

## Importing Clicker Grades to Sakai Gradebook

### Export the PRS gradebook

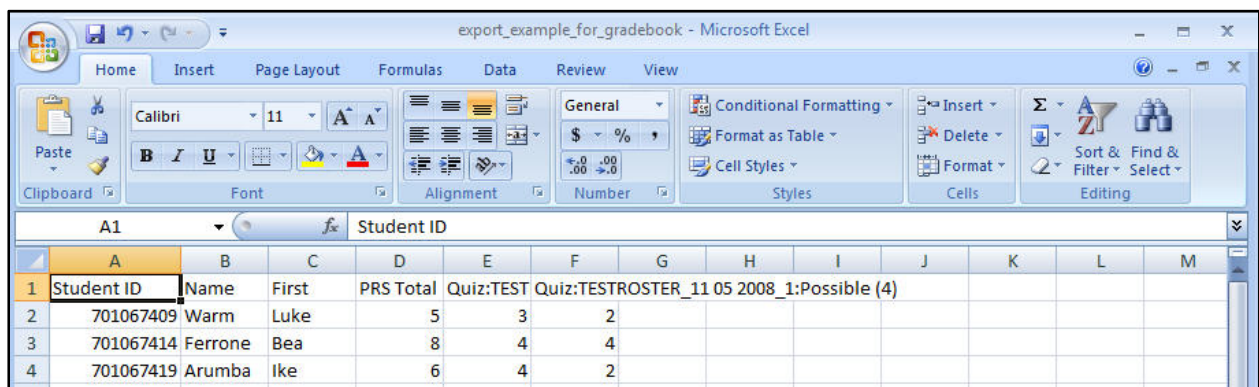
1. Open the PRS software and click the Gradebooks tab.
2. Select the gradebook you wish to export. Once highlighted, click Export Gradebook.
3. From the choices for Export Format, select WebCT (with Student ID) or Blackboard Vista with Student ID. Click OK.
4. Type a file name that ends with “.csv” (*filename.csv*). Click Select.
5. Click OK in the Export Gradebook window.

**IMPORTANT**

NOTE: To import the exported gradebook into Sakai, the Student ID (the UD IDs of your students) must be in column A. By selecting one of the above options, WebCT (with Student ID) or Blackboard Vista with Student ID, the Student ID is automatically placed in the first column.

### Preparing the *filename.csv* file for import into Sakai

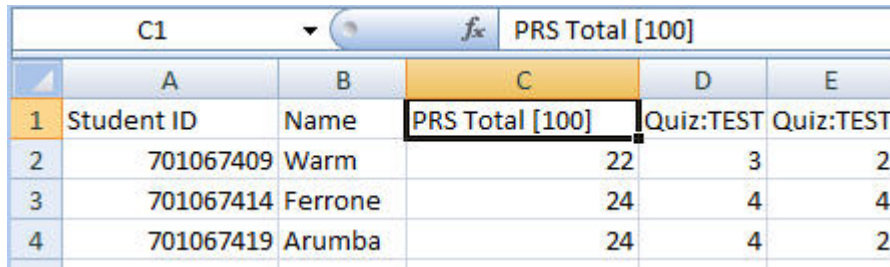
1. Open the *filename.csv* file found in the Exports folder within the PRS folder in your documents area. (A .csv file should automatically open in Excel.) Notice the Student ID is in the first column.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student ID	Name	First	PRS Total	Quiz:TEST	Quiz:TESTROSTER_11 05 2008_1:Possible (4)							
2	701067409	Warm	Luke	5	3	2							
3	701067414	Ferrone	Bea	8	4	4							
4	701067419	Arumba	Ike	6	4	2							

