

Creating a “.csv” File

This section walks you through creating a CSV file for uploading grades.

Mosaic requires grade information to be uploaded in a CSV file (comma delimited text file) in the order: Class number, Student ID, and Final Grade

Those who use a spreadsheet to track grades may find the following format to be useful.

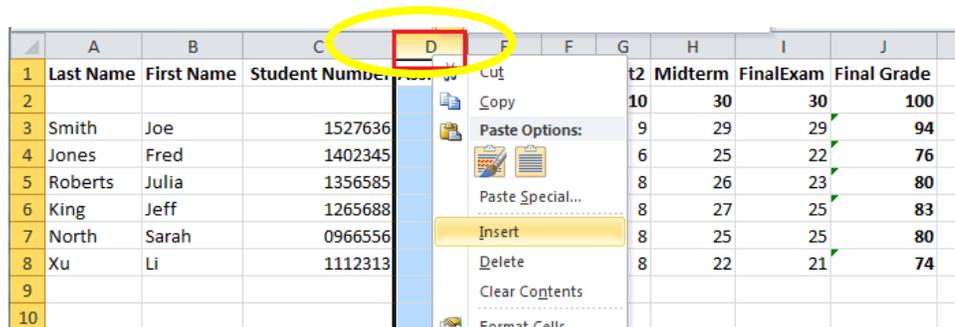
Class Number	Student ID number	Final Grade
Available in Mosaic starting March 2015	As of Oct 2014, student ID numbers will be converted to nine digit numbers. The majority of students will keep their existing seven digit number prefixed with two zeros. There is a small fraction that will get a new number. If you get errors importing your file please check this number for accuracy.	- Alpha - Percentage (no % sign please) - Other acceptable grades

Note: These instructions use Microsoft Excel as an example starting point, if you use a different spreadsheet program the steps will be similar, but the detailed instructions may not exactly match.

NOTE: When converting excel to csv using a Mac you need to select “windows csv format” in the drop down menu.

1. Open the file that contains the final grades for the Class (es).
2. The columns required are Class Number, Student Number and Grade. No column headings or other additional data is permitted in the file. The file must be saved as a .csv file type. The remaining instructions will walk you through how to format and save your spreadsheet into an acceptable file.

- If a required column does not exist on the spreadsheet then insert a new column.
To insert a new column, right-click on the column letter of the row next to the position you want to insert, and click 'Insert' from the menu that pops up.

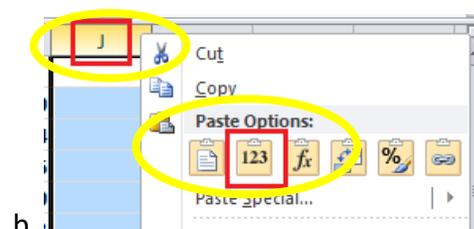
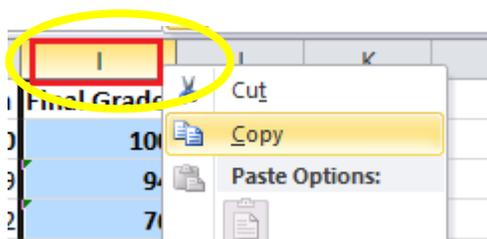


- Populate the column with data accordingly.

A screenshot of a spreadsheet with columns A through F and rows 1 through 9. Column D is highlighted in blue and circled in yellow. The data in the spreadsheet is as follows:

	A	B	C	D	E	F
1	Last Name	First Name	Student Number	Class Number	Assign1	Assign2
2					10	10
3	Smith	Joe	1527636	1905	9	9
4	Jones	Fred	1402345	1905	9	7
5	Roberts	Julia	1356585	1905	8	7
6	King	Jeff	1265688	1905	9	6
7	North	Sarah	0956556	1905	7	6
8	Xu	Li	1112313	1905	6	9
9						

- Repeat steps 3 & 4 for any other missing columns.
Note: the only column you are likely to be missing is the Class Number
- If you use a formula to calculate your final grade, then copy the values of that column into a new column. To (a) copy the values of your formula right-click the column letter and select 'Copy' from the menu that pops up. To (b) paste the values right-click on an empty column and click the 'Paste Options' Values button  from the menu that pops up.



7. Remove any columns that are not required. To remove columns right- click on the column letter of the row you want to delete, and click 'Delete' from the menu that pops up.

	A	B	C	D	E	F	G	H	I
1	Last Name	Student Number	Class Number	Assign1	Assign2	Test1	Test2	Midterm	
2				10	10	10	10		
3	Smith	1527636	1905	9	9	9	9		
4	Jones	1402345	1905	9	7	7	6		
5	Roberts	1356585	1905	8	7	8	8		
6	King	1265688	1905	9	6	8	8		
7	North	0966556	1905	7	6	9	8		
8	Xu	1112313	1905	6	9	8	8		
9									
10									
11									
12									
13									

Note: if you use a formula to calculate your final grade, be sure to delete the row that has the formula, and keep the row that has the values (the one you pasted in #6)

