



Import a Comma Separated Value (.csv) Spreadsheet Into The RamCT Grade Book

Instructors and TA's can import information from a comma separated value file in a program such as Microsoft Excel into the RamCT Grade Book.

- I. [Import a .csv File Into the Grade Book](#)
- II. [Change Imported Column Attributes So It Will Be Displayed Properly in the RamCT Grade Book](#)

NOTE: Importing From an Exported Version of a WEBCT Gradebook

If you wish to **import a previous WEBCT gradebook** make sure you **delete any columns that you want to use as Calculated Columns in the RamCT Gradebook from your spreadsheet.** That is, columns in RamCT where you will use the Edit Formula Calculator in RamCT to create your calculations. Calculated columns and formulas cannot be imported in to RamCT. Your spreadsheet should contain only columns that will appear as numeric in RamCT.

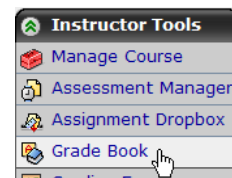
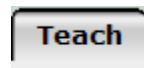
In the example used in this handout we will use the examscores.csv file that is generated when you use CSU's Grader program. The exam scores file will contain the students' User ID (ename) and their nine digit CSU ID number. This is one way to get the CSU ID number into your RamCT Grade Book.

| | A | B | C | D | E |
|----|---------|-----------|--------------|------------|---------|
| 1 | User ID | CSU ID | Last Name | First Name | Pretest |
| 2 | CSU_AA | 821111111 | Accurate_CSU | Annie | 16 |
| 3 | CSU_BB | 822222222 | Blake_CSU | Barney | 18 |
| 4 | CSU_CC | 823333333 | Clark_CSU | Clarence | 20 |
| 5 | CSU_DD | 824444444 | Dillon_CSU | Daisy | 18 |
| 6 | CSU_EE | 825555555 | Elliott_CSU | Egbert | 28 |
| 7 | CSU_FF | 826666666 | Frugal_CSU | Frank | 26 |
| 8 | CSU_GG | 827777777 | Giggles_CSU | George | 10 |
| 9 | CSU_HH | 828888888 | Hazard_CSU | Henry | 14 |
| 10 | CSU_II | 829999999 | Ichabod_CSU | Izzy | 20 |
| 11 | CSU_JJ | 821234567 | Jenkins_CSU | Jake | 20 |
| 12 | | | | | |

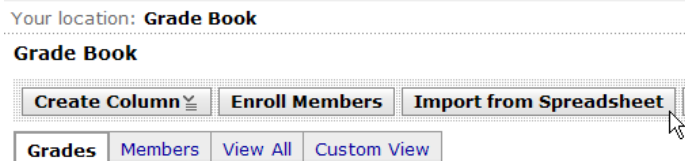
Note the .csv file you import must have the students' User ID which is their CSU eID. This is the key identifier in RamCT.

I. Import a .csv File Into the Grade Book

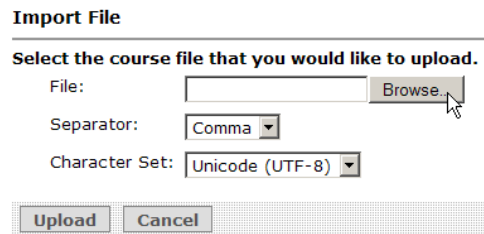
- a. From the **Teach** tab, under **Instructor Tools**, *select* the **Grade Book**



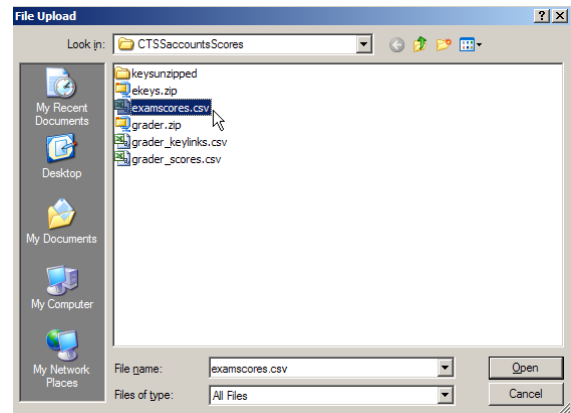
- b. Click on the **Import from Spreadsheet** button



