

From your course in CourseWeb, go to the Full Grade Center view. Look for a Work Offline button on the right side of the screen. Click on it, choose Download from the menu that appears and you will get a form for downloading your grade center information. Choose the column you want to insert the grade data into, include hidden information, keep the rest of the defaults, and then click on the Submit button. You will get a Download button, click on that next.

Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Grade Information Bar

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Exam 1	Total
<input type="checkbox"/>	Student_01	Student_01	student01	0000001		Available	--	0.00
<input type="checkbox"/>	Student_02	Student_02	student02	0000002		Available	--	0.00
<input type="checkbox"/>	Student_03	Student_03	student03	0000003		Available	--	0.00
<input type="checkbox"/>	Student_04	Student_04	student04	0000004		Available	--	0.00
<input type="checkbox"/>	Student_05	Student_05	student05	0000005		Available	--	0.00
<input type="checkbox"/>	Student_06	Student_06	student06	0000006		Available	--	0.00
<input type="checkbox"/>	Student_07	Student_07	student07	0000007		Available	--	0.00
<input type="checkbox"/>	Student_08	Student_08	student08	0000008		Available	--	0.00
<input type="checkbox"/>	Student_09	Student_09	student09	0000009		Available	--	0.00

Selected Rows: 0

Download Grades

Full or partial data can be downloaded from the Grade Center and saved to your computer or a Content Collection folder. Once downloaded, grades can be changed and added offline and later uploaded to the Grade Center. In addition, you can edit comments accessed through the Quick Comment feature or the Manually Override tab on the Grade Details page. [More Help](#)

Cancel **Submit**

1. Data

Select Data to Download Full Grade Center Selected Column **Exam 1** Include Comments for this Column User Information Only

2. Options

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.

Delimiter Type Comma Tab

Include Hidden Information Yes No

Hidden information includes columns and users that have been hidden from view.

3. Save Location

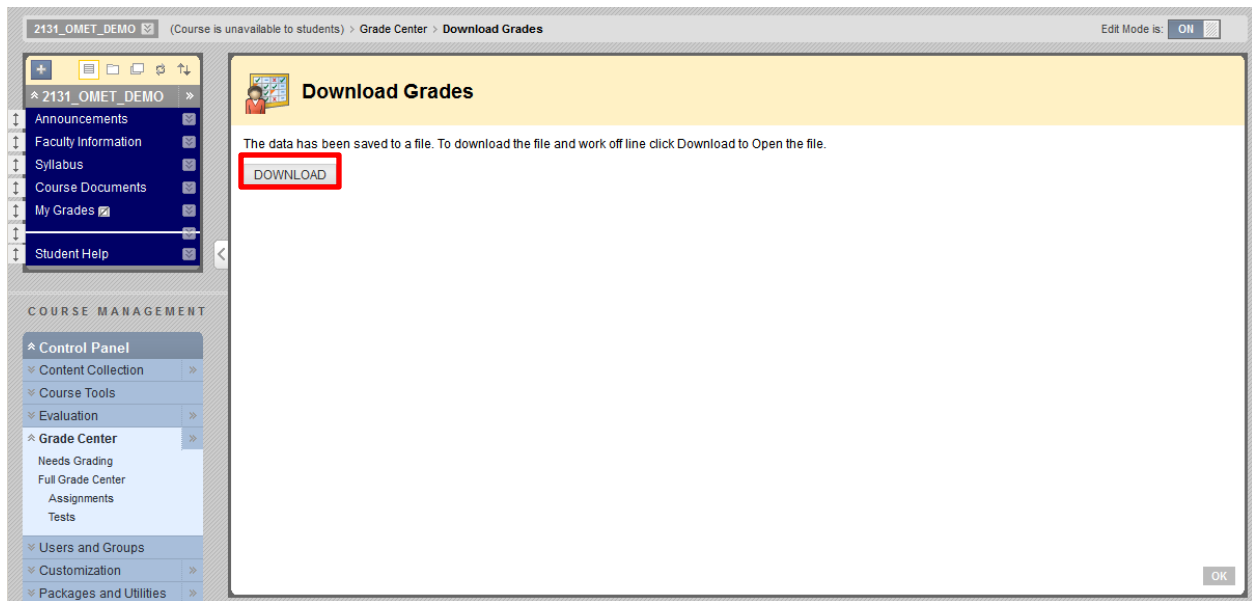
Select where to save the file.

Download Location My Computer Content Collection

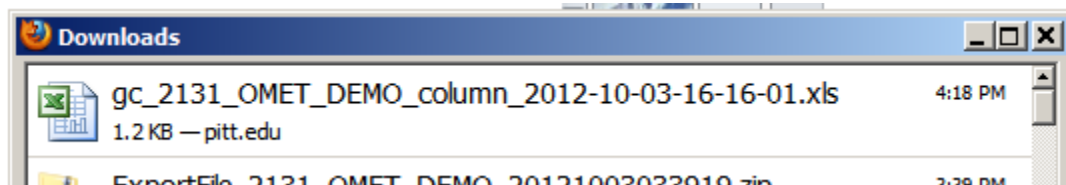
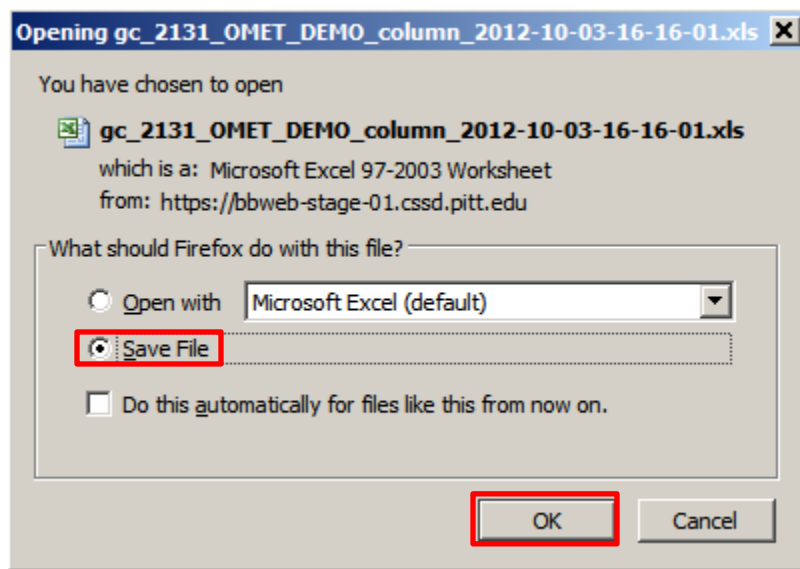
Browse

