

## Formatting Excel Files for Grade Upload – Mac

### 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	F
1	<b>Drama 60 Final Grades Fall '08</b>					
2						
3	<b>id</b>	<b>Name</b>	<b>Grade</b>	<b>Grade Basis</b>	<b>Level</b>	
4	3235874	Slug,Emily Loraine	A	GRD	Senior	
5	3636086	Mouse,Mickey	A	GRD	Senior	
6	2932943	Duck,Daffy Anna	A	GRD	Senior	
7	4577209	Hatter,Mad	NP	GRD	Junior	
8	4731099	Carrera, Sally	A	GRD	Senior	
9	8350356	Hudson,Doc	A	GRD	Senior	
10	7682671	Incredible,Mr	A	GRD	Junior	
11	9334118	Mouse,Minnie	A	GRD	Senior	
12	4731881	Pluto,Dog	A	GRD	Sophomore	
13	3283815	Cow,Clarabelle	A	GRD	Junior	
14						

In this example we are going to delete this “header row”.

We will keep this one.

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

After:

	A	B	C	D	E	F
1	<b>id</b>	<b>Name</b>	<b>Grade</b>	<b>Grade Basis</b>	<b>Level</b>	
2	3235874	Slug,Emily Loraine	A	GRD	Senior	
3	3636086	Mouse,Mickey	A	GRD	Senior	
4	2932943	Duck,Daffy Anna	A	GRD	Senior	
5	4577209	Hatter,Mad	NP	GRD	Junior	
6	4731099	Carrera, Sally	A	GRD	Senior	
7	8350356	Hudson,Doc	A	GRD	Senior	
8	7682671	Incredible,Mr	A	GRD	Junior	
9	9334118	Mouse,Minnie	A	GRD	Senior	
10	4731881	Pluto,Dog	A	GRD	Sophomore	
11	3283815	Cow,Clarabelle	A	GRD	Junior	

## Step 2: Rename Column Headings:

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

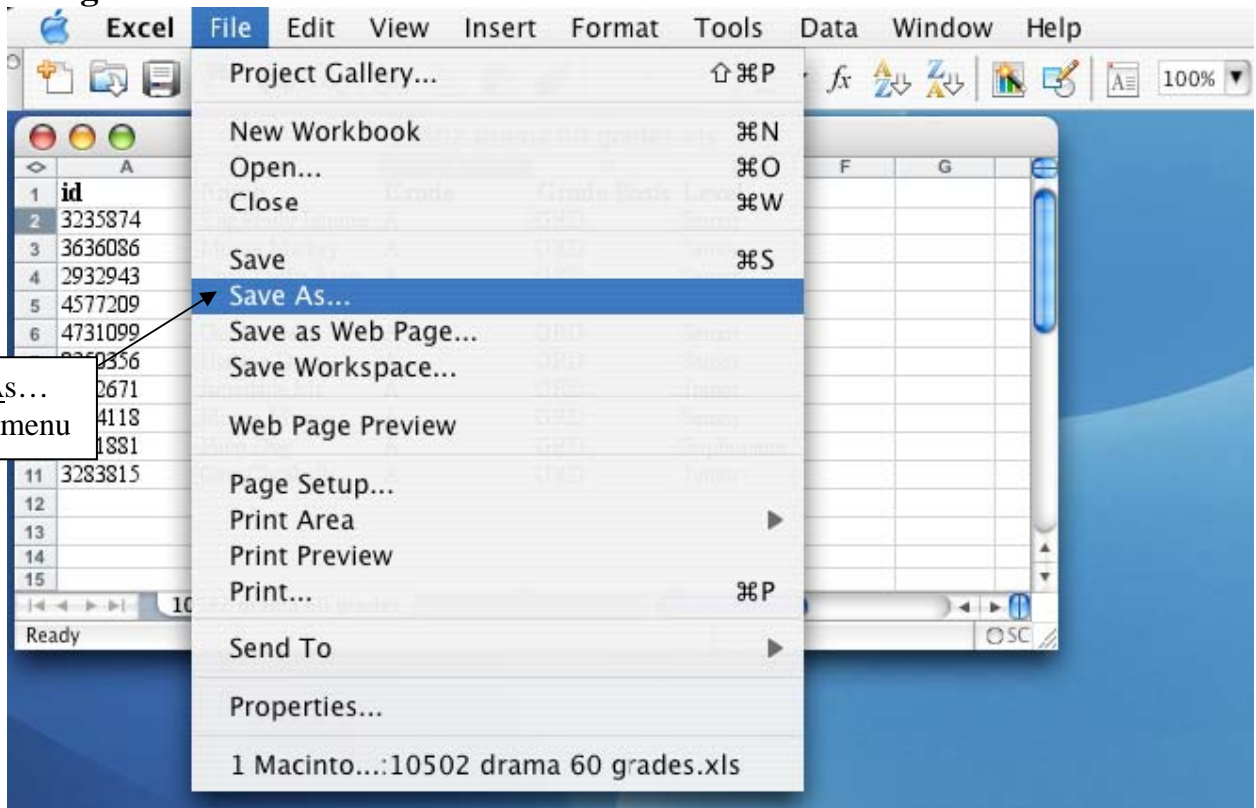
Before:

