

Grade Center Column Types

There are two basic categories of columns that instructors can create manually in HuskyCT; columns which require direct data entry by the instructor, and “Calculated Columns” which are filled automatically with values generated by an instructor defined calculation. Multiple calculation types and multiple display options are available.

There are two “Display” options in the settings for Grade Center columns – Primary and Secondary. Students only see the Primary Display. The Secondary Display appears in parentheses in the Grade Center for instructors. This example shows a Primary Display of Score and a Secondary Display of Percentage. The maximum point value for the column is 80. 45.00 (56.25%)

Using the “Create Column” option

Create Column

Columns created this way require manual entry of data. Several display options are available.

NOTE: Every display type requires entry of “Points Possible”

* Points Possible



Score

Score is the default display type and the most frequently used. Numbers entered are displayed with two decimal places.

Example: Column with points possible of 100 and display type of Score.

Instructor enters and the final display is 89.00

Percentage

Percentage is probably the second most used option, especially for Calculated Columns, as it will display the percentage obtained after dividing the number of points generated by the calculation by the total number of points possible.

VERY IMPORTANT !!! For columns where **values are entered manually**, if “Percentage” type display is chosen before any values are entered, it will treat the values entered as percentages.

Example: Column with points possible of 50 and display type of “Percentage”

Instructor enters

The final display is 30.00%

NOTE: To have a Percentage Display be based on **points entered divided by the points possible**, you must **first choose “Score”** as your display type. Once the raw scores are entered, **convert the display type to “Percentage”**.

Example: Column with points possible of 50 and **display type of “Score”**

Instructor enters It displays as 30.00

Then, the **display type is changed to “Percentage”**.

The final display is now 60.00%, the result of 30/50.

Letter

Letter Display is tied to a “Grading Schema” which defines which letter grades are associated with particular percent ranges.

Most often, this column type is used at the end of the semester to assign letter grades to values generated by a Calculated Column.

Letter grades can be downloaded from HuskyCT and uploaded to PeopleSoft.

For Letter Display columns with **manually entered values**, a numeric grade is entered, but the display will be a letter grade.

Example: Column is created with “Points Possible of 50 and Letter Grade display
The Grading Schema, which is editable by the instructor, specifies that grades of 90% to 93% should be equated with an A-.

The instructor enters

The system divides 45 by the 50 points possible, getting result of 90%.

The grade displayed is

Text

Text Display option should be chosen when instructors want to manually enter a small amount of text.

Example:

Complete/Incomplete

Complete/Incomplete: When this display type is selected, a green check mark indicating “Complete” will appear when ANY VALUE, even a zero, is entered into the column, regardless of the points possible for the column.

If no value is entered, the grade cell remains blank in the instructor view of the Grade Center and in the student’s “My Grades” it will appear blank as well.

Example: Column is created with points possible of 1

The instructor enters

Grade Center displays

“My Grades” displays

The instructor enters

Grade Center displays

“My Grades” displays

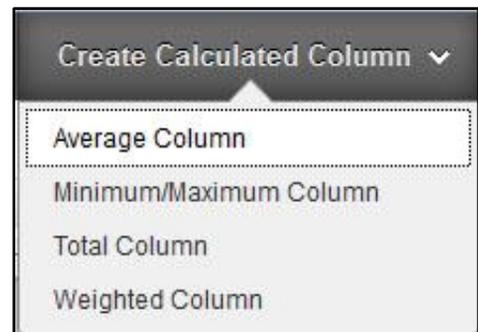
The instructor enters no grade

“My Grades” displays

Using the Create Calculated Column option



Calculated Columns use existing columns in the Grade Center to compute an Average, Weighted Total, Total, or to find the Max or Min value.



Things to note about Calculated Columns

- There is no “Points Possible” field
- 5 display options are available but those used most often are Score, Letter, Percentage
- If using Score display with Weighted Total, the calculated value will not be out of 100 points unless each column used in the calculation had points possible of 100.
- All Calculated Columns have a “Running Total” setting which can be Yes or No, both of which tend to create confusion. Instructors want to be sure that the setting is “No” at the end of the semester so any blank cells with no grade are treated as zeroes. It is highly recommended that Calculated Columns be set to “Hide from Users” until all columns that are part of the calculation have values.

“Calculate as Running Total Setting” : Default is “Yes”

Calculate as Running Total Yes No

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 a zero.

Calculation types

Average Column

- If the result is going to be displayed as a Score, all columns being included in the Average Calculation should have the same “Points Possible
- If the columns in Average calculation are on different point scales, the result needs to be displayed as Percentage or Letter grade.
- Be sure to check the Running Total setting. If Running Total is “Yes”, then only those columns selected for the calculation that have values in them will be used. This can result in a much higher average than intended for a student who has missed work.

Example:

Three columns have been selected for the Average Calculation – Exam 1, Exam 2, Exam 3
All exams were graded on a 100 point scale

Student has grade of 80 for Exam 1, 100 for Exam 2, and did not take Exam 3.

No value was entered in Grade Center for this student for Exam 3. That cell is blank.

