

LEARNING MANAGEMENT SYSTEM USER GUIDE: UPLOAD GRADES IN THE GRADE CENTRE

Not all assessments take place inside the LMS (e.g. online assessment and rubric marking within the LMS). You can add marks to assessments that have been taken place externally (e.g. paper exams conducted outside the LMS or oral presentations). For this you will need to create a column and a list of the results students have achieved.

In this example, a *Final Exam* column will be created in the LMS, the results data will be manipulated in Microsoft Excel and the marks will be uploaded to the Grade Centre.

Create a column in the Grade Centre

1. Open the **Full Grade Centre**.
2. Select **Create Column**.
3. Enter a **Column Name** (we will use *Final Exam* for this example) and **Grade Centre Display Name** (optional).
4. Select a *Primary* and *Secondary Display* from the menus.
The primary display will be visible to staff and student (if they are allowed to see this column).
The secondary display is visible only to staff.
In this example we will use the *Primary Display* default of **Score**.
5. Select a **Category** appropriate for the column e.g. Test.
Note: You are able to make categories via **Grade Centre >> Manage >> Categories**.
6. Enter **Points Possible** (the highest mark that the assessment task can have).
7. There is an option to **Add Rubric**, but for this example it is not needed. If you want to know more about rubrics see: http://lms.unimelb.edu.au/user_guides/rubrics_guide.pdf
8. Enter a due date if desired. A calendar event will automatically be added to the subject calendar with a reminder for this date.
9. Select from the options to: *Include this column in grade centre calculations*, *Show this column to students* and *Show statistics* (average and median) for this column to students in My Grades.
10. **Submit**.

In the example below, the *Final Exam* column is now visible in the Grade Centre.

Success: created column: Final Exam.

Grade Centre : Full Grade Centre

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells 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](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Current View: Full Grade Centre(Default) Category: All Categories Status: All Statuses

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: 21 May 2013 10:37 AM

Last Name	First Name	Navigation by I	Oral Presentati	Group prese	Final Exam
Demo	SP11	?	4.60	17.00	--
Demo	SP11	--	8.00	--	--
Demo	SP11	?	8.50	--	--
Demo	SP11	--	9.20	17.00	--
Demo	SP11	--	2.00	17.00	--
Demo	SP11	--	3.50	--	--
Demo	SP11	--	--	--	--
Demo	SP11	--	9.00	17.00	--

Download grades

1. From the Grade Centre select **Work Offline >> Download**.
2. If you are viewing the *Full Grade Centre* you will be able to select *Full Grade Centre*, *Selected Column* or *User Information Only*.
If you are viewing a *Smart View*, you will only have the option to download the *current view*.
3. Accept the defaults of *Delimiter Type: Tab* and *Include Hidden Information: No* (unless you have an explicit reason to choose otherwise).
4. Download to **My Computer**.
5. Click **Submit**. A second screen will appear.
6. Click **Download**. A file will be saved to your computer with a name in the format: gc_subjectname_fullgc_date-time.xls.

Notes: The downloaded file contains column IDs that **must not** be removed if you wish to upload the file to the LMS once you have edited it.

The automatic naming convention for the downloaded file provides information about the contents:

gc_subjectid_downloadfilter_timestamp

gc = grade centre

subject id = University of Melbourne subject code (e.g. HIST10005_2014_SM2)

downloadfilter = may be *fullgc* (all data in Grade Centre), *column* (single column of data downloaded, or *svdownload* (if a smart view is used to filter data before download).

timestamp = year-month-day-hour-minute-second (e.g. 2014-10-30-17-19-09 = downloaded on 30 Oct 2014, at 5:19:09 pm).

7. Open the grade centre download file in Microsoft Excel.
Note: Even though this download file has an XLS extension, it is still a text file. This may cause messages to appear when opening or closing the file. Just click **Yes** when prompted to open and save without a problem.

	A	B	C	D	E	F	G	H	I	J	
1	Last Name	First Name	Username	Student ID	Mid-sem	Oral prese	Final Exam	918267	Weighted	Total	918252
2	Brown	Naomi	studenta	185300003	72	34					106
3	Copic	Tulig	studentg	185300008	68	24					92
4	Corbeni	Wynn	studentf	185300010	51	42					93
5	Daniels	Daniel	studenti	185300002	64	16					80
6	Hoosen	Cristina	studentj	185300001	74	35					109
7	Kylie	Ng	studenth	185300004	90	41					131
8	Pallen	Roger	studente	185300005	63	37					100
9	Rodriguez	Simon	studentd	185300006	74	34					108
10	Smith	Terry	studentb	185300007	58	39					97
11	Tan	Wei Hoo	studentc	185300009	65	32					97
12											

8. In the example above we have slightly expanded the Student ID and Final Exam columns to show full values.

Note: The number that appears after the words in the title of the Final Exam column is generated by the LMS and is a unique ID which **must not** be deleted. Without this system generated number, the data will not be recognised when uploaded.

