

HOW TO: Import Exam Scanning Submission into D2L in an EXISTING grade item

NOTE: This guide assumes you have a basic working and understanding of D2L and Grades. If you require training on setting up Grades, please visit <u>http://ucalgary.ca/taylorinstitute/events-</u>workshops/calendar

<u>Receiving exam results from Printing Services (Imagine)</u>

1. After submitting your exam to Imagine on campus, you will receive an email with files attached. The one(s) we will work with are in the format of <**MM-XXXXX_COURSENAME D2L.txt**>. If you had multiple versions of a test, they will have the suffix of **Ver 1**, **Ver 2**, etc. in the file name (eg 02-12345_MATH 211_Ver 1_D2L.txt)

2. Save the .txt file(s) to a location on your computer. This file(s) will be imported into D2L.

NOTE: You will also receive Excel files that provide more information about the exam results (eg Reports.xls and Answers.xls)

Importing the file into an EXISTING grade item.

1. Check the Name and Maximum Points value of the Grade Item that you wish to import grades into. To do this, go to Manage Grades and click on the name of the grade item. From the Properties tab, the Name and Maximum Points value can be viewed or edited. **Please make sure the maximum points value is equal to the maximum points possible on the exam.**

| Toperties | Restrictions | Objectives |
|-----------------|---------------|------------|
| General | | |
| Type Numeric | | |
| Name * | | |
| Midterm | | |
| Short Name | | 0 |
| Category | | |
| None 👻 | [New Category | v] |
| > Show D | escription | |
| Grading | | |
| Grading | | |
| Maximum P | oints * | |

2. Before importing the file into D2L, the file sent from Imagine must be edited. Open the exam scanning submission .**txt** file with a plain text editor such as **Notepad** (Windows) or **TextEdit** (Mac).

NOTE: If Microsoft Word is used, the file MUST be saved as a .txt file.

3. In the first row of text, find the entry listed as "Scanned Exam MM-DD-YYYY Points Grade". Change only the "Scanned Exam MM-DD-YYYY" text to the exact name of the previously created Grades item (eg Midterm). Do not remove the "Points Grade" text.

| E | Before Example: | | | | | |
|---|---|-----------|------------|---------|------------------|-------------|
| | Username, <mark>Scanne</mark> 12345678,5,# 23456789,6,# | ed Exam 0 | 2-05-2014 | Points | Grade,End-of-Lin | e Indicator |
| Þ | After Example: | 7 | | | | |
| | Username, <mark>Midte</mark> 12345678,5,# 23456789,6,# | rm Point | s Grade,Er | nd-of-L | ine Indicator | |

| 3. Save the file, ensuring that it is in .txt format. | 🛠 Home 👌 D2L Sandbox - Irfaan Sor 🔻 |
|--|--|
| 4. In D2L Grades choose Enter Grades. | D2L Sandbox - Irfaan Sorathia COURSE HOME CONTENT CALENDAR C |
| 5. Click on Import. | Enter Grades Manage Grades Schemes Setup Wizard Import Export More Actions 💌 View By: User Apply Search For: Show Search Options |
| | COURSE HOME CONTENT CALENDAR COMMUNICATION V ASSESSMENTS V |
| 6. Click the Browse button and choose the .txt | Import Grades |
| file that you have just saved. | Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported |
| | Step 1: Select File to Import |
| | Format .CSV, .TXT |
| 7. Click Continue | Sample Grades_Sample_Import_File.csv (656 Bytes) |
| | Import File • BrowseNo file selected. |
| | Item Creation Item Creation Image: Create new grade item when an unrecognized item is referenced |
| | Continue Cancel |

8. You will then be notified if there were any errors in the import. If there are no errors, click **Continue**.

| COURSE HOME | CONTENT | • |
|---|---------|---|
| Import Grades | | |
| Step 2: Errors and Warnings Found Note: Fields with an error will not be imported. | | |
| No errors or warnings found. | | |
| Continue Go Back Cancel | | |

If there are errors, you cannot make any changes at this point. However, you may want to take note of the errors listed. Typically, this happens when a student has entered an incorrect UCID number or has dropped the course. Click **Continue**.

| COURSE HOME | CONTENT | CALENDAR | | ASSESSMENTS 🗸 | MY TOOLS 🗢 | EDIT COURSE | | |
|---|---------|---------------------------------|----------------|---------------|------------|---------------|--|--|
| Import Grades | | | | | | | | |
| Step 2 : Errors and Warnings Found Note: Fields with an error will not be imported. | | | | | | | | |
| Error/Warning | | Row # (in CSV file) | Org Defined ID | | Grade Item | Value | | |
| Unrecognized user | | 1 001 | 22233 | N/A | | N/A | | |
| Continue Go Back Cancel | | | | | | 20 • per page | | |

9. The fields imported will be shown as a preview.
 Click Import to finalize the process.

| D2L Sandbox - Irfaan Sorathia | | | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | •• | UNIVERSITY OF |
|-------------------------------|----------|-------|---|---------------|---------------|
| COURSE HOME CONTENT | CALENDAR | | ASSESSMENTS 🗢 | MY TOOLS 🗸 | EDIT COURSE |
| Step 5 : Preview Import | | | | | 20 v per page |
| | | | | | |
| First Name 🛦 , Last Name | Quiz | Test | | Final Adjuste | d Grade |
| First Name 🔺 , Last Name | Quiz* | Test* | - /> 95 / 1 | Final Adjuste | d Grade |

IMPORTANT: If you had multiple versions of the exam (were sent multiple copies of the file labeled Ver 1, Ver 2...), repeat above instructions for each version. This will upload the rest of the student grades to the existing grade item.