4. Submit

Uploading Scantron Scores to CourseWeb

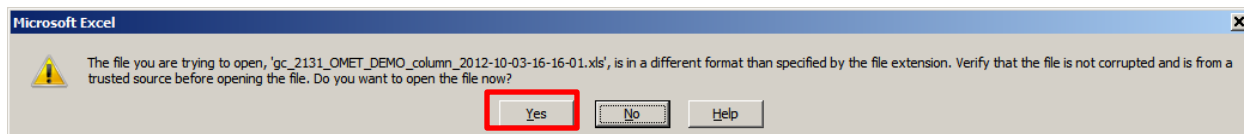


Save the downloaded file somewhere you can find it on your computer. The Desktop and Downloads folders are usually good choices.

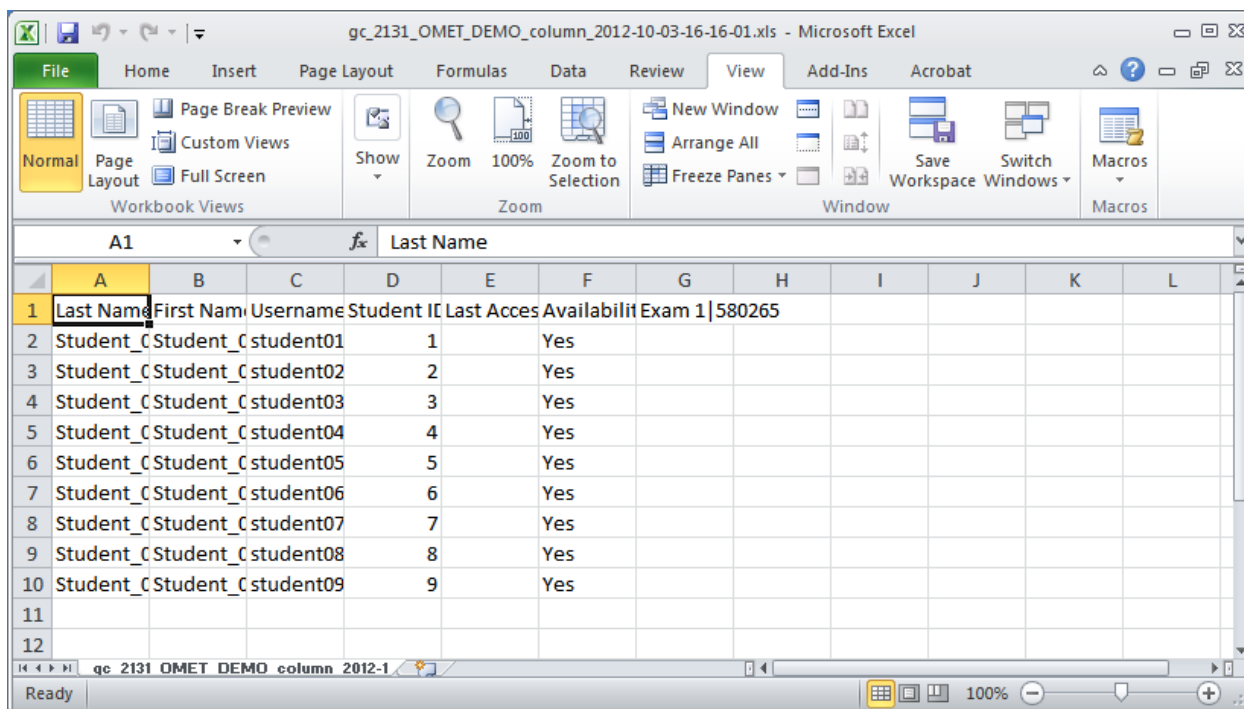


Uploading Scantron Scores to CourseWeb

While the downloaded file has the extension ".xls," it is really a text file. When you open it with Excel, Excel will complain a bit. This is normal as Excel expects files with the ".xls" file extension to be true Excel files, not text files. Click on "Yes" to proceed.

