HuskyCT User Guide: Using Grade Center Categories

Each column in the Grade Center has a “Category” field. Some Category designations are pre-defined, such as Test, Survey, Assignment, Discussion, SafeAssignment, Journal, and Blog and these are automatically assigned to the corresponding graded activities. All Calculated Columns are assigned the Category of “Calculated Grade”.

Columns that the instructor creates manually are set to “No Category” initially, but this can be edited. Additional unique categories can be created and applied to any column except for Calculated Columns.

To view the categories of existing columns:

Under Control Panel in Course Management, click on Grade Center, then Full Grade Center

Click “Manage” at the top of the Grade Center,
Click “Column Organization”
To create new categories

To edit the category for an existing column
Use categories to drop the lowest grade

When indicated which columns to include in a Calculated Column, change setting to “Selected Columns and Categories”

Select a Category to add to a Calculated Column Formula

IMPORTANT: First check Column Organization view to be sure the category includes only the columns wanted in the calculation. Edit categories if needed.

Use the lower arrow to the right of the Category Selection to move the category over

Once the category is moved to “Selected Columns” box, a set of options will appear

Enter the number of “Lowest Grades” to drop
Still need help?

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