How to Send Final and Midterm Grades from HuskyCT to Student Admin

Beginning in Fall 2019, final and midterm grades can be sent from HuskyCT to Student Admin. This can replace the previous process of downloading .csv files from the HuskyCT Grade Center, reformatting them for upload, and then doing the actual upload to Student Admin. By following the steps below, instructors who use HuskyCT to record midterm and final grades can now have those grade columns “push” to Student Admin, which will populate the letter grade assigned in the HuskyCT Grade Center to the course/section Grade Roster in Student Admin.

Important FINAL GRADES Note: Once you send your grades from HuskyCT to Student Admin, you must still approve your FINAL GRADES in Student Admin. Clicking the “Approve” button in HuskyCT does not approve grades in Student Admin. It is just part of the process of sending grades from HuskyCT to Student Admin. (You do not need to approve MIDTERM grades in Student Admin.)

Follow the steps below to set up the appropriate HuskyCT Grade Center columns and send grades to Student Admin:

**Step 1: Prepare your Midterm or Final Grade column.** (Note: Columns that will push midterm grades must begin with “MID” and columns that will push final grades must begin with “FIN.” For example, “MIDTERM GRADE” or “FINAL GRADE” would work well.)

In the Grade Center, find your midterm or final grade column and select “Edit Column Information.” Edit the column’s name to begin with “MID” or “FIN.” Also make sure that the Primary Display is set to a letter grade. Student Admin cannot accept numerical grade values.
Once you have named your grade column correctly, set it as the external grade, and made sure the Primary Display is showing a letter grade, you are ready to proceed to Step 2 and “push” that column to Student Admin.

**Step 2: Push your grade column to Student Admin:**

From the “Manage” menu, select Grade Approval and Transfer.
On the Grade Approval and Transfer page, check the box for your course and click “Grade Column Approval and Transfer.”

Next, you will see the column you had previously set as the External Grade. Check the box next to the column name and click “Approve Grades.” This will send the grades to Student Admin. **REMEMBER: This does not finalize grade approval in the Student Admin system. You will still need to login to Student Admin and complete the grade approval process there for your grades to become “official” for the Registrar.**
Once you have completed these steps to push grades from HuskyCT to Student Admin, it may take up to 2 hours for those grades to appear in your Student Admin Grade Roster. (At a minimum, the process will take 45 minutes.)

If you find that you need to change a student’s grade after you have already pushed your grades to Student Admin, you can still change that grade in HuskyCT and repeat Step 2. That will re-push grades to Student Admin.

**Step 3 (Final Grades only):**

After all final grades have been populated and saved in Student Admin, change the **Approval Status** at the top of the page to **Approved**. (If you need to change grades after doing this and re-push from HuskyCT, change the field to “Not Reviewed.” “Approved” or “Ready for Review” will prevent grade pushes.)

Next, a confirmation window should appear. Click **OK**.

Once your Final Grades are approved in Student Admin, the process is complete.

**NOTE:** Only instructors with grade approver status will be able to approve rosters in Student Admin. Grade rosters in Student Admin can be updated as many times as desired as long as the Approval Status is Not Reviewed. However, once the Approval Status has been changed to either Ready for Review or Approved the Upload button will no longer appear.

**Still need help?**

If you need help with preliminary stages of setting up your Grade Center in HuskyCT (such as creating grade columns, setting up grade calculations, or setting up a letter grade schema) please visit [HuskyCT Instructor Support](#) to find online documentation on using the Grade Center.

For further information or assistance with HuskyCT, please contact the Educational Technology Office at **edtech@uconn.edu** or 860-486-5052.