

Import Excel Gradebook Guidelines

The following guide explains the required format needed to import an Excel file into the Seaport Gradebook. The import will setup the Seaport Gradebook Assessments List and/or populate Gradebook Grades. If Gradebook categories are defined in the imported Excel file, the Seaport Gradebook will be setup to use Gradebook categories as well.

GRADES - Refer to Figure 1 for an example of the proper format.

Worksheet name: **Grades**

Optional: Column A contains the student's first name. Cell A1 contains the column heading: **First_name**

Optional: Column B contains the student's last name. Cell B1 contains the column heading: **Last_name**

Column C contains the student ID numbers. Cell C1 contains the column heading: **Student_ID**. If columns A and B are not used for names, then the **Student_ID** column should be in Column A. Each ID number should be unique. If the same number appears in two or more rows, delete the extra row(s).

Columns D, E, etc. contain the points for each assessment. Point values must be equal to or less than the maximum points possible for the assessment. Numbers can contain up to two decimal places. Empty cells or cells that contain only a hyphen "-" will be treated as blanks. Cells D1, E1, and so forth contain the assessment title and must match exactly the assessment title in either the Assessments worksheet or an assessment title in the Seaport Gradebook. Any existing grades in the Seaport Gradebook will be replaced by these values (including any empty cells in the Excel file). If columns A and B are not used for names, then assessments should begin in Column B.

	A	B	C	D	E	F	
1	First_name	Last_name	Student_ID	Quiz 1	Quiz 2	Quiz 3	Quiz 4
2	Joe	Student	C28023456	9	10	8.5	
3	Jane		C57678994	8	9.5	7	
4	Malia		C98765432	7.5	8	10	
5	Duke		C37878787	6	9	9	
6	Lani		C15557770	10	8.5	10	
7	Luke	Moonwalker	C46687001	9.5	10	9.5	
8							
9							
10							
11							
12							

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ASSESSMENTS - Refer to Figure 2 for an example of the proper format.

Worksheet name: **Assessments**

Column A contains the assessment titles. Cell A1 contains the column heading:

Assessment_Title. The assessment titles must match exactly the assessment title used in the Grades worksheet or an already existing assessment title in the Seaport Gradebook.

Column B contains the maximum points possible for each assessment. Cell B1 contains the column heading: **Max_Points**

Optional: Column C contains the Assessment Category name. Cell C1 contains the column heading: **Category**. If categories are not used, column C is left blank.

Optional: Column D contains the Category weight. Cell D1 contains the column heading: **Category_Weight**. Weights should add up to 100. In Figure 2, there are three categories with weight 25, 40, and 35 (for a total of 100). If categories are not used, column D is left blank.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Assessment_Title	Max_Points	Category	Category_Weight		
2	Quiz 1	10	Quizzes	25		
3	Quiz 2	10	Quizzes	25		
4	Quiz 3	10	Quizzes	25		
5	Quiz 4	10	Quizzes	25		
6	Quiz 5	10	Quizzes	25		
7	Assignment 1	50	Assignments	40		
8	Assignment 2	50	Assignments	40		
9	Assignment 3	50	Assignments	40		
10	Mid	100	Exams	35		
11	Fin	1		35		
12						
13						
14						

Callouts in the image:

- A red speech bubble pointing to the worksheet name "Assessments" in the bottom-left corner of the spreadsheet.
- A green speech bubble pointing to the "Category_Weight" column, stating "Category weights add up to 100".

Figure 2