assignment_grades_column_headings_import

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For campuses that use curriculum and test taking systems (e.g., eInstruction and Eduphoria), click the icon to import a data file that only includes the student's ID, assignment grade, first name, and last name.

NOTE: The import function is not available on mobile devices.

Import Assignment Grades For: "Land Biomes of U.S."   ×

Select and upload data file:

Choose File | No file chosen
(CSV or TXT files only)
Upload File

Step 2 - Review Column Mapping:

Step 3 - Review Data

Step 4 - Import Data

Cancel   Import

• Only .csv and .txt files can be imported. The text file must be comma-separated data with one student per row.

• Attempting to import for students not in the course will create exceptions errors that cause the import to fail. Deleting these rows should allow the import to be successful.

• You can only import assignment grades for existing students.

• You can only import grades where students has blank grades for the particular assignment. If the student already has grades, the data is displayed in red and crossed out.

Steps for importing the data file:

☐ Click 📥 to import grades for the assignment.

The Import Assignment Grades window opens allowing you to upload the data file, review the data, and import the file.

❑ Under **Step 1**, click **Browse** to select the data file. Locate and open the file.

The file name is displayed.

❑ Click **Upload File**.

When the upload is complete, the "Success" message is displayed indicating the name of the uploaded file.

❑ Under **Step 2**, review the default file format and adjust the columns of your data if necessary:

❑ Under **To Column**, the default file format is listed. The format is determined according to the type of data found in the uploaded file. For example, a six-digit string of numbers is assumed to be the student ID, and a string of up to three characters is assumed to be an assignment grade. There are four columns:

- Student ID
- Assign Grade
- First Name
- Last Name

NOTE: For the six-digit student ID, include all leading zeros.

❑ Under **From Column**, make adjustments as needed.

For example, if the default file format has the first name before the last name, and you want the last name before the first name, you can change the columns under **From Column** accordingly (i.e., change column 3 to 4, and change column 4 to 3). **NOTE:** The order of the first and last names is not important when uploading this file.

❑ If you assign the same column number to more than one column, the message "duplicate" is displayed by the duplicated column. You must correct this before proceeding.

❑ As you make any changes under **Step 2**, the data displayed under **Step 3** changes accordingly. Review the data under **Step 3** before importing the file.

❑ When the data under **Step 3** is being refreshed, the message "validating" is displayed. Wait until the message goes away.

• If errors are encountered, the records with errors are displayed in red with a strikethrough. The number of errors found is listed below the grid. Errors may include mismatched or invalid data.

• Currently, the only acceptable error is an error due to the student already having a grade for the assignment. Exception errors due to invaid records will cause the import to fail.

❑ When you are satisfied with the data under **Step 3**, click **Import Now** under **Step 4**. The data is imported, and the assignment grade fields on the Assignment Grades page are populated with data from the import file.

The **Import Now** button is disabled if there are no valid records to import.

NOTE: If the course has any withdrawn students, the import file has a record for the withdrawn students. Therefore, you must select **Show withdrawn students** on the Assignment Grades page to import the grade for the withdrawn students. If you do not select **Show withdrawn students**, the import file will generate errors for the withdrawn students.