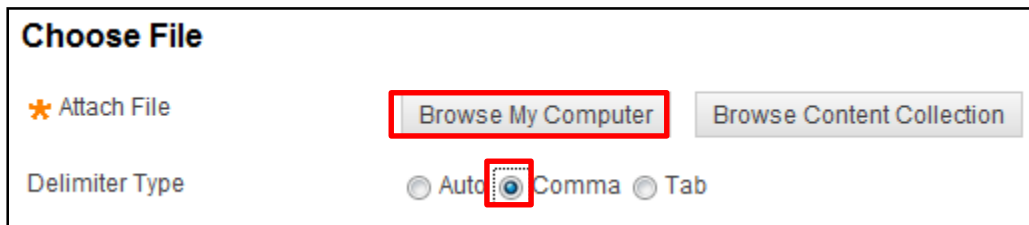
A	B
Username	Test 1
aas91001	99
bas91001	88
cas91001	97
hus91001	89

Upload the .CSV file to the Grade Center

At the upper right of the Grade Center, click on “Work Offline” and then on “Upload”



Next, browse your computer for the file, select “Comma” as the Delimiter Type, and click **Submit**

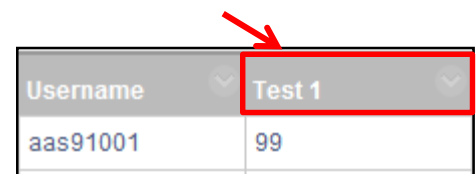
A screenshot of the 'Choose File' dialog box. It has a title bar 'Choose File'. Below the title bar, there are three buttons: 'Attach File', 'Browse My Computer', and 'Browse Content Collection'. The 'Browse My Computer' button is highlighted with a red box. Below these buttons, there is a 'Delimiter Type' section with three radio buttons: 'Auto', 'Comma', and 'Tab'. The 'Comma' radio button is selected and highlighted with a red box.

NOTE: A new column will be created during the upload to hold the uploaded grades unless the test score column title in the .CSV file **exactly matches** the Grade Center column title. This requires the addition of a special ID code (see page 3)

OPTION 1: Adding the Grade Center column during the upload

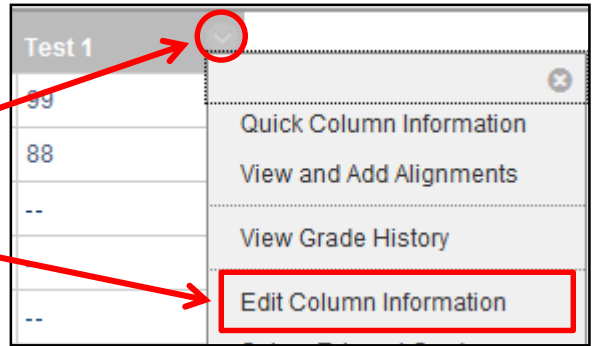
The .CSV file uploaded had “Test 1” as the title of the column for the test scores. This title does not contain the special ID so when the file was uploaded, a new column was created in the Grade Center with the name “Test 1”.

NOTE: The column created has a primary display type of “Text” and will need to be changed to “Score” (see next page)

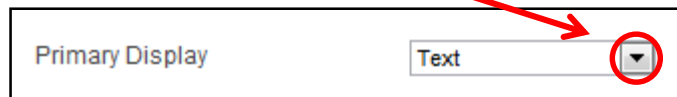
A screenshot of the Grade Center column header. It shows two columns: 'Username' and 'Test 1'. The 'Test 1' column header is highlighted with a red box. A red arrow points to the 'Test 1' header.

Changing the column Primary Display from "Text" to "Score"

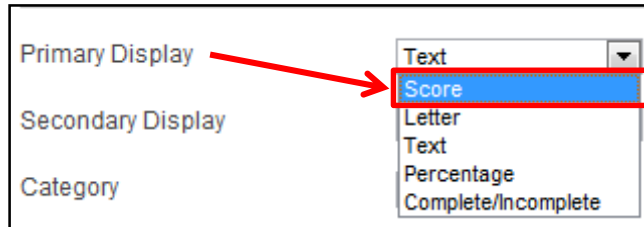
Click the gray down arrow next to the column title then choose the option "Edit Column Information"



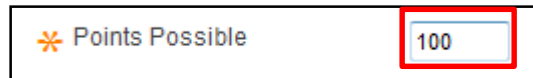
Click on the down arrow for the Primary Display menu



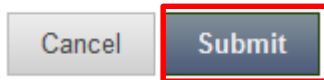
Change the Display type to "Score"



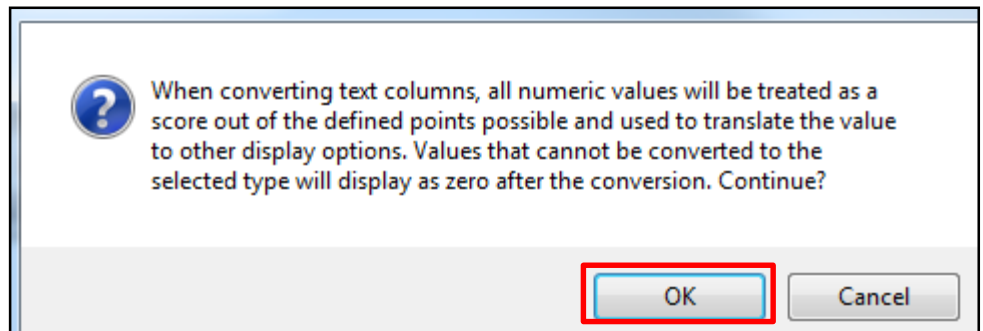
Enter the Points Possible



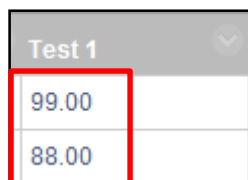
Click "Submit"



Click "OK" on the warning message



The test scores should now display with decimal places



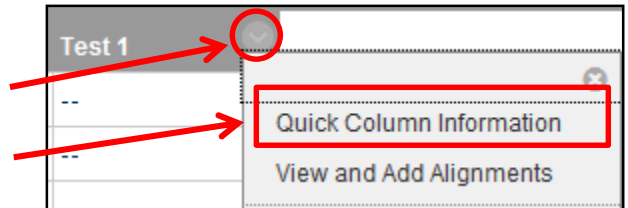
OPTION 2: Getting an exact match in column titles

In this case, 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
- Click on the **gray down arrow** to the right of the column title
- 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	Yes
Calculations:	
Column ID:	30773

Copy down the **Column ID**.

Add the Column ID to the column title as follows:

In this example, "**|30773**" was added to the "Test 1" title of the column in the .CSV file as shown at the right. This is now 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 as was the case with the previous example.

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.