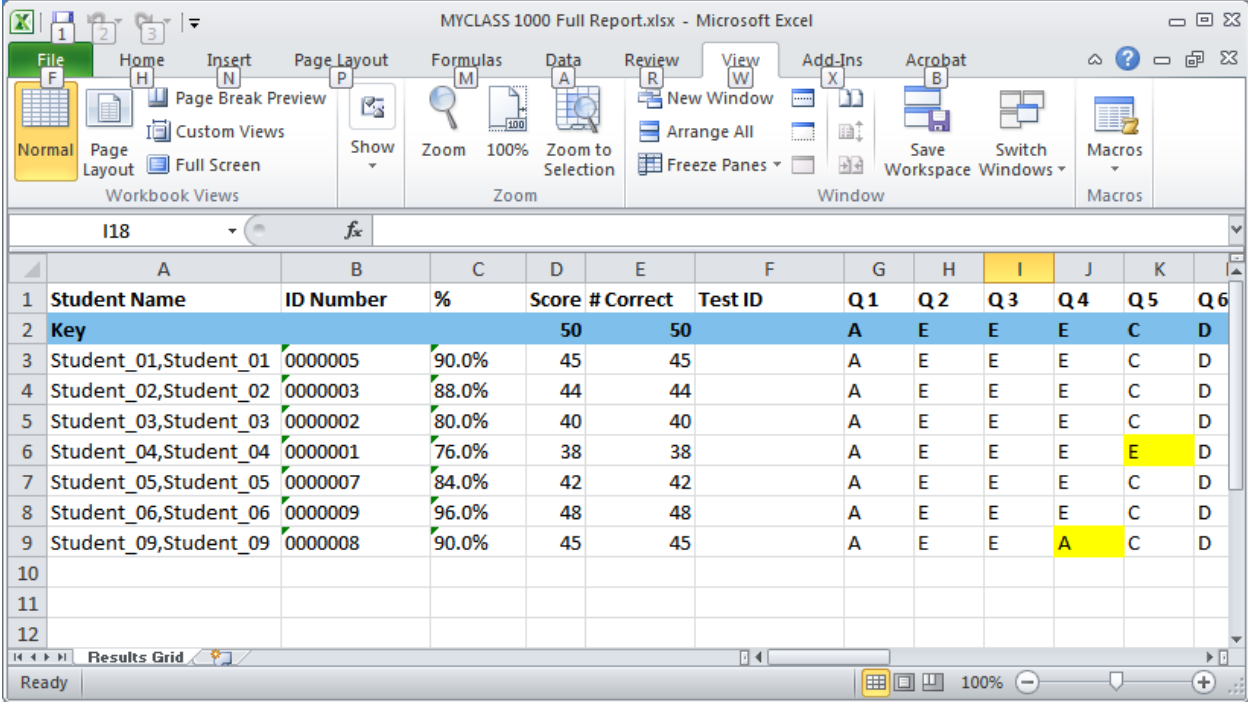


You should see the downloaded file from the Grade Center. This is where we will place the scores from the OMET spreadsheet for uploading back to the Grade Center.

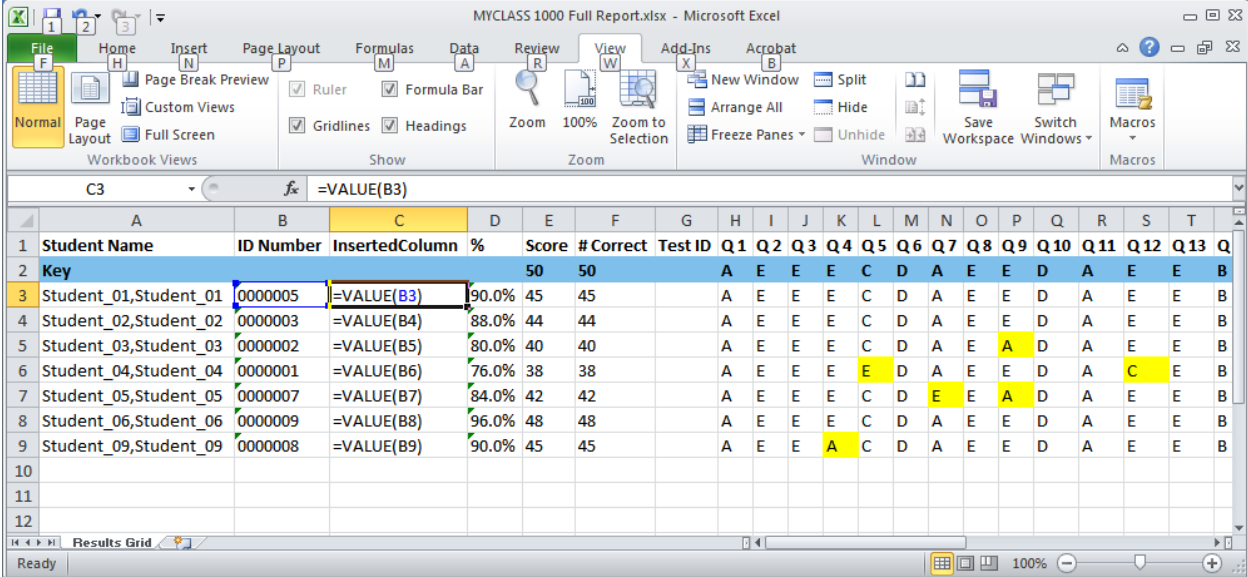


Uploading Scantron Scores to CourseWeb

Open the Excel file provided by OMET. It will have a column with the student ID numbers in it which we will want to match up with the student ID numbers in the downloaded file from CourseWeb.



