

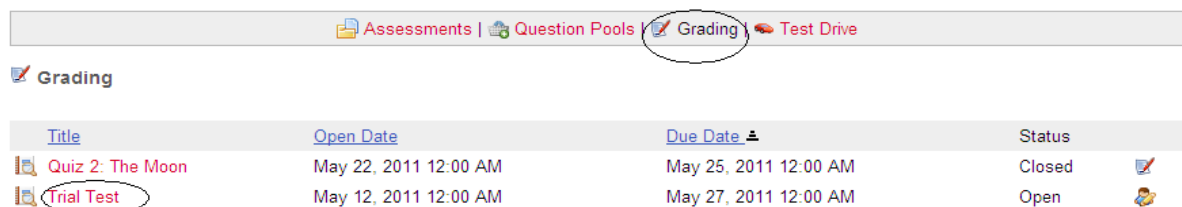
## Grading results on spreadsheet (Export CSV)

The **Export CSV** feature is a useful function that provides the grading results of tests achieved by students in the form of Microsoft Excel spreadsheets.

You can view/save the spreadsheet with the grade details for each student in any of your tests including grade distribution and summary data of question types. With your saved spreadsheet, you can then use the standard Excel features to copy/paste, sort or filter information for your recording or grading purposes.

### Using the Export CSV function

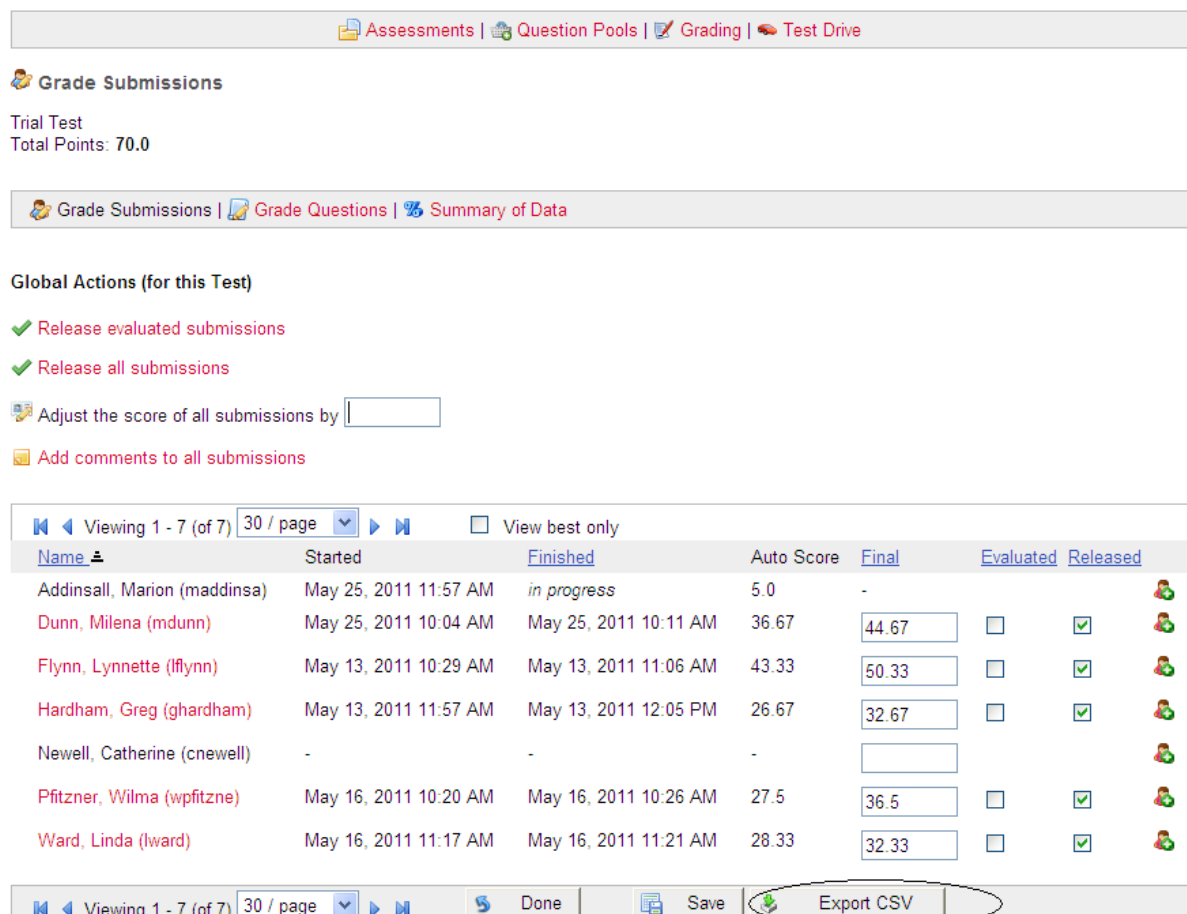
1. Firstly click on **Grading** at the top menu. The test names will be displayed under **Title**. Click on the desired test, eg. "Trial Test" in this case.



