How To Create a Spreadsheet for Importing into Feedback

1. Login to Sakai and go to the course page.

2. Select Gradebook 2.

3. Select Tools, then Export.

4. Change the settings:
   - Export Format: No-Structure Gradebook (Only Grades)
   - Sections: Choose only your sections
   - Include Comments: Unchecked
   - Export As: CSV (.csv)

For example:

5. Click Export. A CSV file should download to your computer.
   a. Delete all columns except for the first four columns.
   b. Add new columns for your Discussion Participation points. You can put any type of text or numeric data in these columns, as long as the data does not contain any commas. (If you are using Excel to edit the file, then you can use commas since when you save the file Excel will automatically quote the text with commas.) Be sure to give each column an appropriate label in the first row of the file.
   c. Save the revised file (or Save As and give it a new name).

You can use the same spreadsheet/CSV file over and over again, just adding new columns and data as necessary. Note that the CSV format will not save formulas, so if you want to use formulas in your spreadsheet you will need to save it in another format (e.g. XLSX) and do Save As to save a version as a CSV file before importing. The file for importing into Feedback must satisfy the following:

- Your feedback file must be saved in .csv format.
- The first column of your file must contain individual usernames.
- The first row of your file must contain headings.