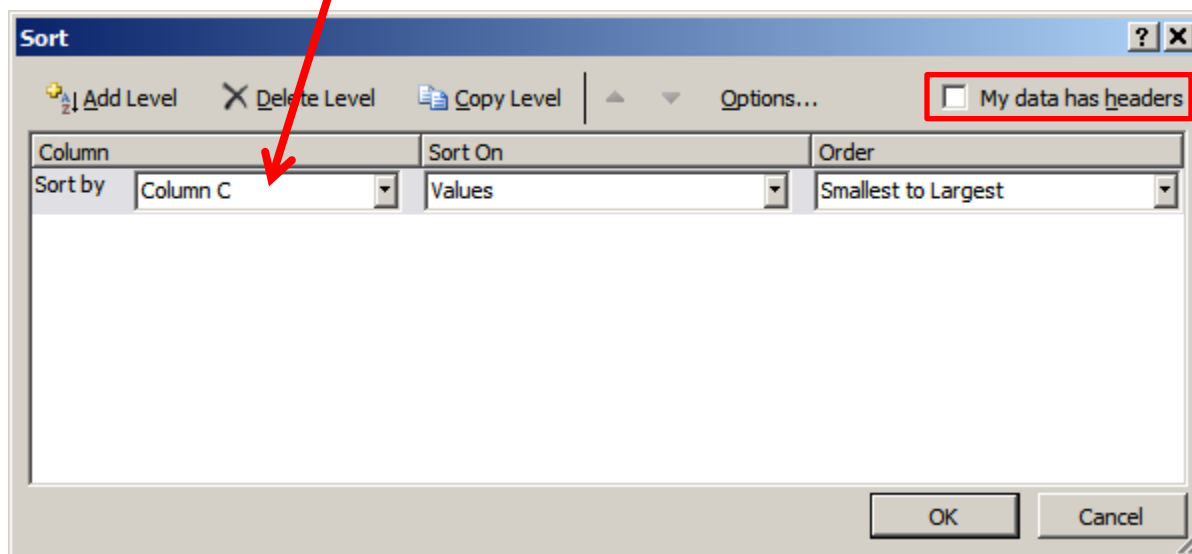
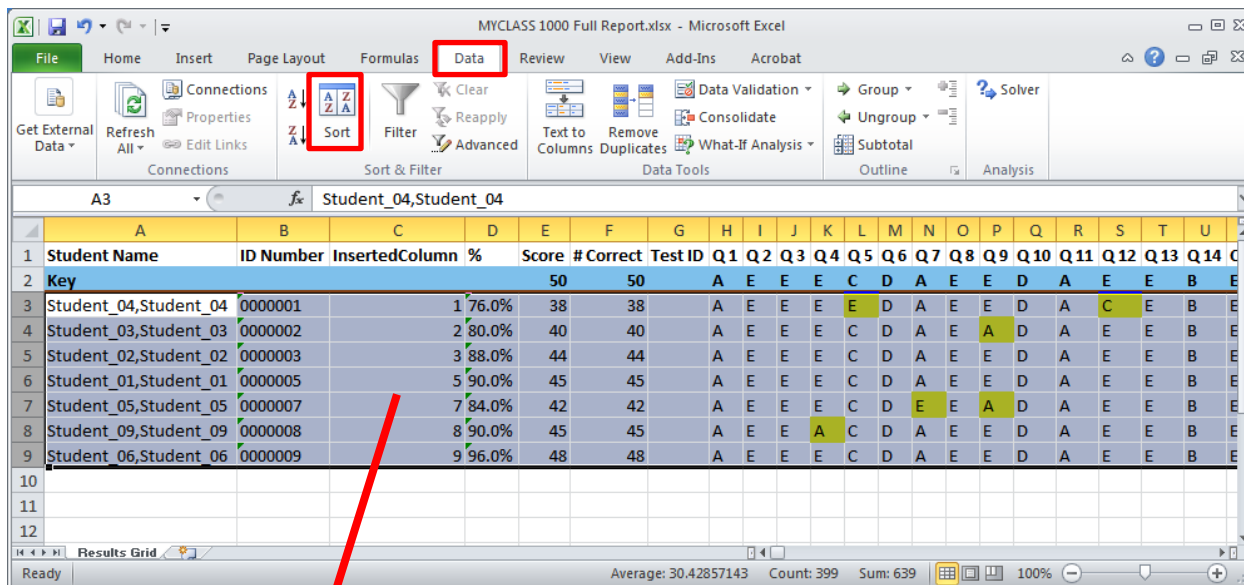
We need to create a column in the OMET spreadsheet with the values of the student ID numbers. The ID column in the spreadsheet that OMET provides contains the TEXT of the numbers. We need their VALUES. Insert a column, and then use the =value(<cell reference>) function to convert the TEXT values to numerical ones. If you enter the formula in the first cell in the column, you may use the “Fill Down” feature in Excel to replicate it down the column.



Uploading Scantron Scores to CourseWeb

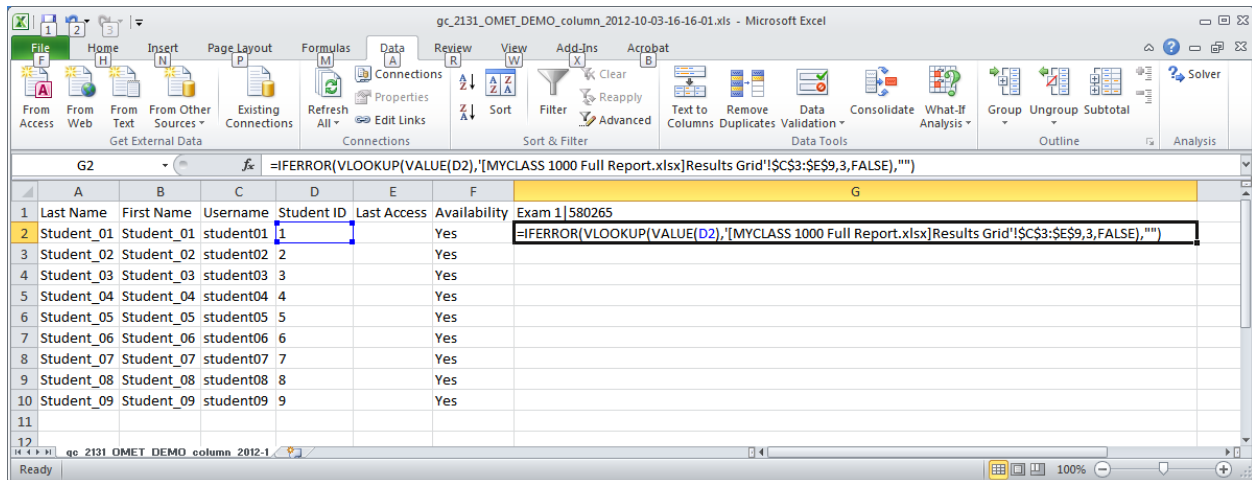
We'll need to sort the OMET data in ascending order by the student ID value for the next step.