The screenshot shows the top navigation bar with 'Assessments', 'Question Pools', 'Grading', and 'Test Drive'. The 'Grading' tab is selected and circled. Below it, a table lists tests:

Title	Open Date	Due Date	Status
Quiz 2: The Moon	May 22, 2011 12:00 AM	May 25, 2011 12:00 AM	Closed
Trial Test	May 12, 2011 12:00 AM	May 27, 2011 12:00 AM	Open

2. You will see a page with the subheadings **Grade Submissions** and **Global Actions (for this test)**, followed by the names of students with status of their test attempts and scores. At the bottom menu of the page, click on the **Export CSV** tab.



The screenshot shows the 'Grade Submissions' page for the 'Trial Test'. It includes a subheader 'Grade Submissions' and 'Total Points: 70.0'. Below this is a navigation bar with 'Grade Submissions', 'Grade Questions', and 'Summary of Data'. The 'Global Actions (for this Test)' section contains several options: 'Release evaluated submissions', 'Release all submissions', 'Adjust the score of all submissions by' (with an input field), and 'Add comments to all submissions'. A table displays student submission data:

Name	Started	Finished	Auto Score	Final	Evaluated	Released
Addinsall, Marion (maddinsa)	May 25, 2011 11:57 AM	<i>in progress</i>	5.0	-		
Dunn, Milena (mdunn)	May 25, 2011 10:04 AM	May 25, 2011 10:11 AM	36.67	44.67	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flynn, Lynnette (lflynn)	May 13, 2011 10:29 AM	May 13, 2011 11:06 AM	43.33	50.33	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hardham, Greg (ghardham)	May 13, 2011 11:57 AM	May 13, 2011 12:05 PM	26.67	32.67	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Newell, Catherine (cnewell)	-	-	-			
Pfitzner, Wilma (wpfitzne)	May 16, 2011 10:20 AM	May 16, 2011 10:26 AM	27.5	36.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ward, Linda (lward)	May 16, 2011 11:17 AM	May 16, 2011 11:21 AM	28.33	32.33	<input type="checkbox"/>	<input checked="" type="checkbox"/>

At the bottom, the navigation bar includes 'Viewing 1 - 7 (of 7)', '30 / page', 'View best only', 'Done', 'Save', and 'Export CSV' (circled).

- A dialog box named **File Download** will appear asking if you want to **open**, **save** or **cancel** the file.

[Assessments](#) | [Question Pools](#) | [Grading](#) | [Test Drive](#)

**Grade Submissions**

Trial Test  
Total Points: 70.0

[Grade Submissions](#) | [Grade Questions](#) | [Summary of Data](#)

**Global Actions (for this Test)**

- ✓ Release evaluated submissions
- ✓ Release all submissions
- 📄 Adjust the score of all submissions
- 🗨 Add comments to all submissions

**File Download** ✕

Do you want to open or save this file?

Name: \_test\_-\_Trial\_Test.csv

Type: Microsoft Office Excel Comma Separated Values Fil...

