

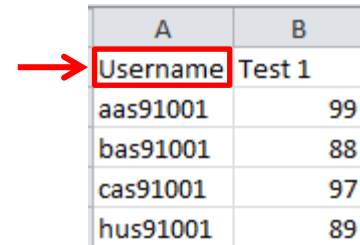
How to Upload Grades and Create a New Column

Uploading data to the HuskyCT Grade Center requires a comma delimited (.CSV) or tab delimited file that includes the NetIDs of the students in a column titled "Username"

During the data file upload a column will be automatically created in the Grade Center to hold the data unless the column title in the .csv or tab delimited file **exactly matches** the column title in the Grade Center, which includes a hidden ID.

Prepare and upload the .CSV or tab delimited file

For the import to succeed, the column with the NetIDs must be titled "**Username**" and it must be the **first** column in the file.

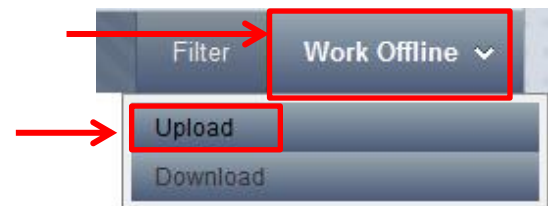


A screenshot of a CSV file with two columns, A and B. The first row contains 'Username' and 'Test 1'. The following rows contain student NetIDs and their scores: 'aas91001' with score 99, 'bas91001' with score 88, 'cas91001' with score 97, and 'hus91001' with score 89. A red arrow points to the 'Username' header in column A.

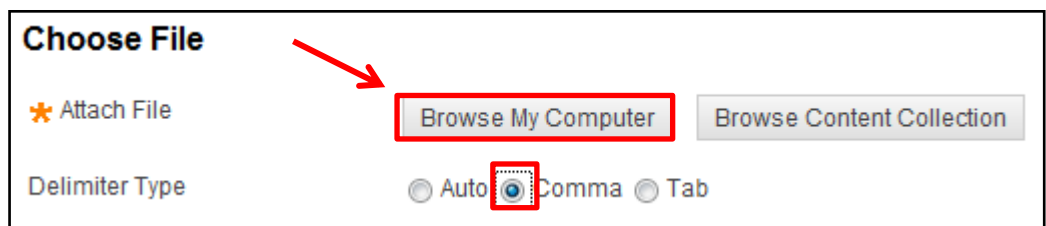
A	B
Username	Test 1
aas91001	99
bas91001	88
cas91001	97
hus91001	89

In this example, the data column is titled "Test 1". A column with this name does not exist in the HuskyCT Grade Center

At the upper right of the Grade Center, click on "**Work Offline**" and then on "**Upload**"

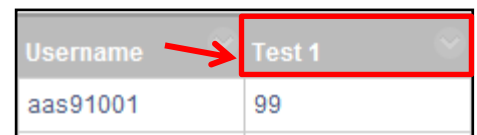


Browse your computer for the file, select the appropriate Delimiter Type, and click **Submit**



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

A new column will be created in the Grade Center with the same title and the data added.



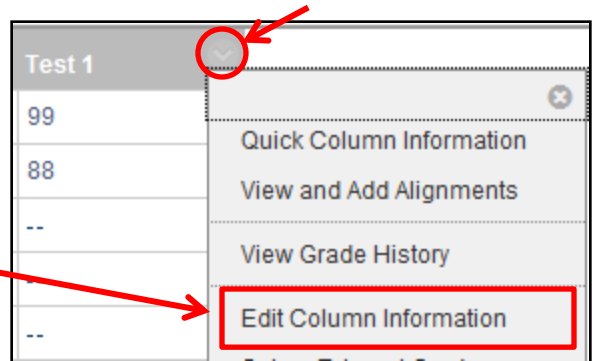
A screenshot of the Grade Center showing a table with two columns: 'Username' and 'Test 1'. The first row contains 'aas91001' and '99'. A red arrow points to the 'Test 1' header.

Username	Test 1
aas91001	99

NOTE: The column created during the upload is a "Text" column and will need to be changed to "Score". See page 2 for these instructions.

Changing the Column Type from "Text" to "Score"

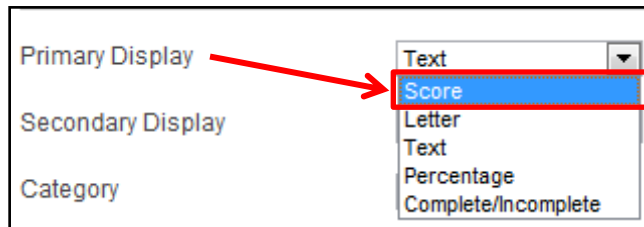
Click on the gray down arrow next to the column title then choose the option "Edit Column Information"



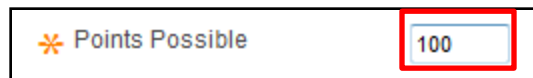
Click on the down arrow for the Primary Display menu



Change the Display type to "Score"



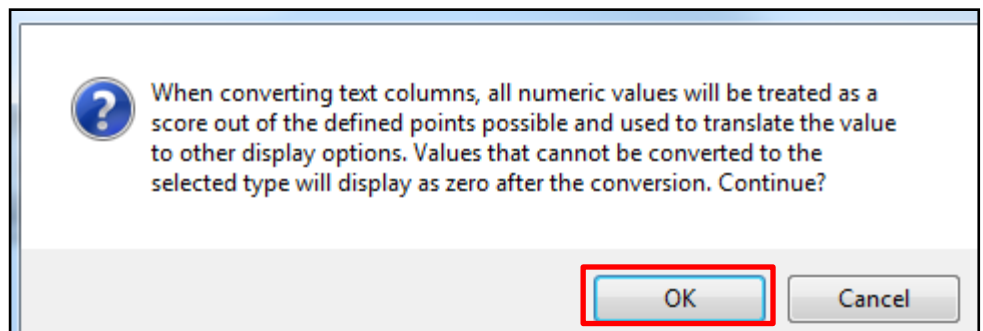
Enter the Points Possible



Click "Submit"



Click "OK" on the warning message



The test scores should now display with decimal places

