

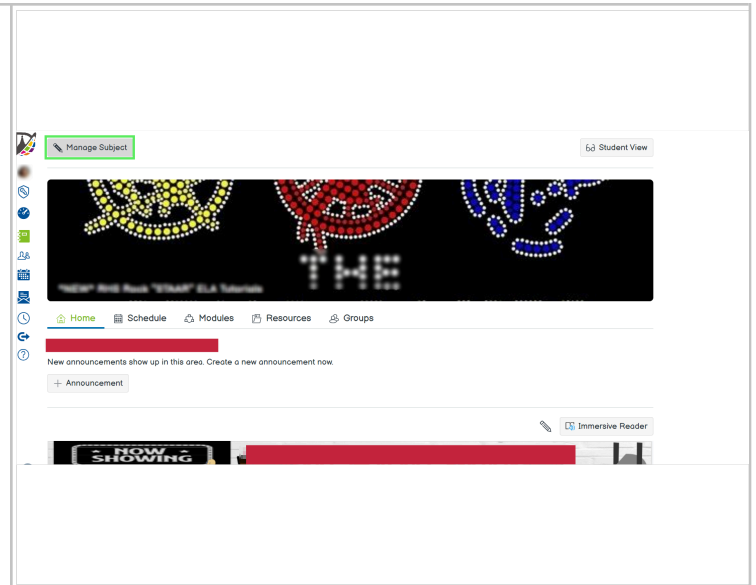


## TAC - Uploading CSV Files to TAC

1



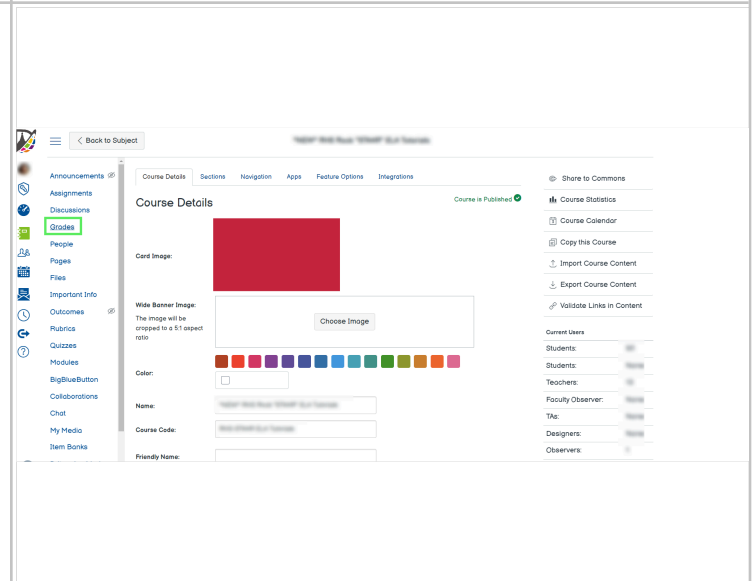
On your Canvas course homepage, click Manage Subject.



2



Click Grades in the left hand column to access your gradebook.



3



Click the Actions drop down menu.

The screenshot shows the 'Gradebook' interface. At the top, there is a navigation bar with 'Gradebook' and 'View' buttons. Below this, there is a search bar for 'Search Students' and a search bar for 'Search Assignments'. The main area displays a table with columns for 'Student Name', 'Assignment Name', and several columns for scores. The 'Actions' dropdown menu is highlighted with a green box, showing options like 'Import', 'Export Current Gradebook View', and 'Export Entire Gradebook'.

4



Click Export Entire Gradebook.

The screenshot shows the 'Gradebook' interface with the 'Export Entire Gradebook' option highlighted in the dropdown menu. The menu also shows a previous export date: 'Previous Export (Aug 2, 2022 at 8:55am)'.