Sort the OMET data by the Inserted column in ascending order, using the Data > Sort feature. Be sure to uncheck the box "My data has headers" in the Excel sort dialog window.

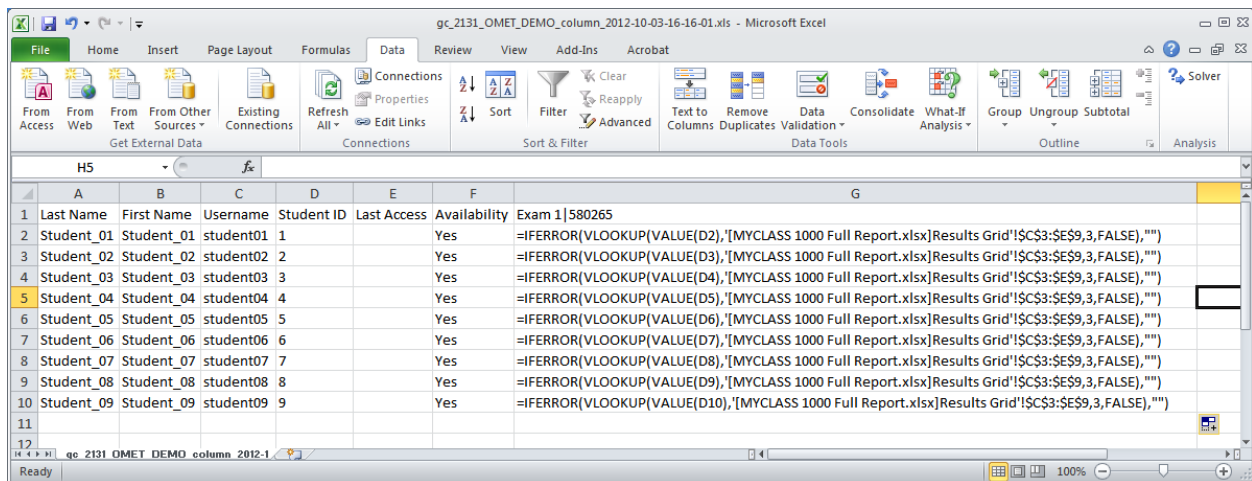


Uploading Scantron Scores to CourseWeb

In the spreadsheet downloaded from CourseWeb, use the =vlookup() function to find the number correctly answered for each student from the OMET spreadsheet. The VLOOKUP function has four arguments. The first argument references the value that you are looking up in a table of information. The second argument references where that table of information is located. The third argument references the column in that table containing the value you want to be returned by the function (in this case, it is the test score). The fourth argument determines whether an approximate match is OK (in this case, False). This lookup function is embedded in an =iferror() function to return null instead of #N/A where a matching score is not found.

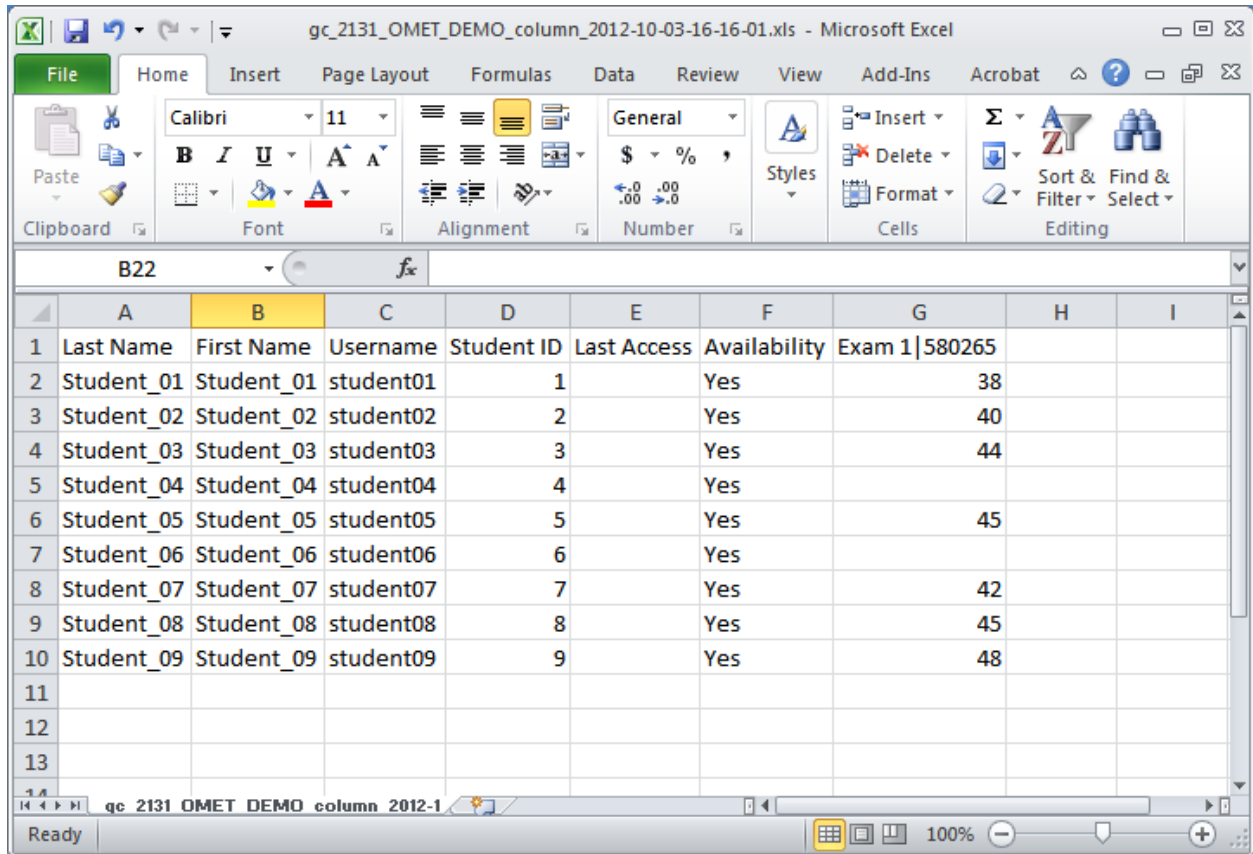


Note the absolute cell reference used for the information table reference. Be sure that you have this set correctly and then fill down the lookup formula for the rest of the students.