	A	B	C	D	E	F
1	<b>Student ID</b>	<b>Name</b>	<b>Final Grade</b>	<b>Grade Basis</b>	<b>Level</b>	
2	3235874	Slug,Emily Loraine	A	GRD	Senior	
3	3636086	Mouse,Mickey	A	GRD	Senior	
4	2932943	Duck,Daffy Anna	A	GRD	Senior	
5	4577209	Hatter,Mad	NP	GRD	Junior	
6	4731099	Carrera, Sally	A	GRD	Senior	
7	8350356	Hudson,Doc	A	GRD	Senior	
8	7682671	Incredible,Mr	A	GRD	Junior	
9	9334118	Mouse,Minnie	A	GRD	Senior	
10	4731881	Pluto,Dog	A	GRD	Sophomore	
11	3283815	Cow,Clarabelle	A	GRD	Junior	

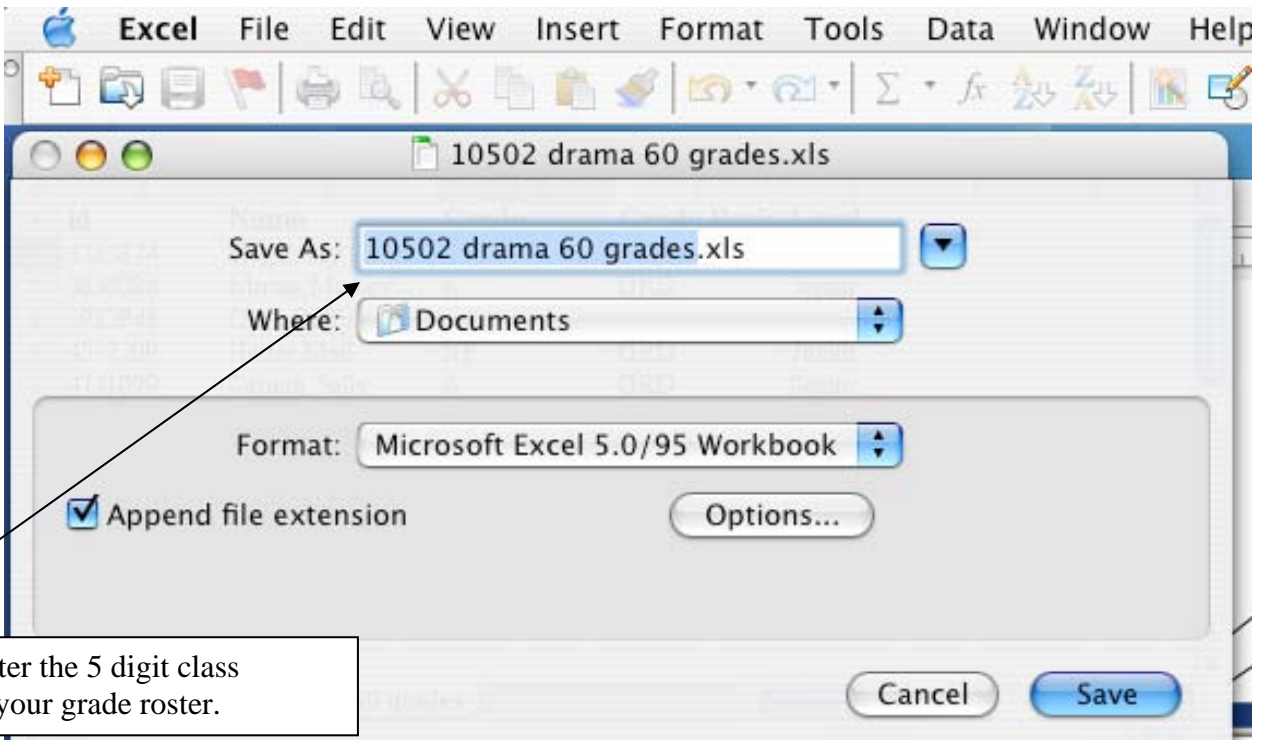
After:

	A	B	C	D	E	F
1	<b>id</b>	<b>Name</b>	<b>Grade</b>	<b>Grade Basis</b>	<b>Level</b>	
2	3235874	Slug,Emily Loraine	A	GRD	Senior	
3	3636086	Mouse,Mickey	A	GRD	Senior	
4	2932943	Duck,Daffy Anna	A	GRD	Senior	
5	4577209	Harter,Mad	NP	GRD	Junior	
6	4731099	Canera, Sally	A	GRD	Senior	
7	8350356	Hulson,Doc	A	GRD	Senior	
8	7632671	Incredible,Mr	A	GRD	Junior	
9	9334118	Mouse,Minnie	A	GRD	Senior	
10	4731881	Pluto,Dog	A	GRD	Sophomore	
11	3233815	Cow,Clarabelle	A	GRD	Junior	
12						
13						

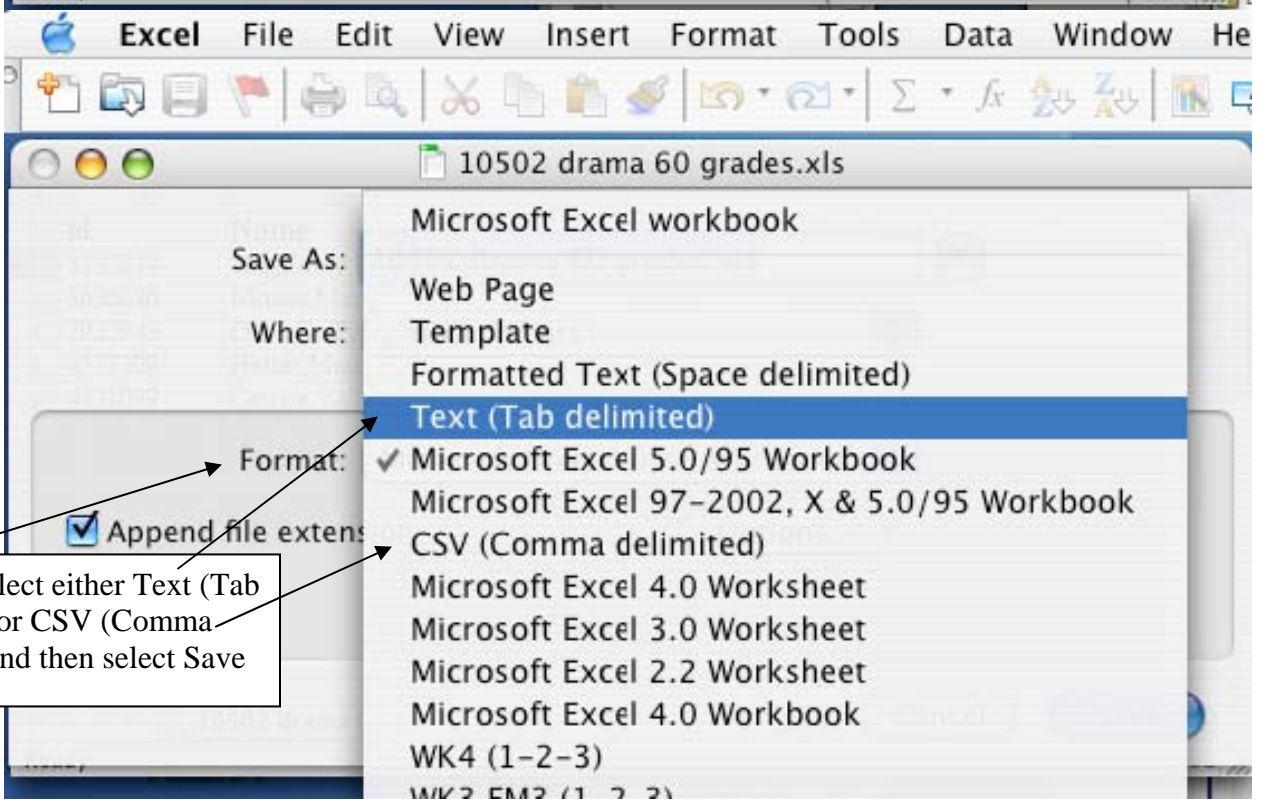
**Step 3: Save the File as a .csv or .txt starting your file name with the 5-digit class number:**