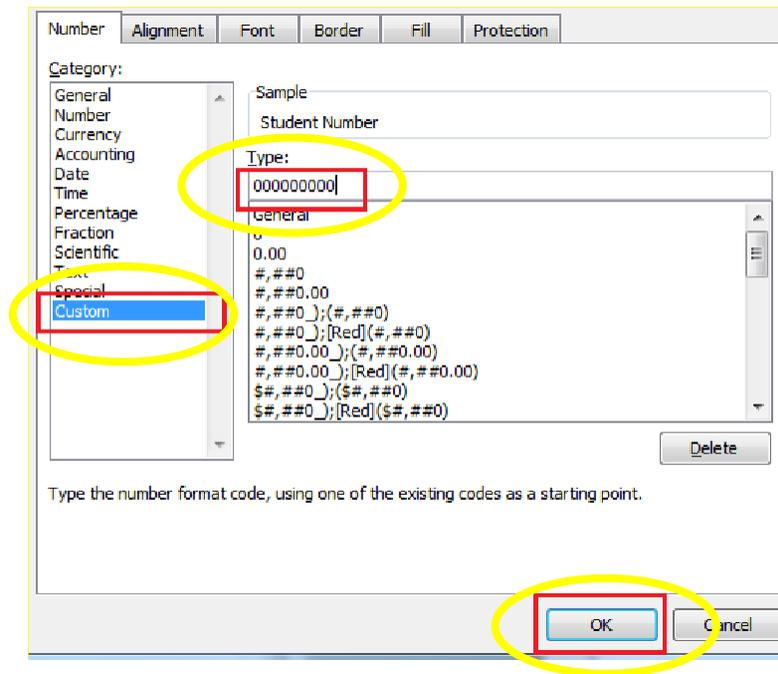
8. Repeat step 7 for all columns that are not required until you have a file with only Class Number, Student Number, and the Final Grade (values) columns.

	A	B	C
1	Class Number	Student Number	Grade
2	10155	1306777	100
3	10155	750377	80
4	10155	1317757	56

9. The Student Number must be formatted to 9 digits with left hand zero padding. To zero pad the 'Student Number' to 9 digits:
 - a. Right-click the column letter of the column that contains the student number.
 - b. Click 'Format Cells' from the menu.

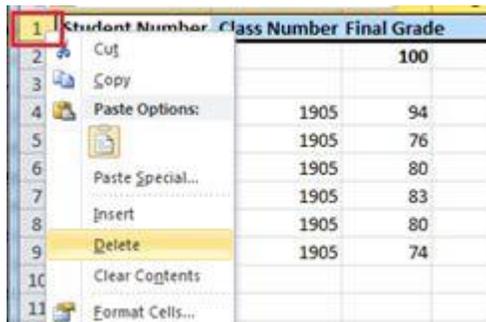
	A	B	C
1	Student Number	Grade	
2		00	
3	1527636	94	
4	1402345	76	
5	1356585	80	
6	1265688	83	
7	0966556	80	
8	1112313	74	
9			
10			
11			
12			

- c. In the screen that appears, click 'Custom' from the 'Category' list and type 9 zeros in the 'Type' box, then press the 'OK' button.



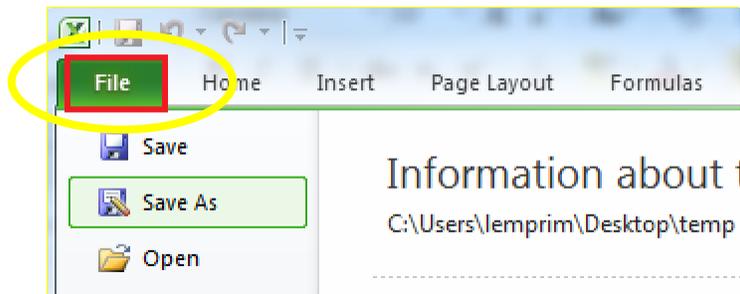
	A	B	C
1	Class Number	Student Number	Grade
2	10155	001306777	100
3	10155	000750377	80
4	10155	001317757	56

10. The file cannot contain column headings, so remove any rows that do not contain student related data including column headings and any empty rows. To remove rows, right-click on the row number of the row you want to remove and click 'Delete' from the menu that pops up. Repeat for all rows that need to be deleted.

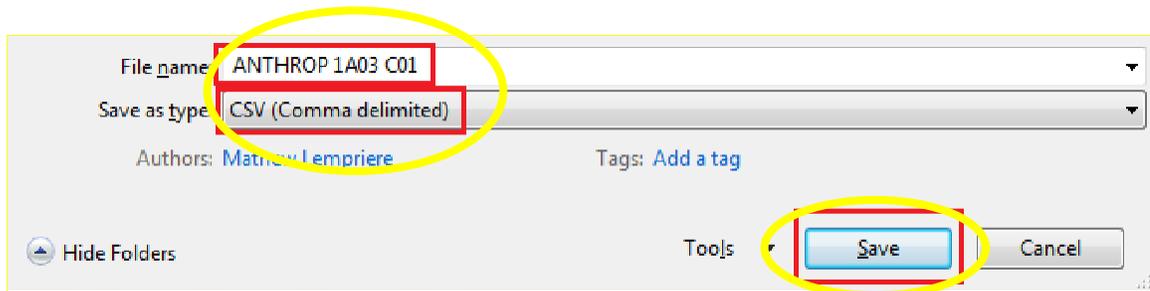


	A	B	C
1	10155	001306777	100
2	10155	000750377	80
3	10155	001317757	56

11. The file must be saved in a CSV format. To save as a CSV, click 'File' from the menu bar and click 'Save as...'



12. Select '**Save as Type**' = CSV (Comma delimited) (*.csv) and then enter an appropriate 'File name' (i.e., ANTHROP 1A03 C01), and press the '**Save**' button.



13. If the following warning appears, click the '**OK**' button.



14. When the following warning appears, click the '**Yes**' button.



Note: INC grades are only to be used for the authorized extension of incomplete work and should not be applied by a TA or Instructor to a class grade roster unless a graduate career course. The application and management

of INC grades is to be done through existing faculty processes. Please consult with your Faculty Office