5



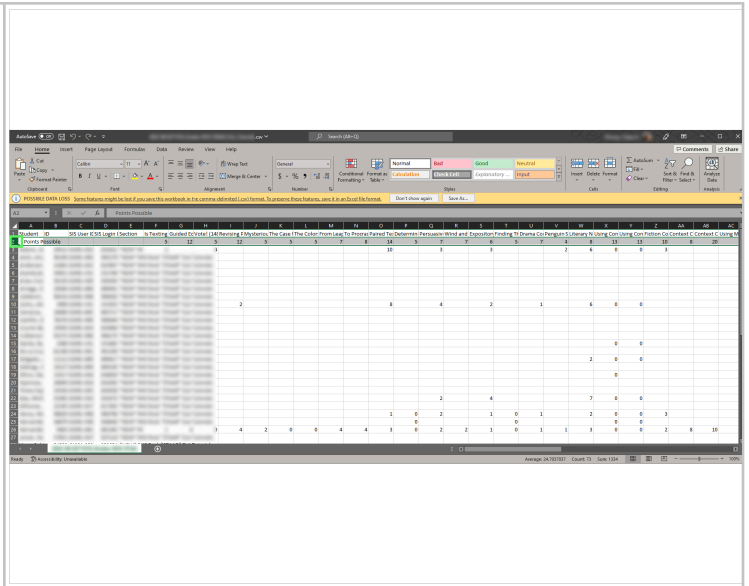
This will automatically download a CSV file onto your device. It should look like an Excel document. If you're on a Chromebook, the file will save in your Google Drive. Click Save.

The screenshot shows the 'Gradebook' interface with a file download dialog box open. The dialog box prompts the user to 'Save as type: Microsoft Excel Comma Separated Values File (.csv)'. The 'Save' button is highlighted with a green box.

6



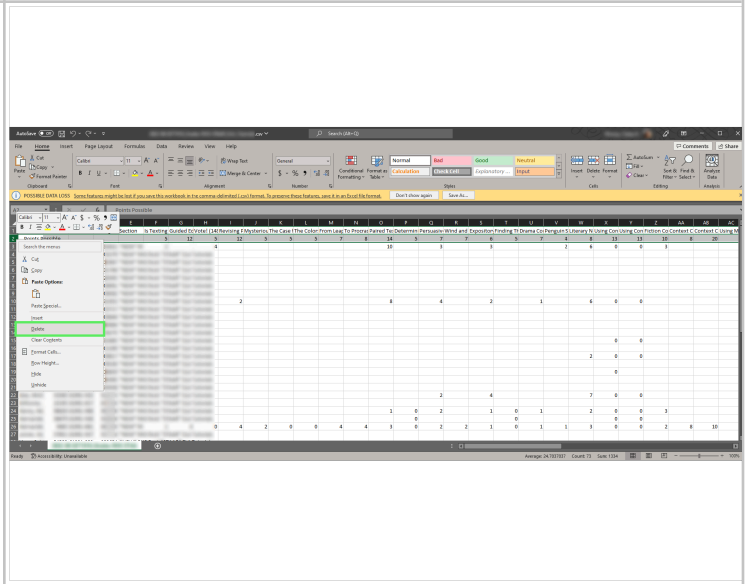
Click on Row 2 in your spreadsheet to select the entire row titled "Points Possible". This header row needs to be deleted before you import this file into TAC.



7



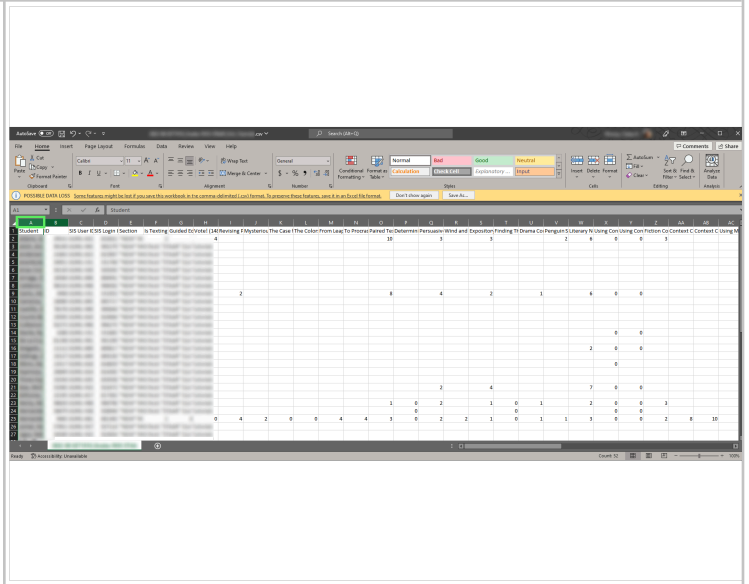
Right-click on Row 2 and select the option to Delete\*\*Please also delete any column that includes a comma (,) in its cell. Any comma(s) in the file will disrupt your grade import in TAC.



