# Formatting Excel Files for Grade Upload

## Overview

You can export a class roster, save it as an Excel file and use it to record your grades for the quarter. Before you can load these grades into your grade roster there are a few things you must do to prepare your file for upload. Your file must

- Contain one header row
- Contain a column named **ID**
- Contain one column named Grade
- Be named starting with your 5-digit class number
- Be saved as a CSV (Comma delimited) (.csv) or Text (Tab delimited) (.txt) file

### **Step 1: Delete all but one header row:**

#### **Before:**

|    | A B        | C           | D               | E         |                       | In this example |
|----|------------|-------------|-----------------|-----------|-----------------------|-----------------|
| 1  |            |             | we are going to |           |                       |                 |
| 2  |            |             |                 |           |                       | we are going to |
| 3  | Student id | final Grade | Grade Basis     | Level 🚽   | Email Address         | delete this     |
| 4  | 1992191    | a           | Graded          | Sophomore | clugemail1@ucsc.edu   |                 |
| 5  | 1992196    | i b         | Graded          | Freshman  | slugenail3@ucsc.edu   | — "header row". |
| 6  | 1992196    | i c         | Graded          | Freshman  | slugemail2@ucsc.edu   | nedder fow :    |
| 7  | 1992192    | d d         | Graded          | Freshman  | slugemail4@ucsc.edu   |                 |
| 8  | 1992193    | } e         | Graded          | Sophomore | slugemail5@ucsc.edu   |                 |
| 9  | 1992194    | f           | Graded          | Freshman  | slugemail6@ucsc.edu   |                 |
| 10 | 1992197    | a           | Graded          | Sophomore | slugemail7@ucsc.edu   |                 |
| 11 | 1992198    | 3 b         | Graded          | Sophomore | slugemail8@ucsc.edu   |                 |
| 12 | 1992199    | l c         | Graded          | Junior    | slugemail9@ucsc.edu   |                 |
| 13 | 1992200    | ) p         | Graded          | Junior    | slugemail10@ucsc.edu  |                 |
| 14 | 0220560    | np          | Graded          | Sophomore | slugemail11@ucsc.edu  | We will keep    |
| 15 | 1992201    | а           | Graded          | Sophomore | slugemail12@ucsc.edu  | — We will keep  |
| 16 | 1992202    | 2 a         | Graded          | Sophomore | slugemail13@ucsc.edu  | — this one.     |
| 17 | 1992203    | a a         | Graded          | Junior    | slugemail14@ucsc.edu  | uns one.        |
| 18 | 1992204    | a           | Graded          | Sophomore | slugemail15@ucsc.edu  |                 |
| 19 | 1992206    | i a         | Graded          | Sophomore | slugemail16@ucsc.edu  |                 |
| 20 | 1992208    | ia          | P/NP            | Freshman  | slugemail17@ucsc.edu  |                 |
| 21 | 1992207    | a           | Graded          | Sophomore | slugemail18@ucsc.edu  |                 |
| 22 | 1992208    | 3 a         | Graded          | Sophomore | slugemail19\@ucsc.edu |                 |
| 23 | 1992210    | ) a         | Graded          | Sophomore | slugemail20@ucsc.edu  |                 |
| 24 |            |             |                 |           |                       |                 |
| 25 |            |             |                 |           |                       |                 |

Once all extra header rows are deleted you should be left with a file that looks something like this:

After:

