



Importing CBT results to Grade Center in clickUP

The purpose of this fact sheet is to explain how you should change the spreadsheet with your CBT results to import them successfully into the clickUP Grade Center.

Tip: When working with the Grade Center, always start by downloading the Grade Center to Excel. This will serve as a backup of your Grade Center. Refer to the step sheet “**Working offline with the Grade Center**” from the clickUP help web site (<http://eduvation.up.ac.za/help/> > Grades > Download and Upload).



Follow the steps below to prepare your spreadsheet for uploading your CBT results into clickUP

1. Save the results file in .csv format

- Upon receiving your CBT results file, click on **File, Save As**.
- Type in your file name, e.g **clickUP list**
- Go to the **Save as type** dropdown menu and select the format: **CSV (Comma delimited)(*.csv)**
- Click on **Save**



2. Edit the CBT results .csv file

The CBT results will be in the following format:

	A	B	C	D	E	F	G	
1	Result for ABC123 Test 23 October 2014							
2	Username	Surname	Name	Score	Maximum score	Percentage		
3	u12345678	Bouwer	A	18	25	72		
4	u23456789	Geldenduys	B	16	25	64		
5	u34567890	Grosel	C	11	25	44		
6	u45678901	Nicholas	D	18	25	72		
7	u56789012	Persson	E	14	25	56		
8	u67890123	van Rooyen	F	15	25	60		
9	u78901234	Wessels	G	17	25	68		
10	u89012345	Xulu	H	17	25	68		
11								
12		Class average				63		
13		Total number of students				8		
14								

Delete all the non-required information:

- header row
- the following columns: **Surname**, **Name**, either **Score** or **Percentage** (this is dependent on the specific column you want upload) and **Maximum Score**.
- any bottom rows, e.g. rows that contain the **Class average** and **Number of students**.

The only columns that should remain are **Username** and **Score/Percentage** (depending on which one you want to upload):

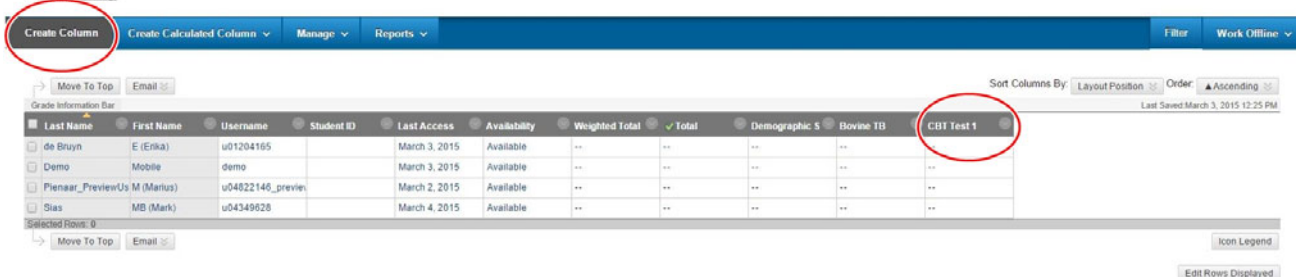
	A	B	C
1	Username	Percentage	
2	u12345678	72	
3	u23456789	64	
4	u34567890	44	
5	u45678901	72	
6	u56789012	56	
7	u67890123	60	
8	u78901234	68	
9	u89012345	68	
10			
11			

3. Create a column in the Grade Center in clickUP

- Create the column in your Grade Center with an appropriate descriptive name (e.g. CBT Test 1).
 1. Capture the following information:
 - ✓ Descriptive name
 - ✓ Select either **Score** or **Percentage** as your **Primary Display**, depending on what you would like the students to see.
 - ✓ Add the **Points Possible** (i.e. the maximum score of the assessment, or 100 if Percentage is the primary display).
 - ✓ Under **Options** make the appropriate selections and click **Submit**.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)



4. Download the column information from clickUP

- Click on **Work Offline** and select **Download** to download the column.
- Under **Data**, select the column you have created.
- Click **Submit**.
- On the next screen, click the **Download** button and save the file on your computer.
- Open the file and copy the exact column heading you have just created (e.g. **CBT Test 1 [Total Pts: 100] |631672**).

	A	B	C	D	E	F
1	Last Name	First Name	Username	Student ID	Last Access	Availability
2	de Bruyn	E (Erika)	u01204165		#####	Yes
3	Demo	Mobile	demo		#####	Yes
4	Pienaar_P	M (Marius)	u04822146	_preview	#####	Yes
5	Sias	MB (Mark)	u04349628		#####	Yes
6						

- In your CBT results file, paste and replace the column heading **Percentage/Score** with the heading you have just copied from the Grade Center:

	A	B	C
1	Username	CBT Test 1 [Total Pts: 100] 631672	Percentage/Score
2	u12345678		72
3	u23456789		64
4	u34567890		44
5	u45678901		72
6	u56789012		56
7	u67890123		60
8	u78901234		68
9	u89012345		68
10			

5. Save the results file

- Ensure the results file is saved in the **CSV (Comma delimited)(*.csv)** format
- Click on **Save**

File name:

Save as type:



NB! You are now ready to import your marks into clickUP.

6. Upload your results to your clickUP Grade Center

- Access the **Full Grade Center (Control Panel > Grade Center > Full Grade Center)**.
- Click on **Work Offline** and select **Upload**.
- Click on the **Browse My Computer** button to browse to the .csv file and open it.
- Click on **Submit**.
- The results will appear in a long row, click **Submit**. This will confirm that your results will be uploaded to the column you have created.
- Click on **Submit** to upload the marks.

7. Add the My Grades tool to the menu, to enable students to view their results

- Click on the **+** sign available from the course menu.
- Select **Tool Link**
- Enter the name (e.g. **My Grades**)
- Under **Type** select **My Grades**
- Place a tick in the tick box to make the tool **Available to Users**
- Click on **Submit**

