

HOW DO I ... ? ADD DATA TO THE GRADE BOOK?

Add Data to the Grade Book | March 2009

Additional data can be imported from a spreadsheet. This data can comprise student numbers, campus codes, teaching periods, teaching streams, etc. The supplementary information can be used to manage information in the Grade Book and also as the basis for the Selective Release within the LMS.

Student data can be obtained from a variety of sources including Business Objects and the Student Information System (SIS). You may wish to talk to your School or Faculty Student Administrator if you do not have access to the relevant system.

Student data that is to be imported in to the Grade Book must include a column containing students' usernames as this is used for matching the information to each student within the Grade Book and is the student's unique identifier in the LMS. This column should be titled User ID.

The file for import should be in a comma separated value (.csv) file. See **How do I? Create a .csv file.**

To Import a File

1. From the **Teach** Tab, select **Grade Book**. Above the Grade Book table, you will see a button titled **Import from Spreadsheet**. Select it.
2. Choose **Browse** and locate the CSV file containing the additional student information. Then select **Upload**.

< Your location: [Grade Book](#) > **Import File**

Import File

Match the columns in the file with the columns in the Grade Book.
Select "Do not import" for any columns you do not wish to import.
The User Name column is a required column for matching purposes only and will not be imported.

Import Column Match	Grade Book Column	Data Preview
User ID <input checked="" type="checkbox"/>	User ID	adselgding,arock,ggprior,bchanh,n
Student Number <input type="checkbox"/>	- Add as new column -	2132342,34812419,23235358,1523
Campus <input type="checkbox"/>	- Add as new column -	AW,AW,AW,AW,AW,AW,AW,AW...
Teaching Period <input type="checkbox"/>	- Add as new column -	TE-SEM-1,TE-SEM-1,TE-SEM-1,TE-SEM-1,TE-SEM-1...

Comment:

Import File screen

3. Match comparable columns to existing Grade Book columns (User ID must be matched). Otherwise, if the information is new to the Grade Book, select **Add as new column**. When all columns are either matched or have been selected as a new column, choose **Import**.
4. The imported data will be available in new columns in the Grade Book.