From: interactqa.csu.edu.au

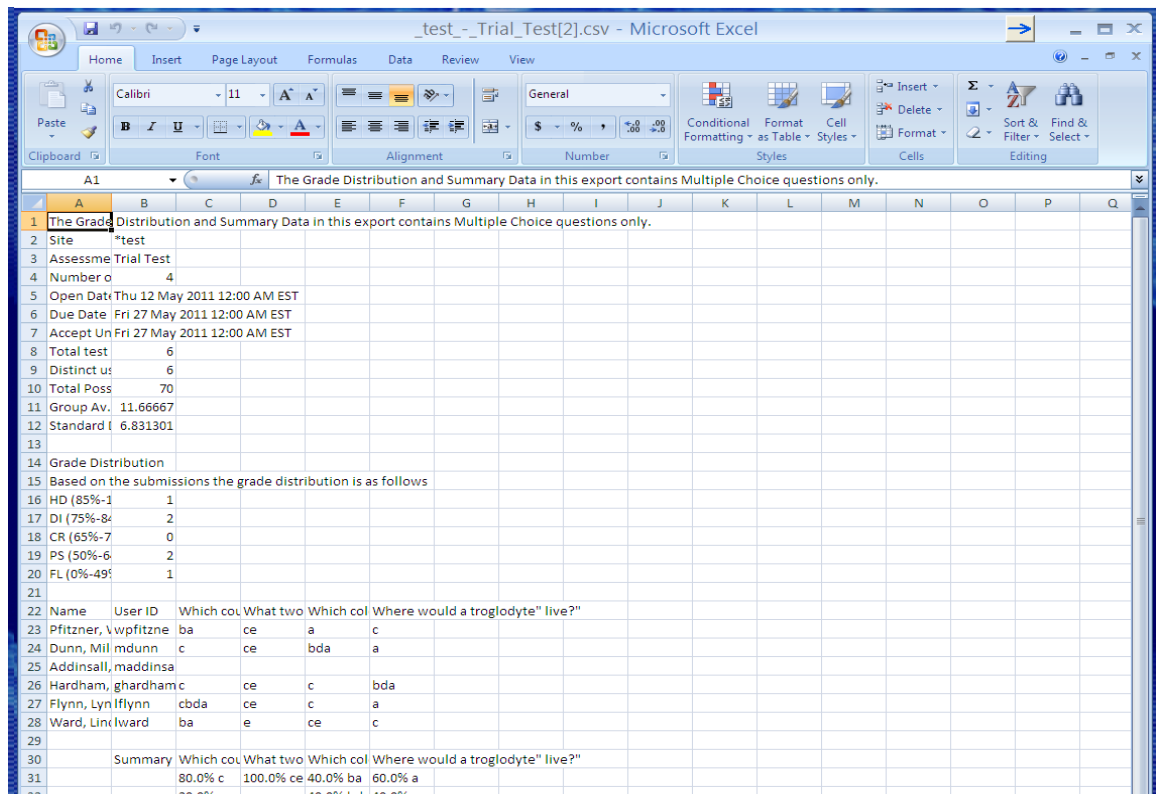
⚠ While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Name					Final	Evaluated	Released	
Addinsall, Marion (maddinsa)					-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	👤
Dunn, Milena (mdunn)					44.67	<input type="checkbox"/>	<input checked="" type="checkbox"/>	👤
Flynn, Lynnette (lflynn)	May 13, 2011 10:29 AM	May 13, 2011 11:06 AM	43.33		50.33	<input type="checkbox"/>	<input checked="" type="checkbox"/>	👤
Hardham, Greg (ghardham)	May 13, 2011 11:57 AM	May 13, 2011 12:05 PM	26.67		32.67	<input type="checkbox"/>	<input checked="" type="checkbox"/>	👤
Newell, Catherine (cnewell)	-	-	-			<input type="checkbox"/>	<input type="checkbox"/>	👤
Pfitzner, Wilma (wpfitzne)	May 16, 2011 10:20 AM	May 16, 2011 10:26 AM	27.5		36.5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	👤
Ward, Linda (lward)	May 16, 2011 11:17 AM	May 16, 2011 11:21 AM	28.33		32.33	<input type="checkbox"/>	<input checked="" type="checkbox"/>	👤

[Viewing 1 - 7 \(of 7\)](#) | [30 / page](#) | [Done](#) | [Save](#) | [Export CSV](#)

- When you choose to **open** the file, a spreadsheet will appear displaying the **grade distribution and summary data** of different types of questions completed by your students.

Below is an example of a spreadsheet from a test which contains multiple choice questions and short-essay questions. *Note that, in this example, the grade distribution and summary data apply to the multiple choice questions only, as essay questions have to be marked and scored manually.*



When you widen the columns of the spreadsheet, you can see details of the assessment type including the open date, the due date, the final acceptance date, the total test submissions, the number of users submitting, the total possible marks, the group average raw mark, and the standard deviation. *Note that, in this example, while the total possible marks are for both multiple choice and essay questions, the average raw mark and standard deviation apply only to the auto-scoring of the multiple choice questions component of the test.*

The Grade Distribution and Summary Data in this export contains Multiple Choice questions only.	
Site	*test
Assessment	Trial Test
Number of multiple choice questions	4
Open Date	Thu 12 May 2011 12:00 AM EST
Due Date	Fri 27 May 2011 12:00 AM EST
Accept Until	Fri 27 May 2011 12:00 AM EST
Total test submissions	6
Distinct users submitting	6
Total Possible Marks	70
Group Av. Raw Mark	11.66666667
Standard Deviation	6.831300511

From the spreadsheet, you can also see the grade distribution based on the test submissions from students.