How to merge a Grade Centre with additional data

Trouble shooting: The marks downloaded into Microsoft Excel are ordered by last name. To be compatible with the Grade Centre they **must be reordered by Student ID**.

Note: The number that appears after the words in the title (e.g. Final Exam [Total Pts:100]**918267**) column is generated by the LMS and is a unique ID which **must not be deleted**. Without this system generated number, the data will not be recognised when uploaded.

1. In the downloaded grade centre file, select all the data (everything below the headings).
2. Select **Data >> Sort**.
3. **Sort by: Student ID >> OK** (Note: *Sort* may also appear as an option on your Home tab).
4. The grade centre data is now in the same order as the final exam data.
5. Switch to the final exam data file.
6. **Copy JUST the manually altered data**, do not copy Student ID data or the column title identifiers.
7. Switch to the downloaded grade centre file in Microsoft Excel.
8. Click in the cell directly underneath Final Exam.
9. **Paste** in the data you wish to upload.

Student ID	Oral Pre	Final Exam [Total Pts:100] 918267
185300001	35	86
185300002	16	52
185300003	34	68
185300004	41	91
185300005	37	74
185300006	34	77
185300007	50	100
185300008	24	57
185300009	32	70
185300010	42	76

	A	B	C	D	E	F	G
1	Last Name	First name	Username	Student ID	Oral Pre	Final Exam [Total Pts:100] 918267	Weigh
2	Hoosen	Cristina	studentj	185300001	35	86	109
3	Daniels	Daniel	studenti	185300002	16	52	80
4	Brown	Naomi	studenta	185300003	34	68	106
5	Kylie	Nin	studenth	185300004	41	91	131
6	Pallen	Roger	studente	185300005	37	74	100
7	Rodriguez	Simon	studentd	185300006	34	77	70
8	Diaz	Carlo	studentb	185300007	50	100	100
9	Copic	Tulig	studentg	185300008	24	57	92
10	Tan	Wei Hoon	studentc	185300009	32	70	97
11	Corbeni	Wynn	studentf	185300010	42	76	93

10. Choose **Save As**.
11. Give the file a logical name e.g. final_exam_upload
12. For *Save as type* select **Text (Tab delimited) (*.txt)**
13. **Save** (if prompted by a message from Microsoft Excel, click Yes).
14. You now have a file on your local computer that contains information in a format that may be uploaded to the grade centre.
Note: It is not necessary to re-sort the file to be uploaded so students are ordered by last name. When uploading data to the Grade Centre, it may be ordered by any column.

Upload grades

1. Open the Grade Centre.
2. From **Work Offline** select **Upload**.
3. Click **Browse My Computer** to locate the file created in the previous sequence.
4. Leave the delimiter type at **Auto**.
5. **Submit**.
6. A screen appears asking for confirmation of the data to be uploaded. In the example below you can see that just information in the Final Exam column is being uploaded.

Upload Grades Confirmation

*Review the list below and select what to upload, then click **Submit**.*

Upload	Uploading Column	Match	Grade Centre Column	Data Preview	Messages
	Weighted Total	✔	Weighted Total	-	Automatically calculated data will not be uploaded.
	Total	✔	Total	-	Automatically calculated data will not be uploaded.
	Animal behaviour	✔	Animal behaviour	-	No Data Updates
	Navigation by the stars	✔	Navigation by the stars	-	No Data Updates
	Oral Presentation	✔	Oral Presentation	-	No Data Updates
	Group presentation	✔	Group presentation	-	No Data Updates
<input checked="" type="checkbox"/>	Final Exam	✔	Final Exam	96,67,49,82,85,91,56,77,41,61,-,56,78,82,-	

*Click **Submit** to proceed. Click **Cancel** to quit.*

7. **Submit**.
8. The updated grade centre will be visible and the green message at the top of the screen notes how many grades have been uploaded.

Total Grades Uploaded:13
✕

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lms-guides@lists.unimelb.edu.au

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