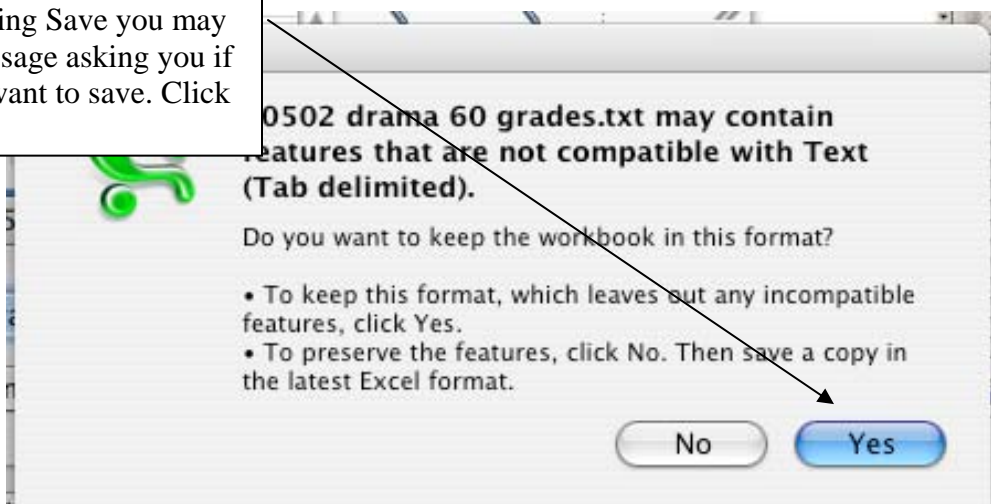


File name: Enter the 5 digit class number from your grade roster.



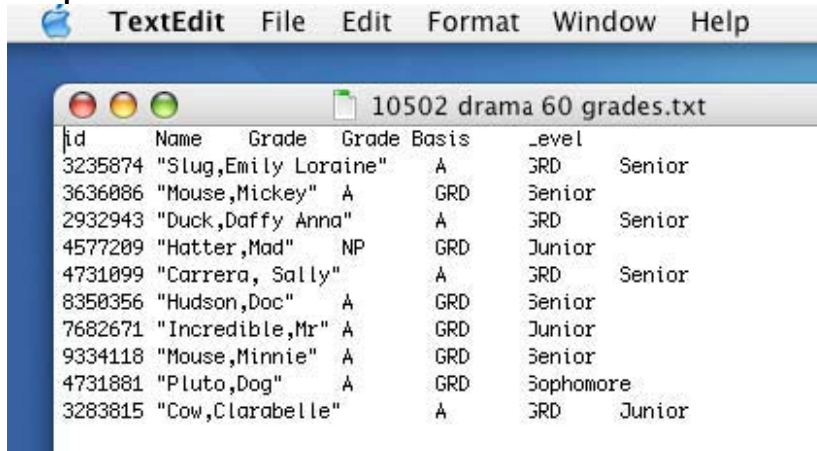
Format: Select either Text (Tab delimited) or CSV (Comma delimited) and then select Save

After selecting Save you may get this message asking you if you really want to save. Click Yes



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

#### Sample tab delimited .txt file



#### Sample comma delimited .csv file