8



TAC can only read each column by numerical values instead of letters. For example, TAC will view Column A as Column 1, Column B as Column 2, etc..



9



There are two columns you will need. The first column is the column that contains the students' ID number.

The screenshot shows an Excel spreadsheet with the following data (approximate values):

Student ID	Name	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10	Test 11	Test 12	Test 13	Test 14	Test 15	Test 16	Test 17	Test 18	Test 19	Test 20
1	John Doe	85	78	92	88	75	82	90	87	79	84	91	86	77	83	93	89	76	81	94	90
2	Jane Smith	78	82	88	85	79	86	91	87	80	83	89	84	77	81	87	82	76	85	92	88
3	Mike Johnson	91	87	93	89	84	90	86	81	88	94	90	85	80	87	92	88	83	89	95	91
4	Sarah Lee	88	84	90	86	81	87	92	88	83	89	94	90	85	80	86	91	87	82	88	93
5	David Kim	75	79	83	80	76	81	85	82	78	84	88	85	80	77	82	86	83	79	85	90

10



The second column that you need is the column that contains the graded assignment you want to import.

The screenshot shows an Excel spreadsheet with the following data (approximate values):

Student ID	Name	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10	Test 11	Test 12	Test 13	Test 14	Test 15	Test 16	Test 17	Test 18	Test 19	Test 20
1	John Doe	85	78	92	88	75	82	90	87	79	84	91	86	77	83	93	89	76	81	94	90
2	Jane Smith	78	82	88	85	79	86	91	87	80	83	89	84	77	81	87	82	76	85	92	88
3	Mike Johnson	91	87	93	89	84	90	86	81	88	94	90	85	80	87	92	88	83	89	95	91
4	Sarah Lee	88	84	90	86	81	87	92	88	83	89	94	90	85	80	86	91	87	82	88	93
5	David Kim	75	79	83	80	76	81	85	82	78	84	88	85	80	77	82	86	83	79	85	90

11



In this example, Column B has the student ID numbers. So this would be Column 2.

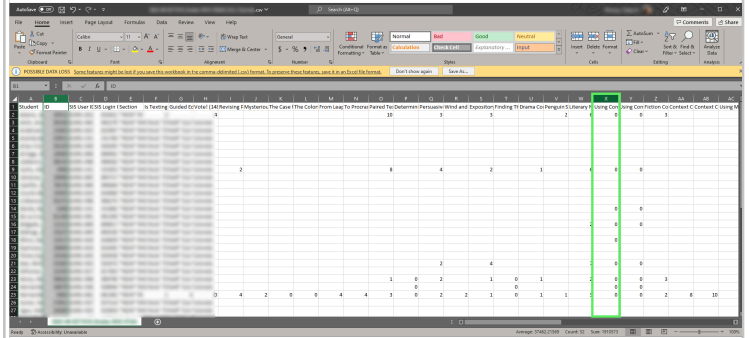
The screenshot shows an Excel spreadsheet with the following data (approximate values):