Grade Distribution	
Based on the submissions the grade distribution is as follows	
HD (85%-100%)	1
DI (75%-84%)	2
CR (65%-74%)	0
PS (50%-64%)	2
FL (0%-49%)	1

The summary data in the spreadsheet displays the names of students and their answers to questions as well as score percentages of correct answers to each question.

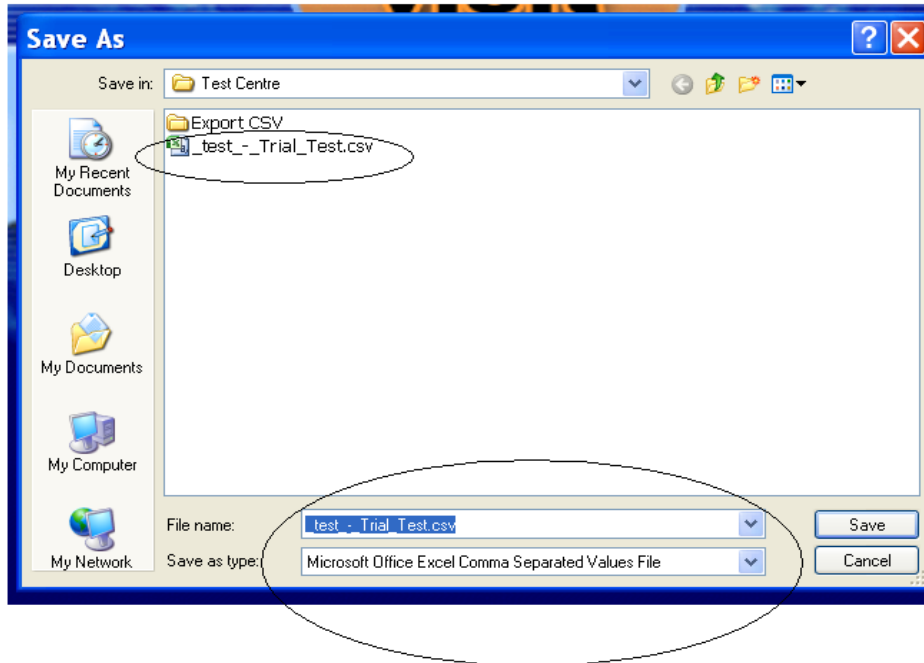
Name	User ID	Which country	What two letters	Which colors	Where would a troglodyte" live?"
Pfitzner, Wilma	wpfitzne	ba	ce	a	c
Dunn, Milena	mdunn	c	ce	bda	a
Addinsall, Marion	maddinsa				
Hardham, Greg	ghardham	c	ce	c	bda
Flynn, Lynnette	lflynn	cbda	ce	c	a
Ward, Linda	lward	ba	e	ce	c
	Summary	Which country	What two letters	Which colors	Where would a troglodyte" live?"
		80.0% c	100.0% ce	40.0% ba	60.0% a
		20.0% e		40.0% bda	40.0% c
				20.0% cbda	

In the final section of the spreadsheet, the data shows student names and user id, their number of tries, when they finished the test, their auto score (eg. from multiple choice questions), their final score (eg. after essays are marked and scored manually), whether the test has been evaluated, and whether the test results are released to students.

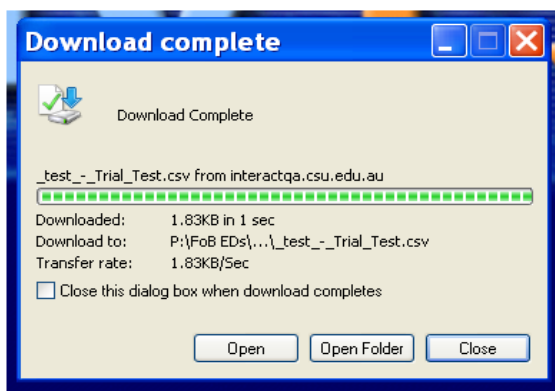
Name	User ID	Tries	Finished	Auto Score	Final	Evaluated	Released
Pfitzner, Wilma	wpfitzne	0/5	May 16, 2011 10:26 AM	27.5	36.5	FALSE	TRUE
Dunn, Milena	mdunn	0/5	May 25, 2011 10:11 AM	36.67	44.67	FALSE	TRUE
Addinsall, Marion	maddinsa	0/5	May 27, 2011 12:00 AM	5	5	FALSE	TRUE
Hardham, Greg	ghardham	0/5	May 13, 2011 12:05 PM	26.67	32.67	FALSE	TRUE
Flynn, Lynnette	lflynn	0/5	May 13, 2011 11:06 AM	43.33	50.33	FALSE	TRUE
Ward, Linda	lward	0/5	May 16, 2011 11:21 AM	28.33	32.33	FALSE	TRUE

- When you choose to [save](#) the file, it will be saved to your desired folder as a [csv \(comma separated values\)](#) file.

