



Export/Import the Grade Centre

Exporting –Importing the Grade Centre

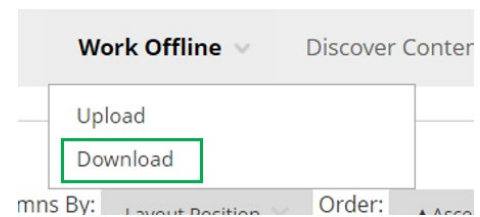
Usually used for Combined Teaching vUWS Site

Exporting/Downloading

From the menu at the top right.

1. Select **Work Offline**
2. Select **Download**
3. Select the **Full Grade Centre**
4. Choose either the **tab-delimited** (.XLS) or **comma-delimited** (.CSV) delimiter type to open the file directly in Microsoft Excel.

Select comma-delimited for importing to third-party applications that do not support Excel.



Full Grade Centre
 Selected Column
 User Information Only

OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited support Excel.

Delimiter Type Comma Tab
 Include Hidden Information Yes No
 Hidden information incl

5. Chose if you want **Hidden information**. This includes columns and users that have been hidden from view.
6. Choose where to **save the file** on your computer.

My Computer
 Content Collection

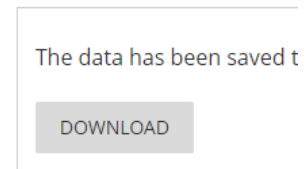
Export/Import the Grade Centre

7. Click **Submit**.



Download Grades

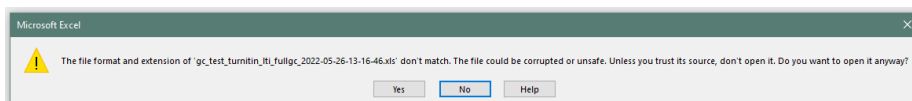
8. Click the **Download** button to complete the process.



9. **Open** the downloaded file.



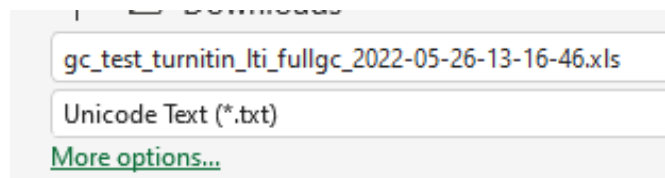
10. You will get a warning. Click **Yes**.



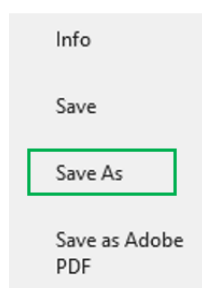
Saving the Spreadsheet of Uploading

Once you have edited and completed all required calculations, you will need to save the file as a tab-delimited (.XLS) or comma-delimited (.CSV)

NOTE: The file type *defaults to Unicode Text (*.txt)*. You will need to re-save the file to the correct format.



1. Click **File**

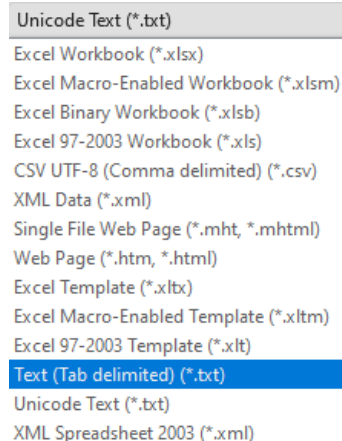


2. **Save As**

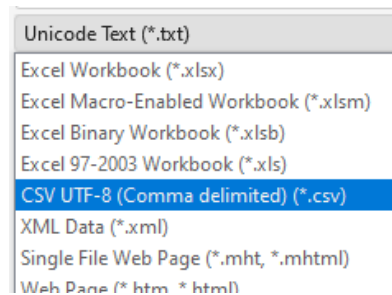
Export/Import the Grade Centre

From the dropdown list, select either:

a) Text (tab-delimited) (*.txt)



b) CSV UTF-8 (Comma-delimited) (.CSV)



3. Give your file a **name**

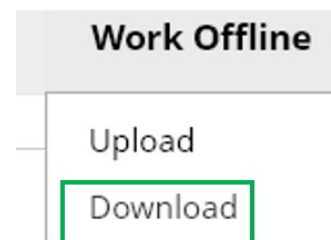
4. Click **Save**



Upload Edited Grade Centre Spreadsheet to the Grade Centre

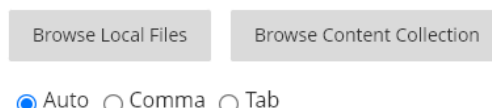
1. From the menu at the top right. Select **Work Offline**

2. Select **upload**



download the Grade Centre and then edit the file with the

3. Browse to where you have **saved the spreadsheet** for upload.



Export/Import the Grade Centre

4. Select the **Delimiter type**.

* Attach File Browse Local Files Browse Content Collection

Selected File

File Name
gc_test_turnitin_lti_fullgc_2022-05-26.xls.txt

Name of link to file

Do not attach

Delimiter Type Auto Comma Tab

5. You can select **all** columns **or** tick to **select** specific columns to upload.

	Weighted Total	<input checked="" type="checkbox"/>	✓	We
<input checked="" type="checkbox"/>	Test LTI	<input checked="" type="checkbox"/>	✓	Tes
<input type="checkbox"/>	FG Tii LTI 001	<input type="checkbox"/>	✓	FG
<input checked="" type="checkbox"/>	Production test	<input checked="" type="checkbox"/>	✓	Prc
<input type="checkbox"/>	Testing - Rhoda - (Turnitin)	<input type="checkbox"/>	✓	Tes
<input checked="" type="checkbox"/>	testing opening	<input checked="" type="checkbox"/>	✓	tes
<input checked="" type="checkbox"/>	Old Version layout	<input checked="" type="checkbox"/>	✓	Olc
<input checked="" type="checkbox"/>	Final test - Rhoda - (Turnitin)	<input checked="" type="checkbox"/>	✓	Fin
<input checked="" type="checkbox"/>	Tii new window	<input checked="" type="checkbox"/>	✓	Tii
	Assessment 1B (Turnitin)	<input type="checkbox"/>	✓	Ass
	Test 2 - submit 5 minutes apart - (Turnitin)	<input type="checkbox"/>	✓	Tes
	Test - 4 submitting on behalf of students - (Turnitin)	<input type="checkbox"/>	✓	Tes

6. Click **Submit**.

Cancel Submit