Student ID	Name	Test 1	Test 2	Test 3	Test 4	Test 5	Test 6	Test 7	Test 8	Test 9	Test 10	Test 11	Test 12	Test 13	Test 14	Test 15	Test 16	Test 17	Test 18	Test 19	Test 20
1	John Doe	85	78	92	88	75	82	90	87	79	84	91	86	77	83	93	89	76	81	94	90
2	Jane Smith	78	82	88	85	79	86	91	87	80	83	89	84	77	81	87	82	76	85	92	88
3	Mike Johnson	91	87	93	89	84	90	86	81	88	94	90	85	80	87	92	88	83	89	95	91
4	Sarah Lee	88	84	90	86	81	87	92	88	83	89	94	90	85	80	86	91	87	82	88	93
5	David Kim	75	79	83	80	76	81	85	82	78	84	88	85	80	77	82	86	83	79	85	90

12



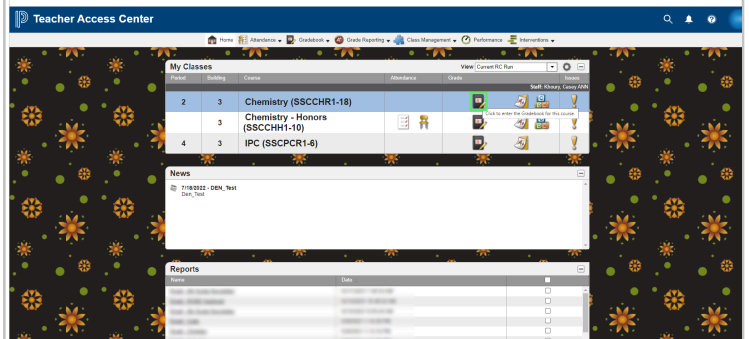
In this example, Column X has the graded assignment to import. So this would be Column 24\*Please note that you can only import one graded assignment at a time.



13



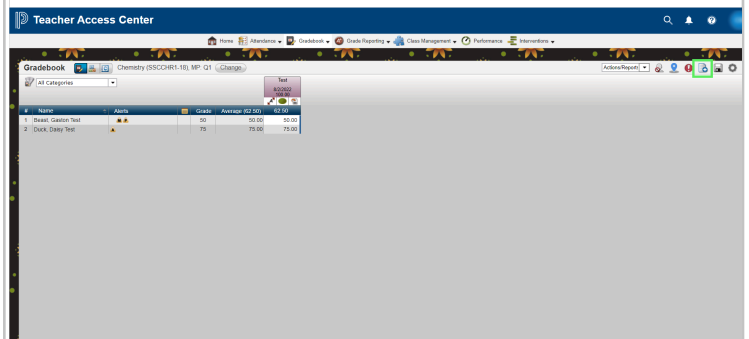
On your TAC homepage click on the gradebook icon.



14



Click the Add a New Assignment icon.



15



Create your assignment.

The screenshot shows the 'Teacher Access Center' interface with the 'Gradebook' tab selected. A dialog box titled 'Add Assignment' is open on the right side. The dialog contains the following fields and options:

- Title:** A text input field.
- Date Assigned:** A date picker.
- Due Date:** A date picker.
- Description:** A text area.
- Category:** A dropdown menu with 'Formative' selected.
- Points:** A text input field.
- Weight:** A dropdown menu with '1.00' selected.
- Extra Credit:** A dropdown menu with 'Not Extra Credit' selected.
- Cannot Be Dropped:** A checkbox.
- Buttons:** 'Save', 'Cancel', and 'Apply' buttons.
- Message:** A blue banner at the bottom states 'Assignment must be saved before adding attachments.'

16



Your assignment should be listed in your gradebook.

The screenshot shows the 'Teacher Access Center' interface with the 'Gradebook' tab selected. The gradebook table is visible, showing the following data:

Name	Points	Grade	Average (20.00)	Max	Min
Exam, Graded Test	100	100	100.00	100.00	100.00
Exam, Graded Test	75	75	75.00	75.00	75.00

17

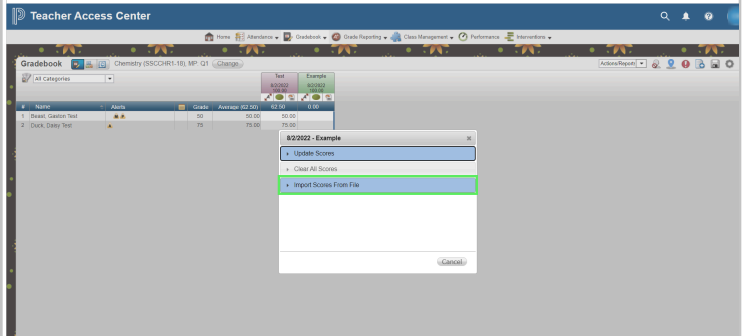


Click on the Mass Update Scores icon for that assignment.