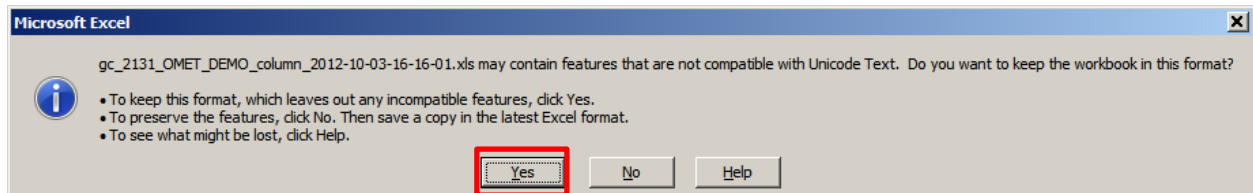


Uploading Scantron Scores to CourseWeb

Copy the Exam 1 column and use Paste Special > Values to replace the formula entries with their lookup values.

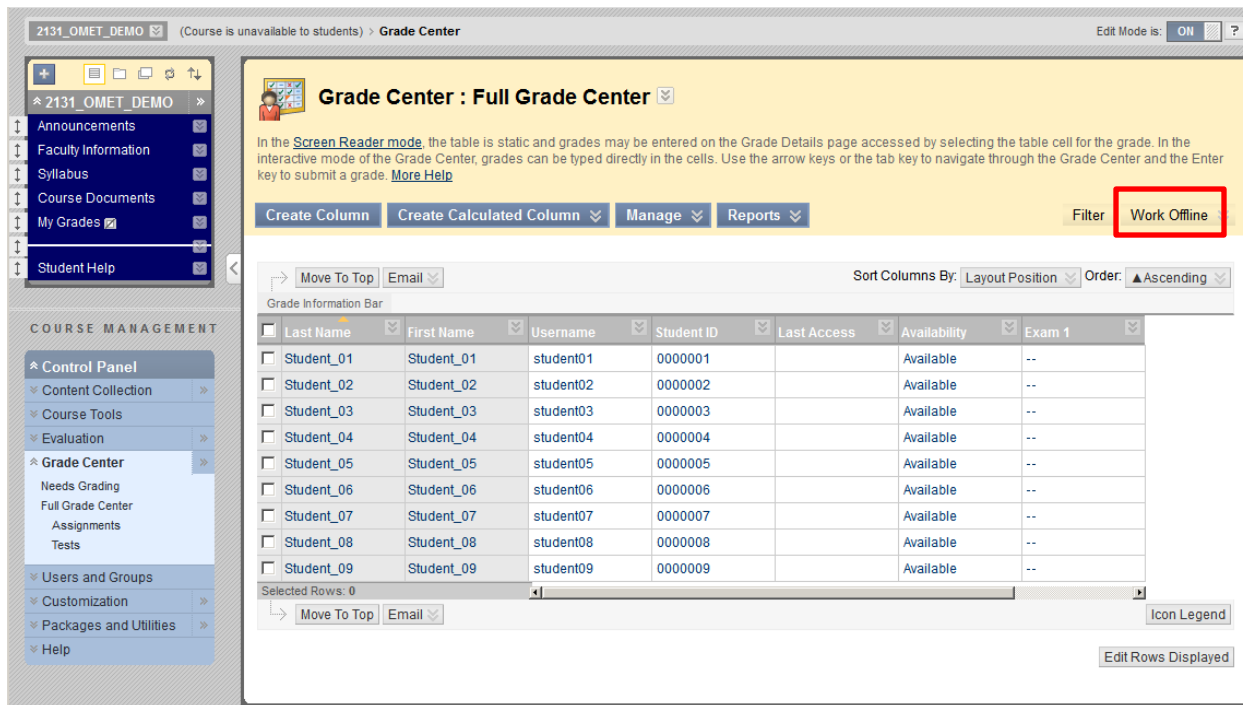


Save the CourseWeb spreadsheet. Excel will offer to save it in an Excel format. If you do this, you will have to start over. Click "Yes" when you get a warning from Excel, and continue.

