

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:

Fall Quarter Grades ART 20					
Student id	final Grade	Grade Basis	Level	Email Address	
1992191	a	Graded	Sophomore	slugemail1@ucsc.edu	
1992196	b	Graded	Freshman	slugemail3@ucsc.edu	
1992195	c	Graded	Freshman	slugemail2@ucsc.edu	
1992192	d	Graded	Freshman	slugemail4@ucsc.edu	
1992193	e	Graded	Sophomore	slugemail5@ucsc.edu	
1992194	f	Graded	Freshman	slugemail6@ucsc.edu	
1992197	a	Graded	Sophomore	slugemail7@ucsc.edu	
1992198	b	Graded	Sophomore	slugemail8@ucsc.edu	
1992199	c	Graded	Junior	slugemail9@ucsc.edu	
1992200	p	Graded	Junior	slugemail10@ucsc.edu	
0220560	np	Graded	Sophomore	slugemail11@ucsc.edu	
1992201	a	Graded	Sophomore	slugemail12@ucsc.edu	
1992202	a	Graded	Sophomore	slugemail13@ucsc.edu	
1992203	a	Graded	Junior	slugemail14@ucsc.edu	
1992204	a	Graded	Sophomore	slugemail15@ucsc.edu	
1992205	a	Graded	Sophomore	slugemail16@ucsc.edu	
1992206	a	P/NP	Freshman	slugemail17@ucsc.edu	
1992207	a	Graded	Sophomore	slugemail18@ucsc.edu	
1992208	a	Graded	Sophomore	slugemail19@ucsc.edu	
1992210	a	Graded	Sophomore	slugemail20@ucsc.edu	

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	G
		Student id	final Grade	Grade Basis	Level	Email Address	
1							
2		1992191	a	Graded	Sophomore	slugemail1@ucsc.edu	
3		1992196	b	Graded	Freshman	slugemail3@ucsc.edu	
4		1992195	c	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	a	Graded	Sophomore	slugemail7@ucsc.edu	
9		1992198	b	Graded	Sophomore	slugemail8@ucsc.edu	
10		1992199	c	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	slugemail12@ucsc.edu	
14		1992202	a	Graded	Sophomore	slugemail13@ucsc.edu	
15		1992203	a	Graded	Junior	slugemail14@ucsc.edu	
16		1992204	a	Graded	Sophomore	slugemail15@ucsc.edu	
17		1992205	a	Graded	Sophomore	slugemail16@ucsc.edu	
18		1992206	a	P/NP	Freshman	slugemail17@ucsc.edu	
19		1992207	a	Graded	Sophomore	slugemail18@ucsc.edu	
20		1992208	a	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:

	A	B	C	D	E	F	G
		Student id	final Grade	Grade Basis	Level	Email Address	
1							
2		1992191	a	Graded	Sophomore	slugemail1@ucsc.edu	
3		1992196	b	Graded	Freshman	slugemail3@ucsc.edu	
4		1992195	c	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	a	Graded	Sophomore	slugemail7@ucsc.edu	
9		1992198	b	Graded	Sophomore	slugemail8@ucsc.edu	
10		1992199	c	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	slugemail12@ucsc.edu	
14		1992202	a	Graded	Sophomore	slugemail13@ucsc.edu	
15		1992203	a	Graded	Junior	slugemail14@ucsc.edu	
16		1992204	a	Graded	Sophomore	slugemail15@ucsc.edu	
17		1992205	a	Graded	Sophomore	slugemail16@ucsc.edu	
18		1992206	a	P/NP	Freshman	slugemail17@ucsc.edu	
19		1992207	a	Graded	Sophomore	slugemail18@ucsc.edu	
20		1992208	a	Graded	Sophomore	slugemail19@ucsc.edu	
21		1992210	a	Graded	Sophomore	slugemail20@ucsc.edu	
22							
23							