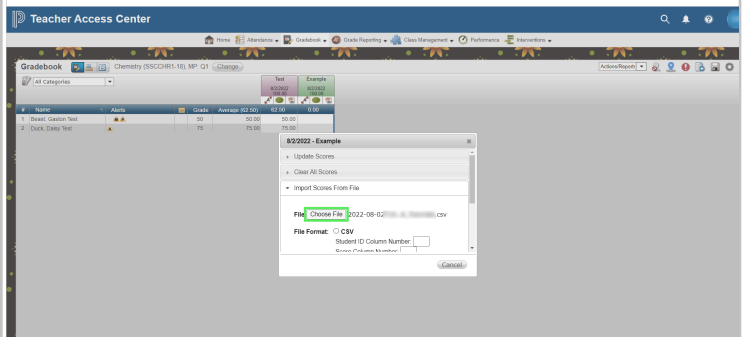
The screenshot shows the 'Teacher Access Center' interface with the 'Gradebook' tab selected. The gradebook table is visible, and the 'Mass Update Scores' icon (a green square with a white 'M') is highlighted for the 'Exam, Graded Test' assignment.

Name	Points	Grade	Average (20.00)	Max	Min
Exam, Graded Test	100	100	100.00	100.00	100.00
Exam, Graded Test	75	75	75.00	75.00	75.00

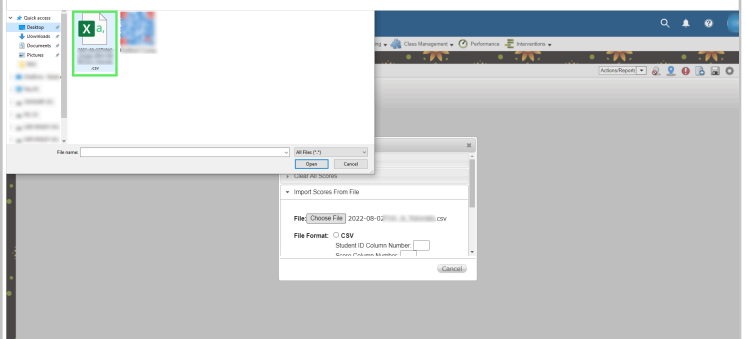
18

Click Import Scores From File.

19

Click Choose File.

20

Select the CSV file to import.

[illegible]

The screenshot displays the Blackboard LMS interface. At the top, the 'Teacher Access Center' is visible. Below it, a navigation bar includes links for Home, Alerts, Dashboard, Grade Reporting, Class Management, Performance, and Interactions. The main content area shows a 'Gradebook' for 'Chemistry (SSCOR1-18), MP, Q1'. A table lists two items: 'Bleak, Grading Test' and 'Duck, Delay Test'. A 'CSV Example' dialog box is open, showing the 'File Format' as 'CSV' and the 'Score Column Number' as '1'. The dialog also shows 'Text' as the 'Student ID Positions' and 'Score Positions'.

**Teacher Access Center**

Home Alerts Dashboard Grade Reporting Class Management Performance Interactions

**Gradebook** Chemistry (SSCOR1-18), MP, Q1

all Categories

#	Name	Items	Grade	Average (2-25)	50-50	75-75
1	Bleak, Grading Test		50	50.00	50.00	75.00
2	Duck, Delay Test		75	75.00	75.00	75.00