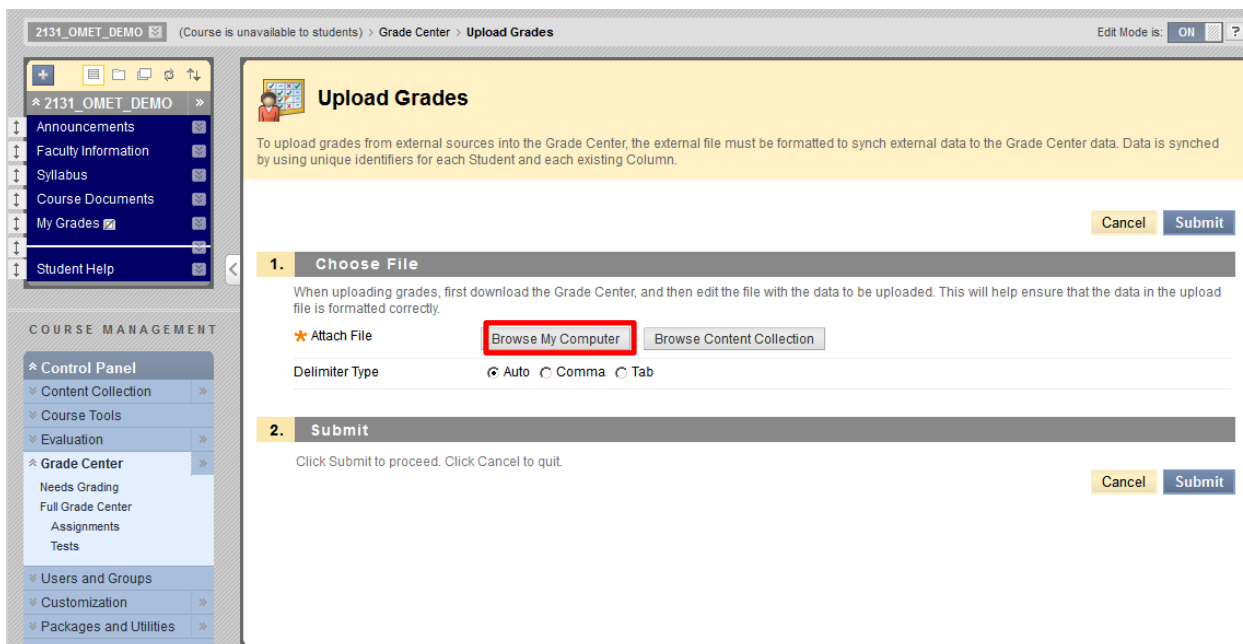


Uploading Scantron Scores to CourseWeb

From the Grade Center, click on the Work Offline button and choose Upload from the menu that appears.

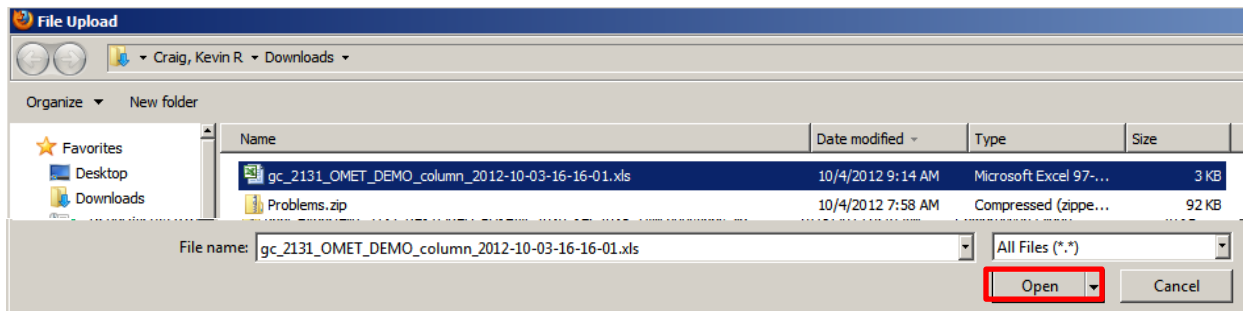


Browse your computer and upload the CourseWeb spreadsheet from wherever you saved it.

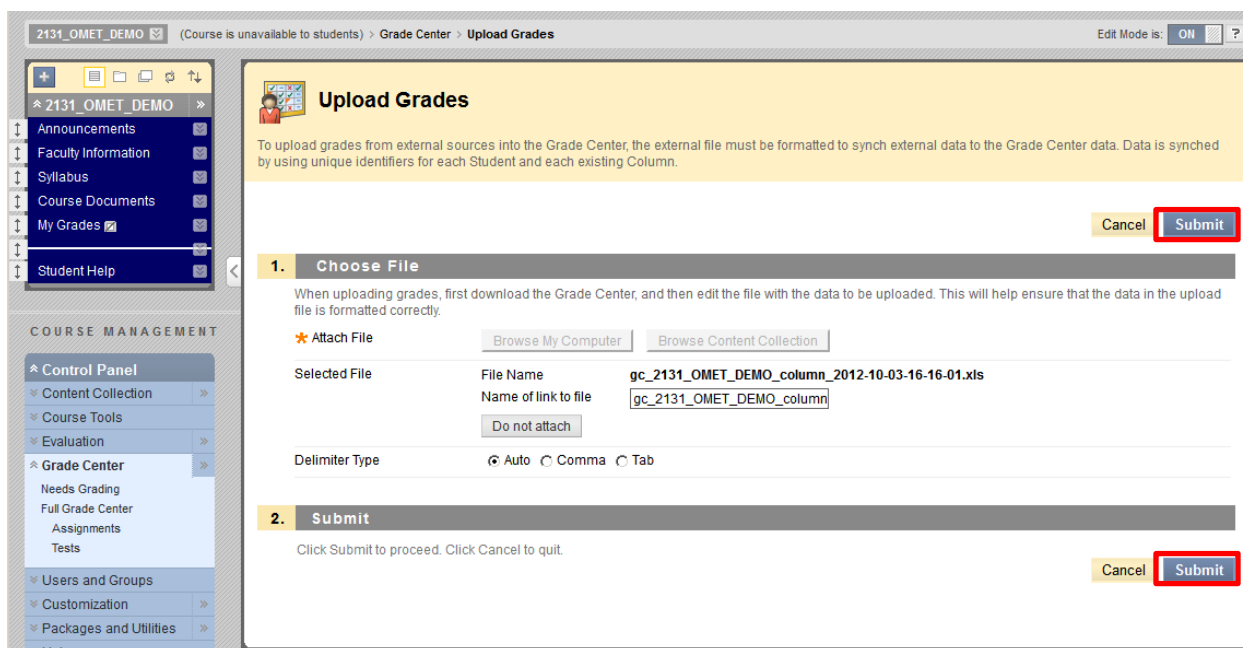


Uploading Scantron Scores to CourseWeb

Click on the Open button when you have selected your file to initiate the upload process.

