

Importing TSQS Scored Grades into eClass Moodle

This tutorial is a walk-through of importing grade spreadsheets provided by TSQS into eClass.

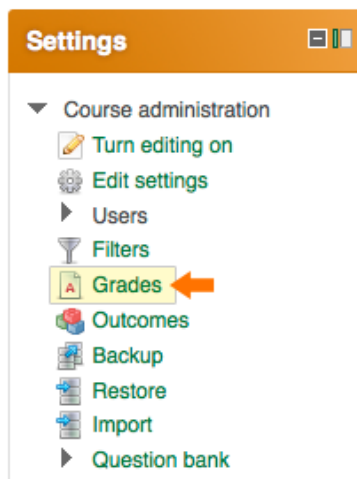
Overview of TSQS Spreadsheets

TSQS may contain a number of different files and columns depending on the options specified by instructors (Excel file, eClass file, Items wrong, Scored responses, Item Analysis, etc.)

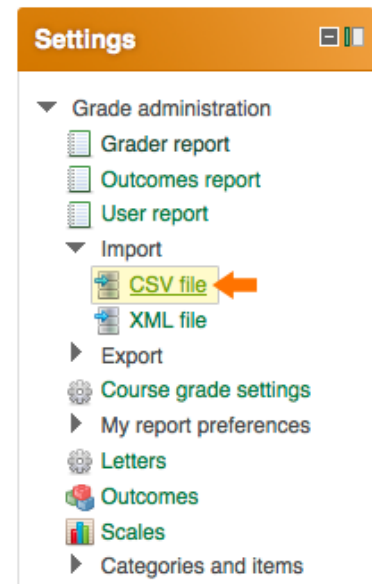
The file required for import into eClass will end with “_w”.

- For example, if 123456 is an example Request for Service number
 - **123456_w.csv is the spreadsheet you need to import student’s scores into the eClass Grade Book**

Importing Grades into eClass

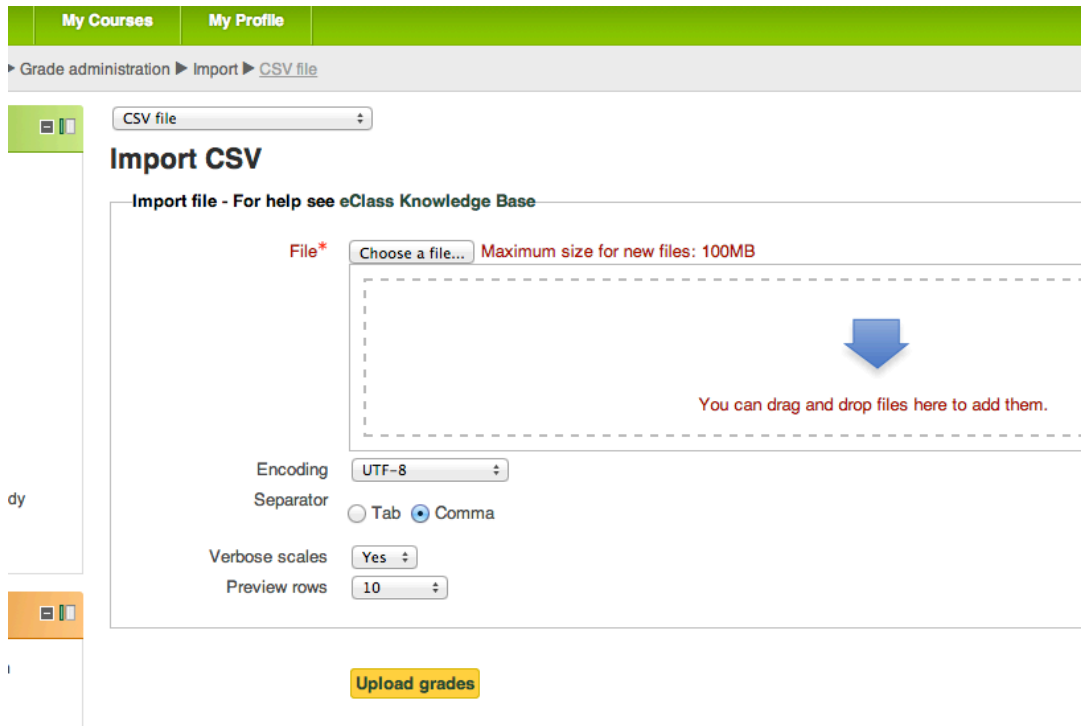


1. Go to the Settings side block and ensuring you are on the course homepage, Course Administration should be visible, select **Grades**.