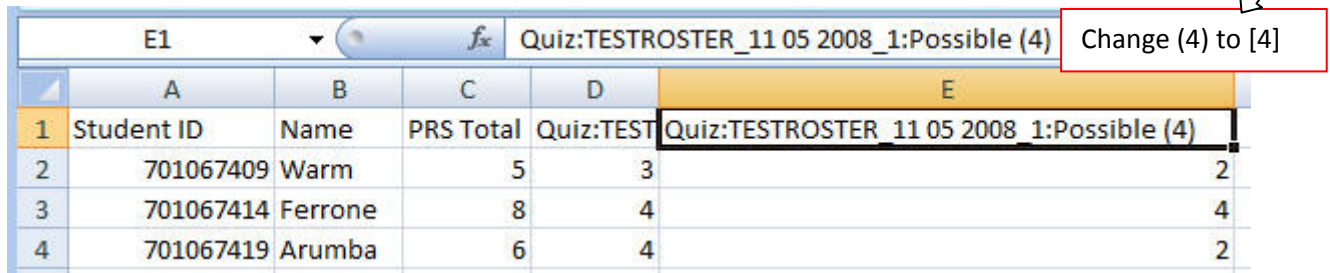
2. The column after Student ID should either be made blank or leave the Name column as it is. (This column is ignored by Sakai, but the column must exist.)
3. Delete the labeled “First” column and any column you do not want to import.
4. If you want to include the PRS Total in your gradebook, you must designate the total points value you have assigned for the semester. (e.g. 100 points for all clicker points accumulated throughout the semester.) In the PRS Total title cell add the total.

Either in the title cell or next to PRS Total in the function line type in a space and then the total number of points in brackets.



	A	B	C	D	E
1	Student ID	Name	PRS Total [100]	Quiz:TEST	Quiz:TEST
2	701067409	Warm	22	3	2
3	701067414	Ferrone	24	4	4
4	701067419	Arumba	24	4	2

- For each grade column added to the gradebook, you must designate the total points. Note that PRS has already placed in parenthesis the number of possible points. Just switch the parenthesis ( ) to brackets [ ].



	A	B	C	D	E
1	Student ID	Name	PRS Total	Quiz:TEST	Quiz:TESTROSTER_11 05 2008_1:Possible (4)
2	701067409	Warm	5	3	2
3	701067414	Ferrone	8	4	4
4	701067419	Arumba	6	4	2

- Save the file. If you are prompted with a message from Excel to keep the workbook in the .csv format, click Yes.

## Importing grades to the gradebook

1. Logon to Sakai and access your course.
2. Click the Gradebook tool from the course menubar. (Use Site Info > Edit Tools to add the tool to the menubar if needed.)
3. Click Import Grades from the tool option bar.
4. Under “3. Import spreadsheet” browse to your *filename.csv* file that is ready for import. Once the file is selected, click Import Spreadsheet.

### Import Grades

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

1. Download Spreadsheet Template  
[Download Spreadsheet Template](#)
2. Edit Spreadsheet  
Edit the spreadsheet in your favorite spreadsheet application, such as Excel, and save it as a csv file.
3. Import Spreadsheet  
Click Browse... and open the file you saved in step 2. Then click Import Spreadsheet.  
Choose a file \*

5. Sakai should ask you to verify that the imported grades are correct.
  - a. If there are any error messages they will appear in a red box. Click Back and edit your *filename.csv* file to make any corrections. Then repeat steps 4.

### Verify Grade Import

You are importing a spreadsheet file with:

- 4 gradebook item(s)
- 3 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

**!** At least one gradebook item in your upload has a non-numeric score. This gradebook is not currently set up to accept non-numeric scores.

Student Name	Student ID	First	PRS Total	Quiz:TESTROSTER_11 05 2008:Possible (4)	Quiz:TESTROSTER_11 05 2008_1:Possible (4)
Luke Warm	701067409	Luke	5	3	2
Bea Ferrone	701067414	Bea	8	4	4
Ike Arumba	701067419	Ike	6	4	2

- b. If there are no messages click OK. There should be a message that states your spreadsheet has imported successfully.

**Import Grades**

If you would like to edit your grades in a spreadsheet application (e.g., Excel) and import the grades into the gradebook, then follow the steps below:

Your spreadsheet has imported successfully

6. To see the grades click on All Grades from the tool option bar at the top.

**Verify Grade Import**

You are importing a spreadsheet file with:

- 2 gradebook item(s)
- 3 students

Below is a display of the contents of your spreadsheet. If it is not correct, click the Back button, make changes to your file, and import it again.

Student Name	Student ID	PRS Total [100]	Quiz: TESTROSTER_11 05 2008_4:Possible [6]
Luke Warm	701067409	22	5
Bea Ferrone	701067414	24	5
Ike Arumba	701067419	24	6