| _  | 027 | ▼ <i>]</i> x | -           | -           | _         | _                     | - |
|----|-----|--------------|-------------|-------------|-----------|-----------------------|---|
|    | A   | В            | C           | D           | E         | F                     | G |
| 1  |     | Student id   | final Grade | Grade Basis | Level     | Email Address         |   |
| 2  |     | 1992191      | a           | Graded      | Sophomore | slugemail1@ucsc.edu   |   |
| 3  |     | 1992196      | b           | Graded      | Freshman  | slugemail3@ucsc.edu   |   |
| 4  |     | 1992195      | с           | Graded      | Freshman  | slugemail2@ucsc.edu   |   |
| 5  |     | 1992192      | d           | Graded      | Freshman  | slugemail4@ucsc.edu   |   |
| 6  |     | 1992193      | e           | Graded      | Sophomore | slugemail5@ucsc.edu   |   |
| 7  |     | 1992194      | f           | Graded      | Freshman  | slugemail6@ucsc.edu   |   |
| 8  |     | 1992197      | а           | Graded      | Sophomore | slugemail7@ucsc.edu   |   |
| 9  |     | 1992198      | b           | Graded      | Sophomore | slugemail8@ucsc.edu   |   |
| 10 |     | 1992199      | с           | Graded      | Junior    | slugemail9@ucsc.edu   |   |
| 11 |     | 1992200      | р           | Graded      | Junior    | slugemail10@ucsc.edu  |   |
| 12 |     | 0220560      | np          | Graded      | Sophomore | slugemail11@ucsc.edu  |   |
| 13 |     | 1992201      | а           | Graded      | Sophomore | slugemail12@ucsc.edu  |   |
| 14 |     | 1992202      | а           | Graded      | Sophomore | slugemail13@ucsc.edu  |   |
| 15 |     | 1992203      | а           | Graded      | Junior    | slugemail14@ucsc.edu  |   |
| 16 |     | 1992204      | а           | Graded      | Sophomore | slugemail15@ucsc.edu  |   |
| 17 |     | 1992205      | а           | Graded      | Sophomore | slugemail16@ucsc.edu  |   |
| 18 |     | 1992206      | а           | P/NP        | Freshman  | slugemail17@ucsc.edu  |   |
| 19 |     | 1992207      | а           | Graded      | Sophomore | slugemail18@ucsc.edu  |   |
| 20 |     | 1992208      | а           | Graded      | Sophomore | slugemail19\@ucsc.edu |   |
| 21 |     | 1992210      | a           | Graded      | Sophomore | slugemail20@ucsc.edu  |   |
| 22 |     |              |             |             |           |                       |   |
| 23 |     |              |             |             |           |                       |   |

# **Step 2: Rename Column Headings:**

In this example **Student id** must be renamed **id** and **Final Grade** must be renamed **Grade**.

**Before:** 

|    | C27 | ± tx       |             |             |           |                       |   |
|----|-----|------------|-------------|-------------|-----------|-----------------------|---|
|    | A   | В          | C           | D           | E         | F                     | G |
| 1  |     | Student id | final Grade | Grade Basis | Level     | Email Address         |   |
| 2  |     | 1992191    | а           | Graded      | Sophomore | slugemail1@ucsc.edu   |   |
| 3  |     | 1992196    | b           | Graded      | Freshman  | slugemail3@ucsc.edu   |   |
| 4  |     | 1992195    | с           | Graded      | Freshman  | slugemail2@ucsc.edu   |   |
| 5  |     | 1992192    | d           | Graded      | Freshman  | slugemail4@ucsc.edu   |   |
| 6  |     | 1992193    | e           | Graded      | Sophomore | slugemail5@ucsc.edu   |   |
| 7  |     | 1992194    | f           | Graded      | Freshman  | slugemail6@ucsc.edu   |   |
| 8  |     | 1992197    | а           | Graded      | Sophomore | slugemail7@ucsc.edu   |   |
| 9  |     | 1992198    | b           | Graded      | Sophomore | slugemail8@ucsc.edu   |   |
| 10 |     | 1992199    | с           | Graded      | Junior    | slugemail9@ucsc.edu   |   |
| 11 |     | 1992200    | р           | Graded      | Junior    | slugemail10@ucsc.edu  |   |
| 12 |     | 0220560    | np          | Graded      | Sophomore | slugemail11@ucsc.edu  |   |
| 13 |     | 1992201    | а           | Graded      | Sophomore | slugemail12@ucsc.edu  |   |
| 14 |     | 1992202    | а           | Graded      | Sophomore | slugemail13@ucsc.edu  |   |
| 15 |     | 1992203    | а           | Graded      | Junior    | slugemail14@ucsc.edu  |   |
| 16 |     | 1992204    | а           | Graded      | Sophomore | slugemail15@ucsc.edu  |   |
| 17 |     | 1992205    | а           | Graded      | Sophomore | slugemail16@ucsc.edu  |   |
| 18 |     | 1992206    | а           | P/NP        | Freshman  | slugemail17@ucsc.edu  |   |
| 19 |     | 1992207    | a           | Graded      | Sophomore | slugemail18@ucsc.edu  |   |
| 20 |     | 1992208    | а           | Graded      | Sophomore | slugemail19\@ucsc.edu |   |
| 21 |     | 1992210    | a           | Graded      | Sophomore | slugemail20@ucsc.edu  |   |
| 22 |     |            |             |             |           |                       |   |
| 23 |     |            |             |             |           |                       |   |