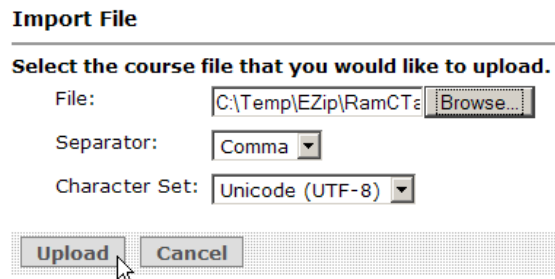
- c. In the **Import File** window click on the **Browse** button



- d. Browse on your **local computer** to the .csv file that you wish to import in to the Grade Book.
- e. Click on the **Open** button



- f. In the **Import File** window click on the **Upload** button.



g. The Import File window will display the User ID column which is the CSU eID. It will also display the name of the columns you are importing into the Grade Book. In this example we are importing two new columns: CSU ID and Pretest Scores.

h. Click on the **Import** button

Import File

Match the columns in the file with the columns in the Grade Book.
 Select "Do not import" for any columns you do not wish to import.
 The User Name column is a required column for matching purposes only and will not be imported.

| Import Column | Match | Grade Book Column | Data Preview |
|----------------|-------|-----------------------|---|
| User ID | ✓ | User ID | CSU_AA,CSU_BB,CSU_CC,CSU_DD,CSU_EE,CSU_FF |
| CSU ID | ! | - Add as new column - | 8211111111,8222222222,8233333333,8244444444,8255 |
| Last Name | ! | - Do not import - | Accurate_CSU,Blake_CSU,Clark_CSU,Dillon_CSU,Elli |
| First Name | ! | - Do not import - | Annie,Barney,Clarence,Daisy,Egbert,Frank,George,f |
| Pretest Scores | ! | - Add as new column - | 16,18,20,18,28,26,10,14,20,20... |

Comment:

Once the import is complete you will be returned to the Grade Book window.

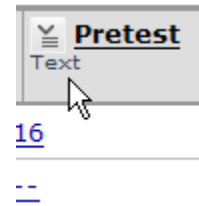
II. Change Imported Column Attributes So It Will Be Displayed Properly in the RamCT Grade Book

By default, a column imported into the RamCT Grade Book comes in as a non-gradable, text type of column. This designation is fine for our CSU ID column. But we need to change the Pretest exam column to a gradable, numeric column type.

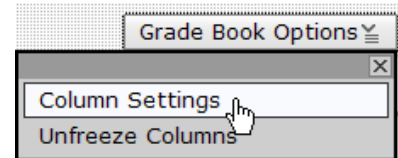
a. Click on the **View All** tab.



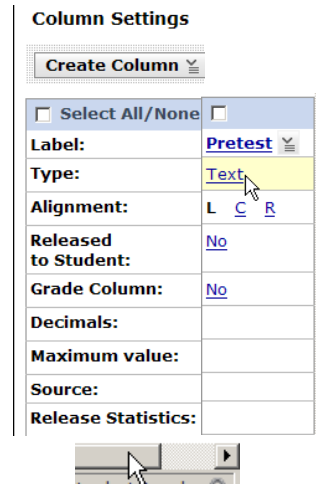
Note the Pretest column we imported from our .csv spreadsheet is listed as a **Text** type of column.



- b. Under the **Grade Book Options** drop down menu *select Column Settings*.



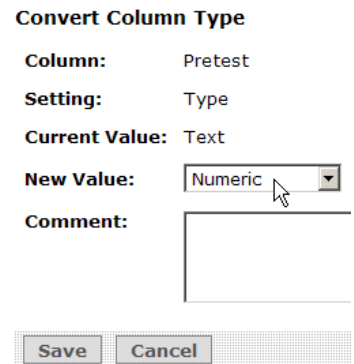
- c. In the **Column Settings** window *slide the bar* at the bottom so you can see your new column. In our example, Pretest.



- d. We need to change the following values for this column:

- Type: from text to numeric
- Released to Student: from No to Yes
- Grade Column: from No to Yes

- e. In the imported **Pretest column** *click* on the word **Text**. The **Convert Column Type** window opens.