When Running Total is set to “Yes”, average will display as 90/100”

When Running Total is set to “No”, average will display as 60/100

Calculation types (continued)

Minimum/Maximum Column

- If the result is going to be displayed as a Score, all columns being included in the Calculation should have the same “Points Possible” for the result to be more easily interpreted.
- If the columns in the Min or Max calculation are on different point scales, displaying all columns as Percentages will make it easier to know if the correct column was chosen
- Be sure to check the Running Total setting. If Running Total is “Yes”, then only those columns selected for the calculation that have values in them will be used. This can result in the Max or Min being chosen from a much smaller set of values than the one defined during column set up

Examples:

Max Value:

Three quiz columns have been selected for the Max Calculation

For Quiz 1 a student’s score is 3 out of 5, Quiz 2 is 11 out of 12, and Quiz 3 is 12 out of 21

When Max Value is displayed as Score, student sees 11 out of 12

If all columns are set to display “Percentage”, student sees Quiz 1 as 60%, Quiz 2 as 91.67% and Quiz 3 as 57.14% and the Max Value is displayed as 91.57%

Min Value:

Assume that the student did not take Quiz 1, and just has scores of 91.67% for Quiz 2 and 57.14% for Quiz 3.

If Running Total is “Yes” for the Min calculation, the result the student sees is 57.14%

If Running Total is “No”, for the Min calculation, the result the student sees is 0%

Total Column

- The result will be sum of the values in all columns selected to be part of the Total calculation.
- The “out of” value for the Total column will be the total of all the “Points Possible” values input when the columns were created.
- A Running Total setting of “Yes” can have a significant impact if students have columns with no values. In this case, the “out of” value will only reflect the total of the Points Possible for the columns that do have data.

Example:

A Total column is set up by the instructor to include the columns for Test 1, Test 2, and Test 3. The Points Possible for Test 1 is 50, for Test 2 is 80, and for Test 3 is 20, for a total Points Possible of 150.

One student has 40 for Test 1, 60 for Test 2, and 20 for Test 3. The Total they see when looking at “My Grades” is 120 out of 150 (sum of numerators over sum of denominators) Assume now that the student did not take Test 1, and just has scores of 60 for Test 2 and 20 for Test 3.

If Running Total is “Yes”, student sees 80 out of 100 for the Total, which is sum of scores for the two tests taken over the sum of the Points possible for those two columns.

If Running Total is “No”, student sees 80 out of 150, which is sum of scores for the two tests taken over the sum of Points Possible for all three columns selected for the calculation.

Calculation Types (continued)

Weighted Total Column

- If the result is going to be displayed as a Score, all columns being included in the Calculation should have a Points Possible of 100.
- If the columns have varying Points Possible values, Percentage or Letter should be the Display type
- Be sure to check the Running Total setting. If Running Total “Yes”, then only those columns selected for the calculation that have values in them will be used.

Example:

Three exam columns and a term paper column have been selected for the Weighted Total Calculation . **All are graded on a 100 point scale**

The exams are each worth 20% of the grade and the term paper is worth 40% of the grade. The scores on the exams are 80, 90, and 87. The term paper score is 95. The result of the calculation is $80*(.20) + 90*(.20) + 87*(.20) + 95*(.40)$. This equals $16 + 18 + 17.4 + 38$, or a Score of 89.4 out of 100. Displayed as a Percentage this will be 89.4%

If **all columns are on different point scales**, the maximum points possible for the calculated score will not be 100. If Exam 1 score is 80/80 (100%), Exam 2 is 90/100 (90%), Exam 3 is 87/90 (96.6%), and the Term paper is 95/100 (95%), the weighted total as a **Score** will be 89.4/**94**. As a **Percentage** it is 95.2%

Weighted Totals are best calculated at the end of the term, when all grades have been entered and Running Total is set to “No”

Selecting Columns to include in Calculation

For **Total, Average, Min/Max**, default is “All Grade Columns”
Usually change the setting to “**Selected Columns and Categories**”.

All Grade Columns
 Selected Columns and Categories

Click on **column title(s)** at left to select.

Columns to Select:

Weighted Total
Total
Paper 1
Paper 2

Selected Columns:

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

Columns to Select:

Weighted Total
Total

Selected Columns:

*Enter the weight percentage for
should add up to 100 percent.*

For a **Weighted Total**, need to enter the percent of total grade each column is worth. Percentages must sum to 100.

* % Column: Paper 1

* % Column: Paper 2

Using "Categories" to drop lowest grade(s)

What are Categories?

The category field shows in Column Organization view

Calculated columns and columns created automatically for Tests, Assignments, SafeAssignments, graded Discussion forums, Blogs, and Journals are assigned the default corresponding category.

Columns added manually by the instructor will be set to "No Category" unless a category is specifically assigned

Additional unique categories can be created and applied to any existing column except for Calculated Columns.

Name	Category
Week 1 test	Test
survey 1	Survey
New Group Project	Assignment
Term Paper	SafeAssignment
Week 1 Discussion Forum	Discussion
Personal Observations Journal	Journal
Class Blog	Blog
Exam 1 Grades	No Category
Course Grade	Calculated Grade

How are they used to drop grades?

Selecting a **Category** instead of a column to add to a Calculated Column formula provides an **additional option**

Categories to Select:

- Assignment
- Survey
- Test

Category: Test

Weight Columns: Equally Proportionally

Drop Grades OR Use only the

Drop Highest Grades Calculate Lowest Value to

Drop Lowest Grades Calculate Highest Value to

Other

Click **"Submit"** to finalize creation of column

Cancel **Submit**

To EDIT column settings

1. Click on gray circle with down arrow to right of column title to open options menu
2. Choose "Edit Column Information"

title 99.00 -- 88.00 --

Quick Column Information

View Grade History

Edit Column Information

Use "Student View" (under Course Tools)

As instructor, enter grades for "Demo User" in your Grade Center
 In student view, check "My Grades" tool to see which columns are showing to students