

HOW DO I? Create a Comma Separated Value (.csv) File

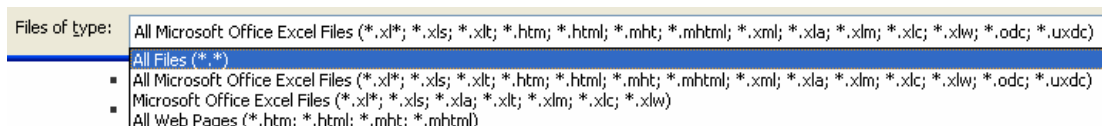
Any extra student information to be imported into the Grade Book needs to be in a spreadsheet in .csv format.

See **How Do I? Add Data to the Gradebook.**

If the information is in text format, the following steps will assist you to convert it to a suitable format.

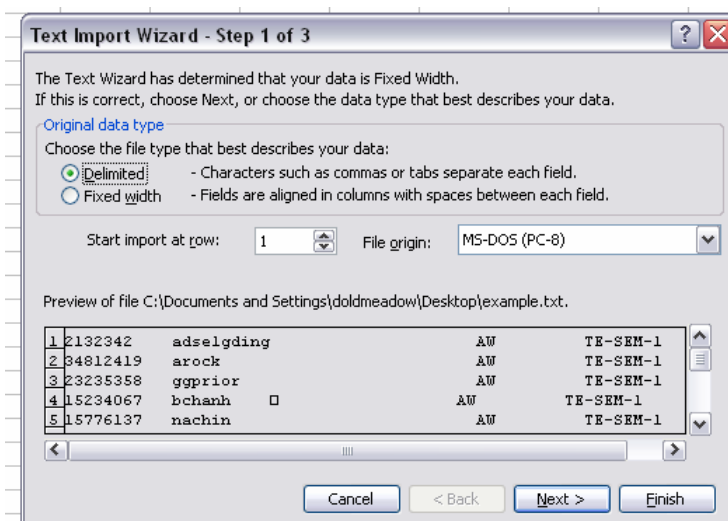
To Convert the File

1. In MS Excel, choose Open File. Browse to and locate the saved text (.txt) file containing the information you want to upload to the LMS Grade Book for your unit.



NOTE: You will need to select **All Files** from the **Files of type** drop list.

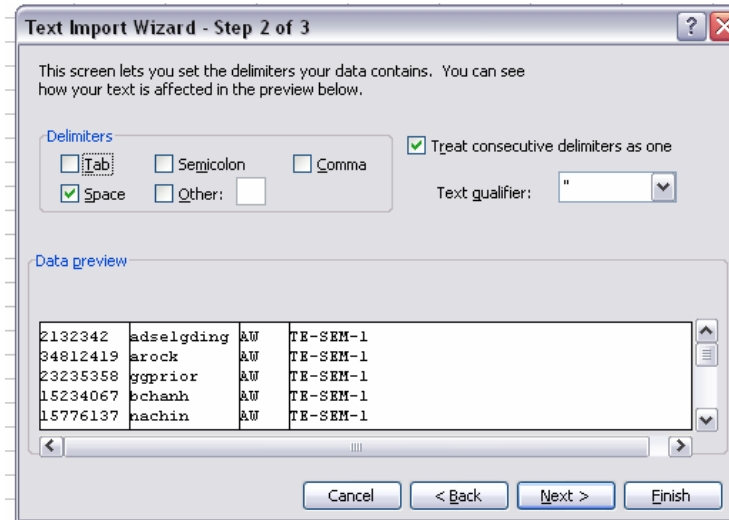
2. A Text Import Wizard will open automatically.



Text Import Wizard – Step 1 of 3

Select the radio button next to **Delimited**, then choose **Next**.

- At this screen, you can choose the delimiters for your data. That is, what separates each column of data. Invariably, with a text file, this will be a space.



Text Import Wizard - Step 2 of 3

Tick the box for Space and then select Finish.

- The spreadsheet will open in Excel. Add a row at the top of your spreadsheet and insert appropriate headings. Importantly ensure that the column that contains the students' usernames is titled User ID.

	A	B	C	D
1	Student Number	User ID	Campus	Teaching Period
2	2132342	adselgding	AW	TE-SEM-1
3	34812419	arock	AW	TE-SEM-1
4	23235358	ggprior	AW	TE-SEM-1
5	15234067	bchanh	AW	TE-SEM-1
6	15776137	nachin	AW	TE-SEM-1
7	15777438	d5ra	AW	TE-SEM-1
8	23412442	qtspark	AW	TE-SEM-1
9	23232142	ebbaun	AW	TE-SEM-1
10				
11				

Spreadsheet with student data

Save the spreadsheet as a .csv file.