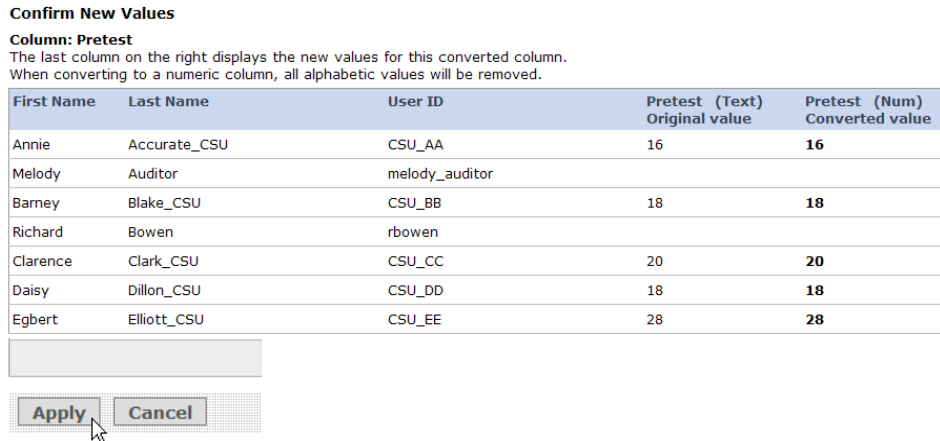
- f. In the **New Value** box *change* the value to **Numeric**.

- g. *Click* on the **Save** button.



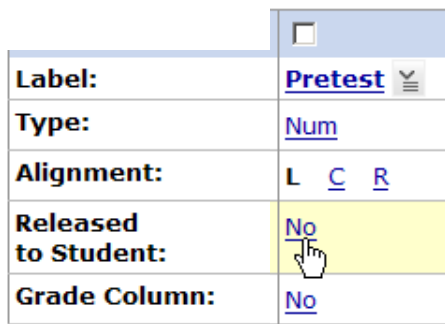
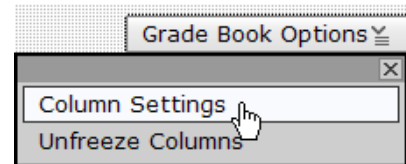
h. The **Confirm New Values** window appears. This shows what values will appear in the Pretest column when you change the type from Text to Numeric.

i. *Click* on the **Apply** button.



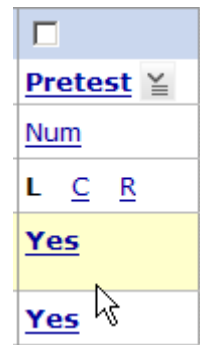
You will be returned to the Grade Book window.

j. Under the **Grade Book Options** drop down menu *select* **Column Settings**.



k. Under the **Pretest** column in the **Released to Student** row *click* on **No**. This will change the value to Yes.

l. In the **Grade Column** row *click* on **No**. This will change the value to Yes.



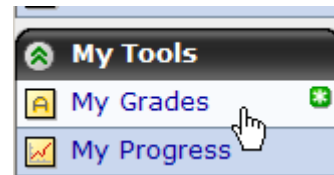
- m. Use the **breadcrumbs** at the top left of the **Column Settings** window to *return* to the **Grade Book** window.

Your location: [Grade Book](#) > **Column Settings**

Note that the Pretest column type is now numeric.

| Grades | | Members |
|--------------------------|--|-----------------------------------|
| <input type="checkbox"/> | Last Name <small>Alphanumeric</small> | Pretest <small>Numeric</small> |
| <input type="checkbox"/> | Accurate_CSU | 16 |
| <input type="checkbox"/> | Auditor | -- |
| <input type="checkbox"/> | Blake_CSU | 18 |
| <input type="checkbox"/> | Bowen | |
| <input type="checkbox"/> | Clark_CSU | 20 |
| <input type="checkbox"/> | Dillon_CSU | 18 |
| <input type="checkbox"/> | Elliott_CSU | 28 |
| <input type="checkbox"/> | Frugal_CSU | 26 |

When a student logs in to their RamCT section they will go under **My Tools** and select **My Grades**. (This assumes that you are using the My Grades tool in your RamCT section.)



Students will see any grades that you have released.

Your location: **My Grades**

My Grades
 August 31, 2007
Student: Accurate_CSU, Annie () (CSU_AA)
Course: EZIP Practice Course
Section: EZIP section1
Section Instructor: Swab, Kevin ()

| Item | Grade |
|-----------------|-------|
| Pretest: | 16 |

(XX) - Indicates a grade that is partial or not complete