

Learn - Import Clicker Scores

1. Save clicker file:
 - a. Open email
 - b. right click on scores file
 - c. click "save link as"
 - d. File name: clickers.csv or grades.csv

2. Create Column in Grade Center:
 - a. Grade Center=>Full Grade Center
 - b. Create Column
 - c. Submit

3. Export Grade Center:
 - a. Grade Center=>Full Grade Center
 - b. Work Offline=>Download
 - c. Submit
 - d. Download
 - e. Open with Excel

4. Open Files in Excel:
 - a. File=>Save As
 - b. Filename: gradebook
 - c. File=>Open
 - d. Files of type: All Files (*.*)
 - e. Choose clickers.csv or grades.csv
 - f. File=>Open
 - g. Choose master.xls
 - h. Choose Update
 - i. Change max available clicker points so far

5. Copy scores to gradebook.txt:
 - a. On master.xls, choose all scores in column "Clicker Scores"
 - b. right click on highlighted text and copy
 - c. On gradebook.txt, highlight all scores in column "quiz"
 - d. Edit=>Paste Special=>Values and number formats
 - e. Click OK

- f. File=>Save
- g. Remember first few scores

6. Import Grade Center:

- a. Grade Center=>Full Grade Center
- b. work offline=>Upload
- c. Choose File=>Browse My Computer
- d. choose gradebook.txt
- e. Click Submit
- f. From "Upload Grades Confirmation" click Submit
- g. check first few scores

Formulas:

```
=(IF(ISERROR(VLOOKUP(gradebook.txt!D2,clickers.csv!$C:$D,2,FALSE)/$B$3),
"0",VLOOKUP(gradebook.txt!D2,clickers.csv!$C:$D,2,FALSE)/$B$3))
```