2. Your Settings block should now show a *Grade administration* menu. Click on **Import** and then the **CSV file** option.

3. On the next screen, drag your csv file into the center box or click on the **Choose a file** button.



If you click 'Choose a file':

- a. This will open a File picker window that will give you the option of *Uploading a file*.
 - b. *Browse* through your directory to find your CSV file.
 - c. Choose *Open* and then *Upload this file*.
4. Your chosen file should then appear in the blue File area. Leave all other options untouched and click on **Upload Grades**.
5. The data that is being imported will be previewed. Under *Identify user by*, the *Map from* is the information in the incoming data (columns in your spreadsheet). You can match your import to either the **Student ID number** or their **CCID**.
- a. To map using **Student ID Number**: under *Map from* choose **Student No** and under *Map to* choose **Student ID**. The example below displays this using a sample TSQS export spreadsheet and maps from **Student No** to **Student ID**.

CSV file

Import CSV

Import preview

Last Name	First Name	Student No	CCID	OMR Score	Version	Items Wrong	Scored
Student 1	Mohammed	1234567	moham1	61	2	W= 2 5 7 13 16 19	R=BeC
Student 2	Amir	2345678	amir2	26	2	W= 1 2 3 6 7 9 11 12 13 15 17 19 20 21 22 24 25	R=abbC
Student 3	Charlotte	3456789	charlot3	63	1	W= 2 4 7 10 13 15 17 21 26 27 28	R=CcC
Student 4	Siddika	4567891	sidd4	25	1	W= 1 2 3 4 5 6 7 8 10 12 13 15 16 17 19 20 21 22 23	R=bced

Identify user by - For help see eClass KnowledgeBase

Map from: Student No

Map to: User ID

Student No = Student ID

Grade item mappings

Last Name: Ignore

First Name: Ignore

Student No: Ignore

CCID: Ignore

- b. To map using **CCID**: under *Map from* choose **CCID** and under *Map to* choose **CCID**. The example below displays this using a sample TSQS export spreadsheet and maps from **CCID** to **CCID**.

CSV file

Import CSV

Import preview

Last Name	First Name	Student No	CCID	OMR Score	Version	Items Wrong	Score
Student 1	Mohammed	1234567	moham1	61	2	W= 2 5 7 13 16 19	R=BeC
Student 2	Amir	2345678	amir2	26	2	W= 1 2 3 6 7 9 11 12 13 15 17 19 20 21 22 24 25	R=abb
Student 3	Charlotte	3456789	charlot3	63	1	W= 2 4 7 10 13 15 17 21 26 27 28	R=CcC
Student 4	Siddika	4567891	sidd4	25	1	W= 1 2 3 4 5 6 7 8 10 12 13 15 16 17 19 20 21 22 23	R=bce

Identify user by - For help see eClass KnowledgeBase

Map from: CCID

Map to: User ID

CCID = CCID

Grade item mappings

Last Name: Ignore

First Name: Ignore

Student No: Ignore

CCID: Ignore

6. Next under the **Grade item mappings**, you need to map your grades (OMR Score), wrong items, and/or scored responses to a corresponding column in the Gradebook. If there is an existing column you want to map to, choose it from the drop down menu beside the corresponding column in your spreadsheet. Otherwise you can map to a **New gradeitem** under **Others**. **The Wrong Items or scored responses can only be added as the comments of an existing grade item.**

Last Name	First Name	Student No	CCID	OMR Score	Version	Items Wrong
Student 1	Mohammed	1234567	moham1	61	2	W= 2 5 7 13 16 19
Student 2	Amir	2345678	amir2	26	2	W= 1 2 3 6 7 9 11 12 13 15
Student 3	Charlotte	3456789	charlot3	63	1	W= 2 4 7 10 13 15 17 21 2
Student 4	Siddika	4567891	sidd4	25	1	W= 1 2 3 4 5 6 7 8 10 12 1

Identify user by - For help see eClass KnowledgeBase

Map from

Map to

Grade item mappings

Last Name

First Name

Student No

CCID

OMR Score

Version

Items Wrong

Scored Responses

Unofficial Letter

Assignment: Dropbox for Case study Choice 2

7. Once you have completed the mapping click the **Upload grades** button at the bottom.
8. If the import is successful, you will see a message indicating that the grade import was a success. Otherwise, contact CTL or check the following article in the CTL eClass Knowledge Base on common upload problems:

https://support.elearning.ualberta.ca/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=147&nav=0,14