

INSTRUCTOR ONQ – IMPORTING GRADES INTO ONQ

Importing Arts and Science Letter Grades

If you are importing Arts and Science Letter Grades into onQ using a CSV or Excel file, any student receiving an **F** grade should have the F grade amended to one of the following options:

- **F (48)**
- **F (24)**
- **F (0)**

Failure to do so will result in an error on import to onQ.

RECOMMENDED METHOD FOR IMPORTING GRADES INTO ONQ

1. Create new grade Item.
2. Export CSV with new grade item.
3. Add grades to exported CSV.
4. Import CSV with grades.

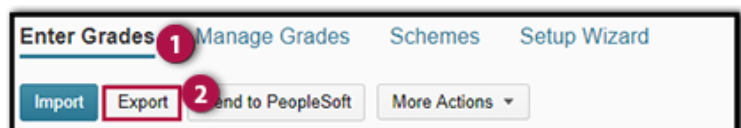
The recommended way to import grades into onQ is to first export a CSV file with the grade item(s) you require. This means creating the grade item in onQ so that it exists in the CSV file you export. This will give you a correctly formatted spreadsheet to add the grades.

CREATE NEW GRADE ITEM

1. In the navbar, select Grades under the Assessment tab. You will be redirected to the **Manage Grades** page.
2. Click the blue **New** button and choose the **Item** option.
3. Select the desired grade item type (typically Numerical grade item).
4. Enter the name and select the grade category for the item to be put in (no category will create an independent grade item).
5. Specify the maximum score available for this grade item and its weight value.
6. Set any desired settings such as Display Options and Restrictions.
7. Once all settings are defined, click the **Save and Close** button to create the Grade Item.

EXPORT CSV WITH NEW GRADE ITEM

1. Go to the **Enter Grades** tab under **Grades**.
2. Click the **Export** button, you will be redirected to the Export Grades page.



3. Under **Export Option** select and check the boxes for:
 - a. **Org Defined ID** (student number)
 - b. **Points Grade**
 - c. **Grade Item** (This is the grade item(s) you wish to populate, make sure all the others are deselected)
4. Click the **Export to CSV** button.

The screenshot shows the 'Export Grades' interface with the following sections and annotations:

- Export Options**
 - Export Grade Items For: All users (dropdown), Apply (button)
 - Key Field**
 - Org Defined ID** (3a)
 - Username
 - Both
 - Grade Values**
 - Points grade** (3b)
 - Weighted grade ⓘ
 - Grade Scheme ⓘ
 - User Details**
 - Last Name
 - First Name
 - Email
 - Section Membership
 - Group Membership
- Choose Grades to Export**
 - (empty row)
 - Grade Item**
 - Draft Assignment
 - Discussion
 - Quiz
 - Writing Assignment** (3c)
 - Final Exam
 - Final Calculated Grade ⓘ
 - Final Adjusted Grade
 - (empty row)
- Buttons: **Export to CSV** (4), Export To Excel, Cancel

ADD GRADES TO EXPORTED CSV

5. Open the CSV file and copy in the student numbers and grade into the two first columns. **YOU DO NOT NEED THE # SYMBOL BEFORE THE STUDENT NUMBER**

	A	B	C	D	E
1	OrgDefinedId	Writing Assignment Points Grade <Numeric M	End-of-Line Indicator		
2	#adp3		#		
3	#nls3	Cut and paste student	#		
4	#10135297	numbers and grades that you	#		
5	#DAHS	want to import from your	#		
6	#rances	original spreadsheet	#		
7	#ts_93697_10	YOU DO NOT NEED TO ADD THE # BEFORE	#		
8	#ts_95510_1	THE STUDENT NUMBER	#		
9					

6. Make sure the End-of-Line Indicator is at the end of each line for all students.
7. Save the CSV and import it back into onQ.

IMPORT CSV WITH GRADE ITEM

1. Go to the **Enter Grades** tab under **Grades**.
2. Click the **Import** button, you will be redirected to the **Import Grades** page.
3. Click **Browse** and select your CSV file.
4. Click **Open**.
5. Click **Continue**.
6. Click **Import** to complete grade import.