#### After:

|    | C2 | Tx Tx   | a     |             |           |                             |   |   |
|----|----|---------|-------|-------------|-----------|-----------------------------|---|---|
|    | A  | В       | C     |             | E         | F                           | G | ŀ |
| 1  |    | id      | Grade | Grade Basis | Level     | Email Address               |   |   |
| 2  |    | 1992191 | a     | Graded      | Sophomore | slugemail1@ucsc.edu         |   |   |
| 3  |    | 1992196 | b     | Graded      | Freshman  | <u>slugemail3@ucsc.edu</u>  |   |   |
| 4  |    | 1992195 | С     | Graded      | Freshman  | <u>slugemail2@ucsc.edu</u>  |   |   |
| 5  |    | 1992192 | d     | Graded      | Freshman  | <u>slugemail4@ucsc.edu</u>  |   |   |
| 6  |    | 1992193 | е     | Graded      | Sophomore | <u>slugemail5@ucsc.edu</u>  |   |   |
| 7  |    | 1992194 | f     | Graded      | Freshman  | <u>slugemail6@ucsc.edu</u>  |   |   |
| 8  |    | 1992197 | а     | Graded      | Sophomore | slugemail7@ucsc.edu         |   |   |
| 9  |    | 1992198 | b     | Graded      | Sophomore | slugemail8@ucsc.edu         |   |   |
| 10 |    | 1992199 | с     | Graded      | Junior    | slugemail9@ucsc.edu         |   |   |
| 11 |    | 1992200 | p     | Graded      | Junior    | slugemail10@ucsc.edu        |   |   |
| 12 |    | 0220560 | np    | Graded      | Sophomore | slugemail11@ucsc.edu        |   |   |
| 13 |    | 1992201 | a     | Graded      | Sophomore | <u>slugemail12@ucsc.edu</u> |   |   |
| 14 |    | 1992202 | а     | Graded      | Sophomore | slugemail13@ucsc.edu        |   |   |
| 15 |    | 1992203 | а     | Graded      | Junior    | slugemail14@ucsc.edu        |   |   |
| 16 |    | 1992204 | а     | Graded      | Sophomore | slugemail15@ucsc.edu        |   |   |
| 17 |    | 1992205 | а     | Graded      | Sophomore | slugemail16@ucsc.edu        |   |   |
| 18 |    | 1992206 | а     | P/NP        | Freshman  | slugemail17@ucsc.edu        |   |   |
| 19 |    | 1992207 | а     | Graded      | Sophomore | slugemail18@ucsc.edu        |   |   |
| 20 |    | 1992208 | а     | Graded      | Sophomore | slugemail19\@ucsc.edu       |   |   |
| 21 |    | 1992210 | а     | Graded      | Sophomore | slugemail20@ucsc.edu        |   |   |
| 22 |    |         |       |             |           |                             |   |   |
| 23 |    |         |       |             |           |                             |   |   |

Questions regarding the Grade Upload process may be directed to the Office o the Registrar (regsys@ucsc.edu)

