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.
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.
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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student No</th>
<th>CCID</th>
<th>OMR Score</th>
<th>Version</th>
<th>Items Wrong</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>Mohammed</td>
<td>1234567</td>
<td>moham1</td>
<td>61</td>
<td>2</td>
<td>W= 2 5 7 13 16 19</td>
</tr>
<tr>
<td>Student 2</td>
<td>Amir</td>
<td>2345678</td>
<td>amir2</td>
<td>26</td>
<td>2</td>
<td>W= 1 2 3 6 7 9 11 12 13 14</td>
</tr>
<tr>
<td>Student 3</td>
<td>Charlotte</td>
<td>3456789</td>
<td>charlct3</td>
<td>63</td>
<td>1</td>
<td>W= 2 4 7 10 13 15 17 21 12</td>
</tr>
<tr>
<td>Student 4</td>
<td>Siddika</td>
<td>4567891</td>
<td>sidd4</td>
<td>25</td>
<td>1</td>
<td>W= 1 2 3 4 5 6 7 8 10 12 1</td>
</tr>
</tbody>
</table>

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