How To Import into Feedback

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

2. Select Feedback.

3. If the pertinent feedback has previously been uploaded, you will see it in a list of uploaded items, and you will have five options.

   - View: used to see all of the data that was previously uploaded
   - View participant: used to see the data as a particular participant (student) would see it
   - Update: used to upload a newer version of the data file to replace the existing data
   - Delete: used to delete the data set
   - Download: used to download the data set to a CSV file
4. Either select **Add** to add a new data set or select **update** for a particular data set in order to update its data. You will then see the following dialog. (If updating, the title will already be filled in to match the existing data set.)

![Add/Update Feedback File](image)

5. Input the title of the data set, choose the CSV file for uploading, and decide whether or not you wish to release the data to participants (students) at this time. **Note: if you do not check the box to release the data to students at this time, you will have to re-upload the data and check this box in order to release the data to students.**

![Add/Update Feedback File](image)

6. Click **Post**. If any error messages come up, heed them, change your file appropriately, and try uploading again. If there are no errors, then you will see a dialog like the following, allowing you to verify that the information you’re uploading is what you intended. (It only shows the data for the first participant listed in your file.)

![Verify Upload](image)

(Student Id was blurred for privacy.)

7. If everything seems okay, click **Save** to save the data in Feedback, and you’re done!