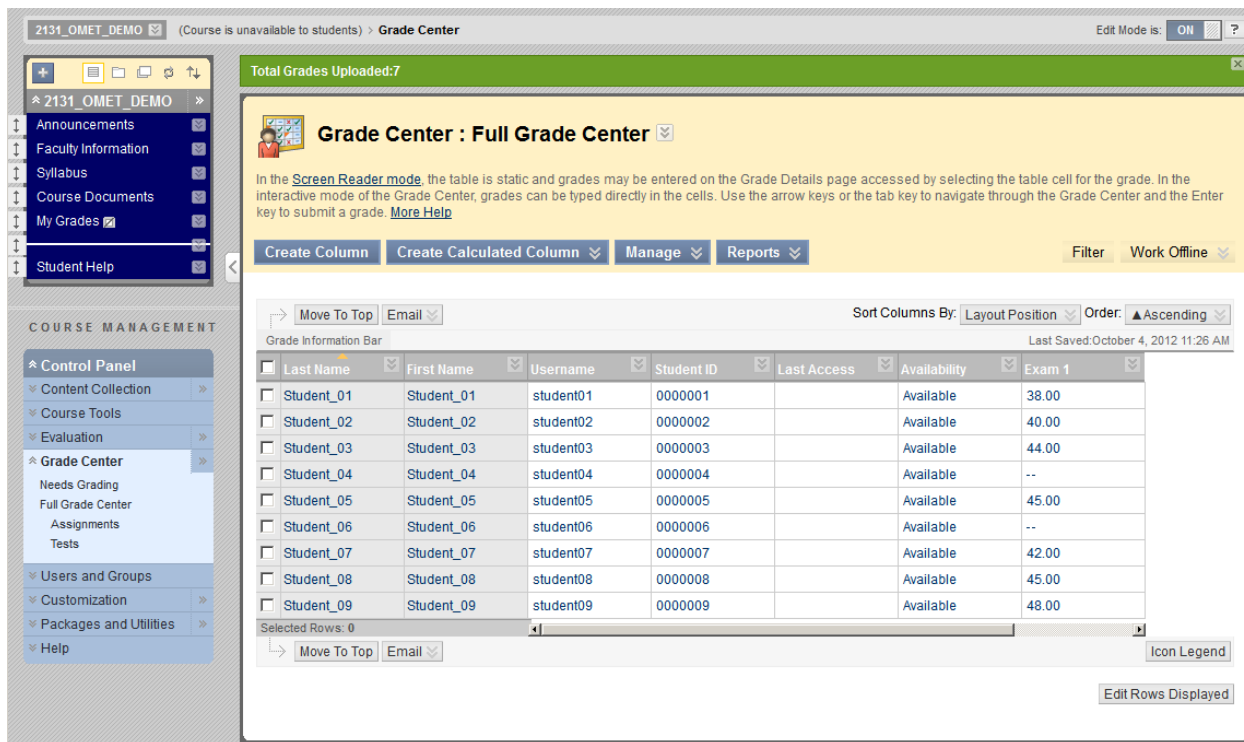
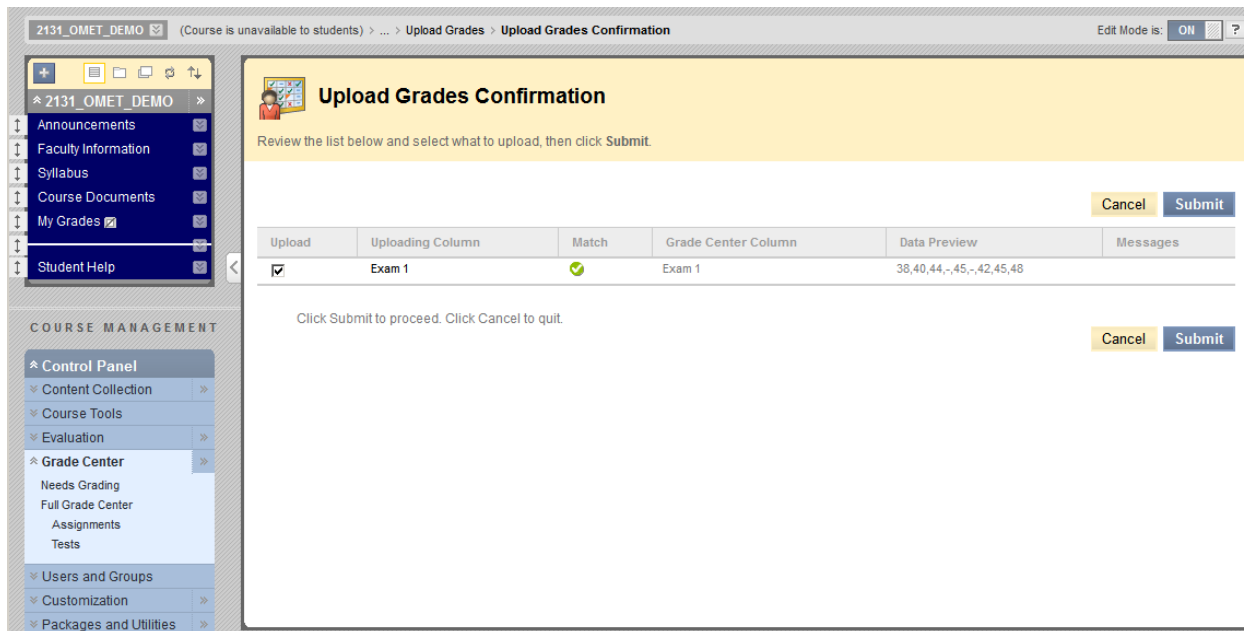


Click on either Submit button to continue the uploading process:



Uploading Scantron Scores to CourseWeb

A confirmation screen appears. If you click on "Submit" you will update the grades with the Scantron data.



9. Be sure to set the number of points possible to the number of Scantron questions for the grade item.

10. It is always a good practice to spot check your uploaded grade center values against the information provided to you by OMET, to be confident that the grade information was loaded correctly.