**CSV Example**

File: Choose File 2022-08-08.csv

**File Format** CSV

Student ID Column Number 1

Score Column Number

☐ Text

Student ID Positions

Score Positions

Cancel



The screenshot displays the Teacher Access Center interface. At the top, a navigation bar includes links for Home, Attendance, Gradebook, Grade Reporting, Class Management, Performance, and Interventions. The main area shows the Gradebook for Chemistry (SSCOR1-18), MP Q1. A table lists student scores for two tests: 'Blewer, Graham Test' and 'Duck, Daisy Test'. A pop-up dialog titled '893022 - Example' is open, showing options to export data to a CSV file. The dialog includes a 'File' field with a file name, a 'File Format' dropdown set to 'CSV', and checkboxes for 'Student ID Column Number' (checked), 'Score Column Number' (checked), 'Student ID Positions' (unchecked), and 'Score Positions' (unchecked). A 'Cancel' button is at the bottom right of the dialog.

Teacher Access Center

Home Attendance Gradebook Grade Reporting Class Management Performance Interventions

Gradebook Chemistry (SSCOR1-18), MP Q1 (Change)

All Categories

#	Name	Score	Grade	Pass/Fail	893022	893023
1	Blewer, Graham Test	90	90	90.00	90.00	90.00
2	Duck, Daisy Test	75	75	75.00	75.00	75.00

893022 - Example

File: Choose File 2022-08-03 10:00:00 .csv

File Format: CSV

Student ID Column Number ☒

Score Column Number ☒

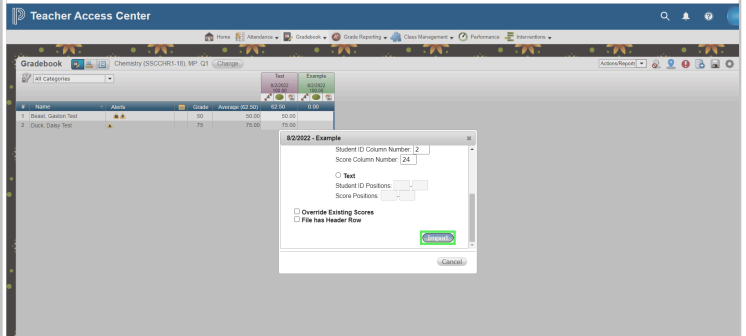
Student ID Positions ☐

Score Positions ☐

Cancel



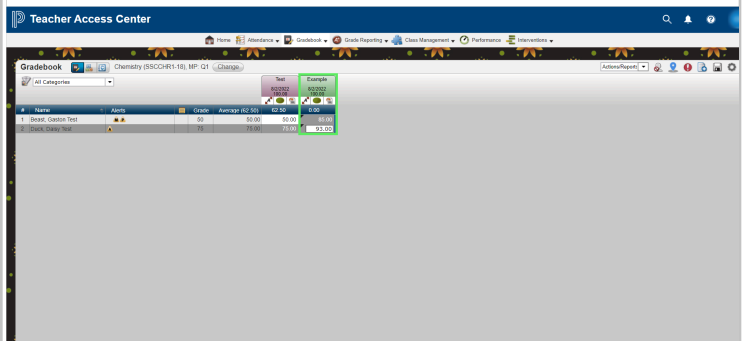
24

Click Import.

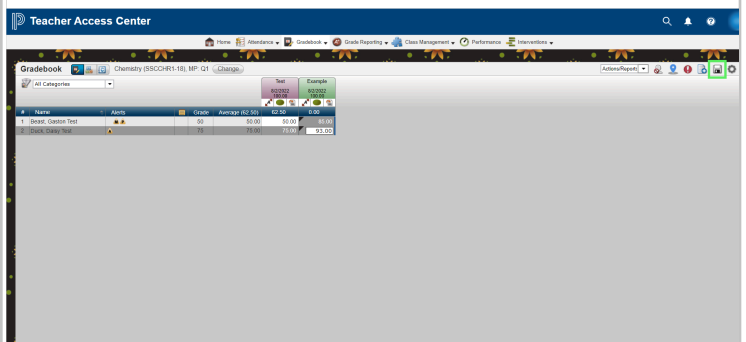
25



The scores for that assignment should now be imported.



26

Click the Save icon.



Thank you for joining us. If you have further questions, please contact your DLS.

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[Contact your DLS](#)