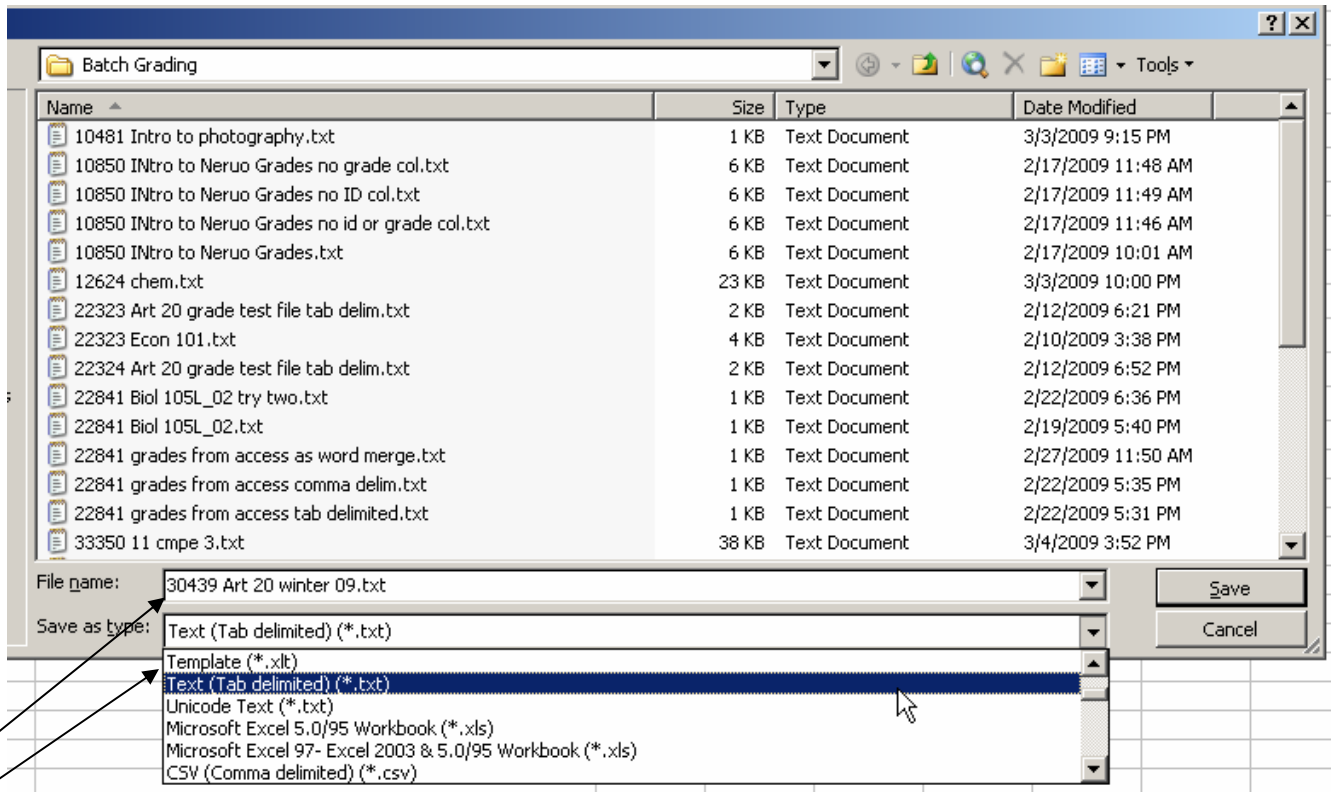
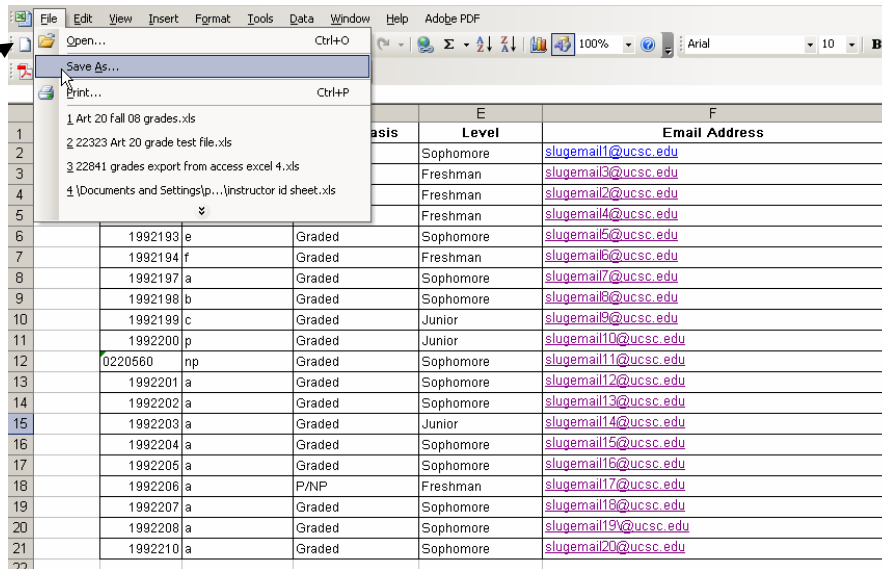
After:

	A	B	C	D	E	F	G
		id	Grade	Grade Basis	Level	Email Address	
1							
2		1992191	a	Graded	Sophomore	slugemail1@ucsc.edu	
3		1992196	b	Graded	Freshman	slugemail3@ucsc.edu	
4		1992195	c	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	a	Graded	Sophomore	slugemail7@ucsc.edu	
9		1992198	b	Graded	Sophomore	slugemail8@ucsc.edu	
10		1992199	c	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	slugemail12@ucsc.edu	
14		1992202	a	Graded	Sophomore	slugemail13@ucsc.edu	
15		1992203	a	Graded	Junior	slugemail14@ucsc.edu	
16		1992204	a	Graded	Sophomore	slugemail15@ucsc.edu	
17		1992205	a	Graded	Sophomore	slugemail16@ucsc.edu	
18		1992206	a	P/NP	Freshman	slugemail17@ucsc.edu	
19		1992207	a	Graded	Sophomore	slugemail18@ucsc.edu	
20		1992208	a	Graded	Sophomore	slugemail19@ucsc.edu	
21		1992210	a	Graded	Sophomore	slugemail20@ucsc.edu	
22							
23							

