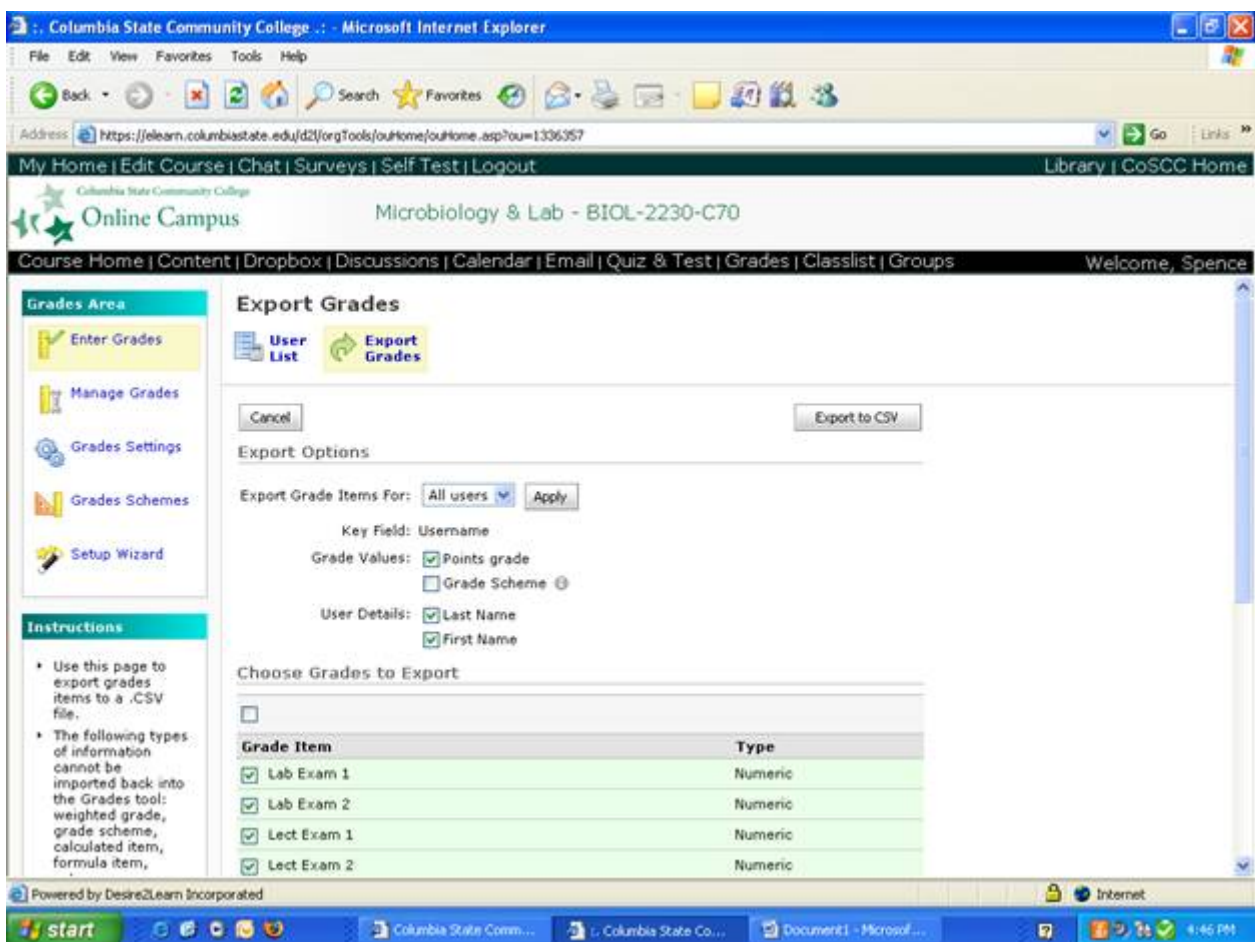


Hello everyone,

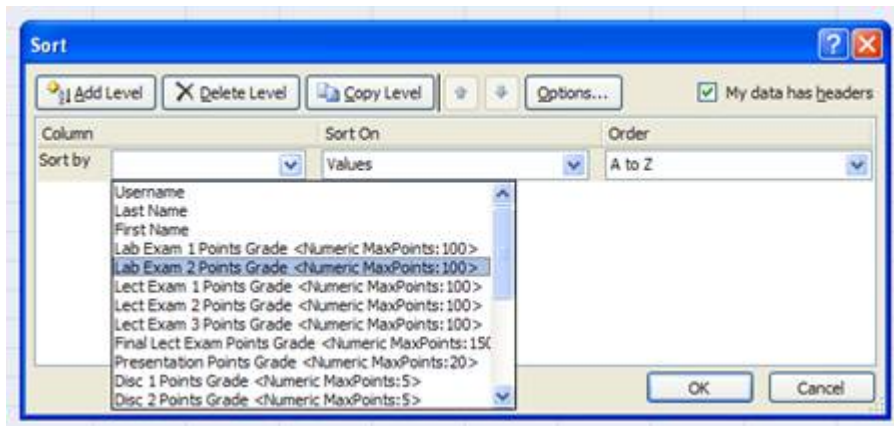
This is a Tech Tip from your Faculty Technology Mentors. I post student grades using the “Grades” feature on Online Campus for all my classes. I am a little paranoid about the Online Campus server crashing and losing the grades so I always want a backup of my grade sheets. This is how I do it.

- I prepare a spreadsheet in Excel that has the same data columns that I use in the “Grades” feature in Online Campus. I have attached a copy of the simple spreadsheet I use and you are welcome to copy and modify it.
- In Online Campus click on “Grades” in the toolbar.
- Click on “Export Grades”
- You will see the screen below. Be sure that “Points Grade”, “Last Name”, “First Name”, and all the “Grade Items” are checked. Then click on “Export to CSV”.



- A file is created and appears in a new popup window. Click on this hyperlinked file to open.
- You will now have a table of all your students and grades. One glitch of Online Campus is that the students will be listed in random order.

- I like to alphabetize the student names so I select the entire table including headings, then click on “Data”, then “Sort”. You will get the popup shown below. Make sure the “My data has headers” is checked, then click on the dropdown next to “Sort By”



- Click on “Last Name” to alphabetize the table by the students’ last names, then click “OK”.
- Now select just the student names and their grades, right-click over the selection and click on “Copy”
- Now open your Excel spreadsheet you prepared earlier.
- Right click on the cell you want the new data to start at.
- Select “Paste Special”, click the “Values” radio button and click “OK”. This will preserve the formatting you set up in the spreadsheet (fonts, sizes, etc.).
- You now have a complete one-page spreadsheet of your class grades.
- I keep a paper copy of the spreadsheet in my class notebook and have the electronic copy on the computer as backups to the original in Online Campus.

I hope this is useful for you...it’s always good to have a backup, especially a backup of your gradesheets.

For more helpful Tech Tips visit the FITT Center Faculty Technology Mentor webpage, <http://www.columbiastate.edu/FITT-FTM-Tech-Tips>

*Spence Dowlen*

-----  
 Spence Dowlen  
 Assistant Professor of Biology  
 Columbia State Community College  
 931-540-2807  
[sdowlen@columbiastate.edu](mailto:sdowlen@columbiastate.edu)