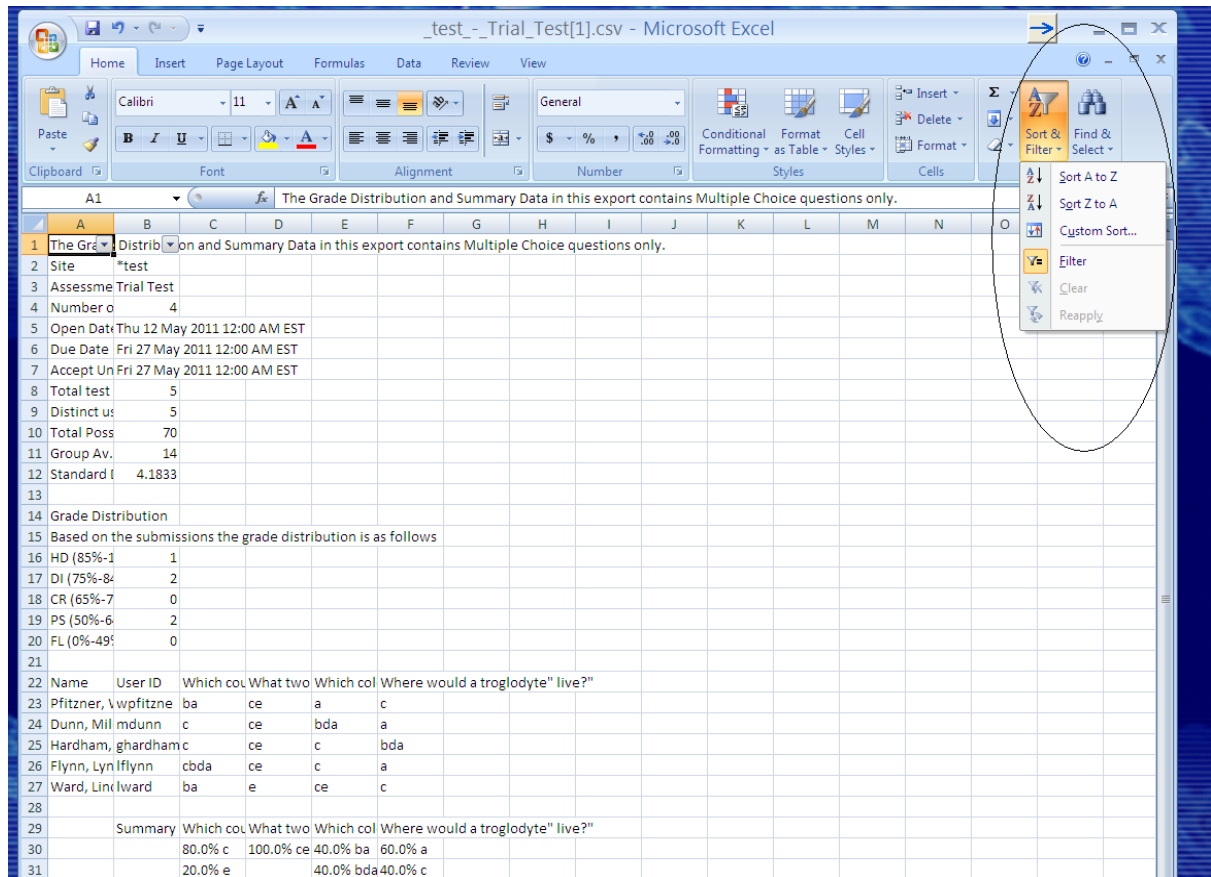
*CSV is a text file format in which the comma character (,) typically separates each field of text.*



When the file has been saved, another dialog box will appear, allowing you to [open](#) the file for viewing.



- You can then view and use the file for standard Excel features to **copy/paste** or **sort/filter** information for your recording or grading purposes.



Note: Import or export text (.txt or .csv) files

For more information about importing or exporting data from text or csv files, see the attached Appendix, sourced from Microsoft Excel Help.

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