# **Step 3: Save the File as a .csv or .txt starting your file name with the 5-digit class number:**

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|                            | 1   | _             | -  |    |        | asis | Level         | Email Address                 |
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|                            | 3   | 3 228         |  |    |        |      | Freshman      | slugemail3@ucsc.edu           |
| from the <u>F</u> ile menu | 4   | <u>4</u> \Doc |  |    |        |      | Freshman      | slugemail2@ucsc.edu           |
|                            | 5   |               | ×  |    |        |      | Freshman      | slugemail4@ucsc.edu           |
|                            | 6   |               | 1992193  | е  | Graded |      | Sophomore     | slugemail5@ucsc.edu           |
|                            | 7   |               | 1992194  | f  | Graded |      | Freshman      | slugemail6@ucsc.edu           |
|                            | 8   |               | 1992197  | a  | Graded |      | Sophomore     | slugemail7@ucsc.edu           |
|                            | 9   |               | 1992198  | b  | Graded |      | Sophomore     | slugemail8@ucsc.edu           |
|                            | 10  |               | 1992199  | с  | Graded |      | Junior        | slugemail9@ucsc.edu           |
|                            | 11  |               | 1992200  | р  | Graded |      | Junior        | slugemail10@ucsc.edu          |
|                            | 12  |               | 0220560  | np | Graded |      | Sophomore     | slugemail11@ucsc.edu          |
|                            | 13  |               | 1992201  | а  | Graded |      | Sophomore     | slugemail12@ucsc.edu          |
|                            | 14  |               | 1992202  | а  | Graded |      | Sophomore     | slugemail13@ucsc.edu          |
|                            | 15  |               | 1992203  | a  | Graded |      | Junior        | slugemail14@ucsc.edu          |
|                            | 16  |               | 1992204  | а  | Graded |      | Sophomore     | slugemail15@ucsc.edu          |
|                            | 17  |               | 1992205  | а  | Graded |      | Sophomore     | slugemail16@ucsc.edu          |
|                            | 18  |               | 1992206  | а  | P/NP   |      | Freshman      | slugemail17@ucsc.edu          |
|                            | 19  |               | 1992207  | а  | Graded |      | Sophomore     | slugemail18@ucsc.edu          |
|                            | 20  |               | 1992208  | а  | Graded |      | Sophomore     | slugemail19\@ucsc.edu         |
|                            | 21  |               | 1992210  | а  | Graded |      | Sophomore     | slugemail20@ucsc.edu          |
|                            | 22  |               |  |    |        |      |               |                               |

| Name 🔺   | Size     | Туре                             | Date Modified                           |  |  |
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| 📋 22323 Econ 101.txt                                 | 4 KB     | Text Document                    | 2/10/2009 3:38 PM                       |  |  |
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| 🗐 33350 11 cmpe 3.txt                                | 38 KB    | Text Document                    | 3/4/2009 3:52 PM                        |  |  |
| File name: 30439 Art 20 winter 09.txt                |          |                                  | ▼ Save                                  |  |  |
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| Save as type: Text (Tab delimited) (*.txt)           |          |                                  | ▼ Cancel                                |  |  |
| Template (*.xlt)                                     |          |                                  |   |  |  |
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| Microsoft Excel 97- Excel 2003 & 5.0/95 Workbool     | <(*.xls) |                                  | -                                       |  |  |
| CSV (Comma delimited) (*.csv)                        |          |                                  |   |  |  |
| ame: Enter the 5 digit class number from             |          |                                  |   |  |  |

Save as type: Select either Text (Tab delimited) (\*.txt) or CSV (Comma delimited) (.csv)

| Save in:     | 🛅 Batch Grading                                      | 💌 😳 - 🚺 🛛 | 💌 🐵 - 🔟 🔍 🗙 🚰 🎹 - Tools -   |                    |   |  |
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| ly Documents | 📃 22841 Biol 105L_02 try two.txt                     | 1 KB      | Text Document               | 2/22/2009 6:36 PM  |   |  |
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# Click <u>S</u>ave

The file is now ready to upload to the grade roster.

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#### Sample tab delimited .txt file

#### Sample comma delimited .csv file

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| 323<br>363<br>293<br>457<br>473<br>835<br>768<br>933<br>473 | 5874,<br>6086,<br>2943,<br>7209,<br>1099,<br>0356,<br>2671,<br>4118,<br>1881, | "Slug,<br>"Mouse<br>"Duck,<br>"Hatte<br>"Carre<br>"Hudso<br>"Incre<br>"Mouse<br>"Pluto | Emily<br>e,Mick<br>Daffy<br>er,Mad<br>era, S<br>on,Doc<br>edible<br>e,Minn<br>o,Dog" | Lor<br>ey",<br>Ann<br>",NF<br>ally<br>",A,<br>",Mr"<br>ie",<br>,A,G | A, GRD, 9<br>a", A, GP<br>, GRD, Ju<br>", A, GRI<br>GRD, Ser<br>, A, GRD,<br>A, GRD, 9<br>RD, Soph | A, GRD, Sen<br>Senior<br>RD, Senior<br>Inior<br>), Senior<br>Ior<br>Junior<br>Senior |       |