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

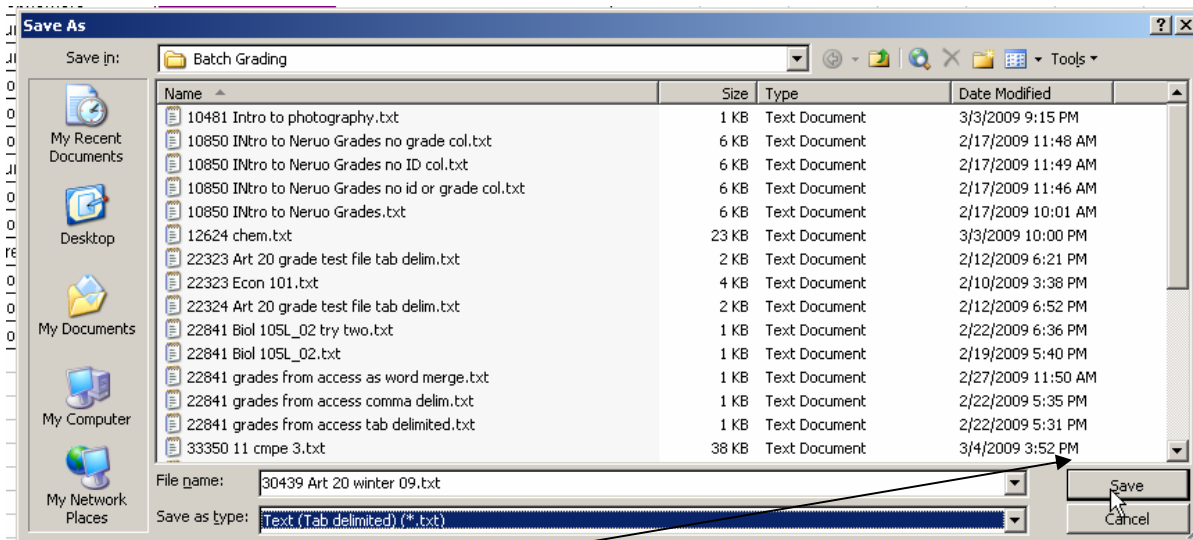
Step 3: Save the File as a .csv or .txt starting your file name with the 5-digit class number:

Select **S**ave **A**s... from the **F**ile menu



File **n**ame: Enter the 5 digit class number from your grade roster.

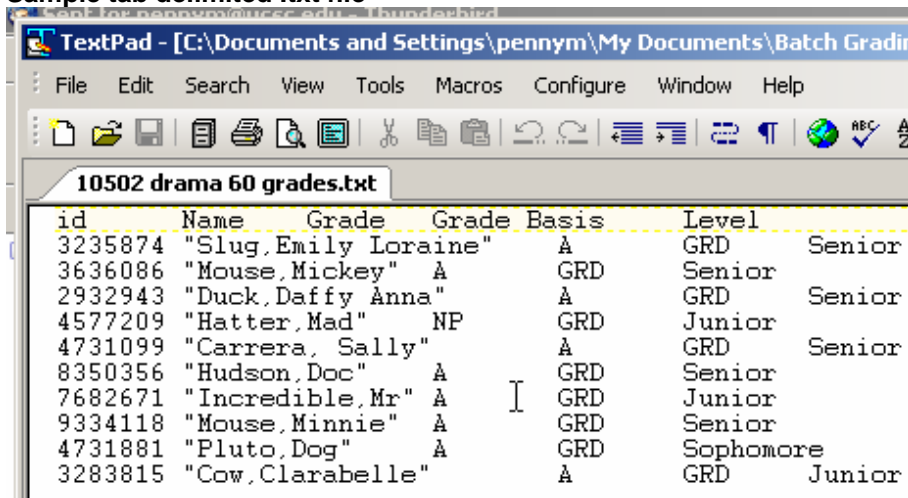
Save as type: Select either Text (Tab delimited) (*.txt) or CSV (Comma delimited) (.csv)



Click Save

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

Sample tab delimited .txt file



Sample comma delimited .csv file

```
id,Name,Grade,Grade Basis,Level
3235874,"Slug,Emily Loraine",A,GRD,Senior
3636086,"Mouse,Mickey",A,GRD,Senior
2932943,"Duck,Daffy Anna",A,GRD,Senior
4577209,"Hatter,Mad",NP,GRD,Junior
4731099,"Carrera,Sally",A,GRD,Senior
8350356,"Hudson,Doc",A,GRD,Senior
7682671,"Incredible,Mr",A,GRD,Junior
9334118,"Mouse,Minnie",A,GRD,Senior
4731881,"Pluto,Dog",A,GRD,Sophomore
3283815,"Cow,Clarabelle",A,GRD,Junior
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