

Uploading Student Data into SPARK

This handout is for instructors who want to upload student data to SPARK. Any comma or tab-delimited file that includes the “User ID” (the OIT NetID) for each student can be uploaded into SPARK. If this data file also includes a column called “Final Grade”, this data can be transferred from SPARK to SPIRE.

Note: You need to register your class(es) to transfer final grades from SPARK to SPIRE. For more information, visit: <http://www.oit.umass.edu/webct/campus-vista/faculty/gradeupload/>

Process Outline:

- 1. Prepare a file of student data to upload.**
This must be a tab-or-comma-delimited file and include students’ User ID (OIT Account username). If this file contains grades for SPIRE, name the grades column “Final Grade”.
- 2. Login to SPARK.**
- 3. Upload the data file into SPARK.**
- 4. Match imported data with existing columns or create new columns.**
Match final grades to the “Final Grade” column.

If you are uploading final grades to be transferred to SPIRE:

- 5. Verify that the grades are appropriate.**
- 6. Final Grades will be transferred to SPIRE overnight.**
- 7. Log on to SPIRE the next day and approve the grades before midnight.**

See page 4 of this document for details on these final steps in the process.

1. Prepare a file of student data to upload

In order to upload student data into SPARK, the file must:

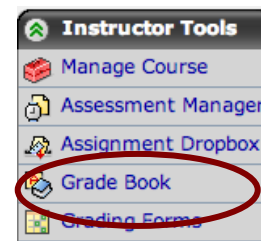
- **Be a comma or tab delimited file.**
- **Have a header row labeling each column.**
- **Contain a column named *User ID*** (capital U, space, capital ID).
This column contains the students' OIT NetIDs, which are used to merge the imported data with the existing data in SPARK. (See instructions on downloading and merging this data in "How to Download Student Data from SPARK" and "Merging SPARK Data with Student Data in Excel".)
- **Have no duplicate rows**
Upload will fail if SPARK finds duplicate student names in your file.
- **Contain column(s) of data to be uploaded** (such as *Final Grade*).
If replacing data in SPARK, give the columns names that match the columns in SPARK.
If adding new data, new columns will be created.

Note: To avoid possible errors, do not upload any columns that do not need to be changed (e.g., UMass_ID, Name, Last Name, etc.)

2. Login into SPARK

3. Upload the data file into SPARK

In order to import data you must work under the **Teach Tab** of your SPARK course.



1. Click on **Grade Book** in the lower left corner of the SPARK screen under **Instructor Tools**.
2. Click **Import from Spreadsheet** above your grade book columns.
3. Under *Import File*, next to *Filename*, click **Browse**.
4. Your computer's *Open File* dialog box will appear. Select and **Open** the file you want to import from your computer. The name of the file will appear inside the *File* box.

Import File

Select the course file that you would like to upload.

File:

Separator:

Character Set:

4. Match imported data

1. Select the *separator* you used when you saved the data (**Comma** or **Tab**).
2. Click **Upload**

Import File

Select the course file that you would like to upload.

File: Browse...

Separator:

Character Set:

If column names in the file do not match columns in SPARK:

- If you want SPARK to import the data in this field into an existing SPARK column (such as *Final Grade*), select the column's name from the drop-down menu.
 - If you want SPARK to create a new column for this data, select **Add as new column** from the drop-down menu.
 - If you want SPARK to ignore this data, select **Do not import** from the drop-down menu.
3. Repeat this process for each column.
 4. Click **Import**

Import Column	Match	Grade Book Column
User ID	✓	<input type="text" value="User ID"/>
Grade	⚠	<input type="text" value="Final Grade"/>

Comment:

If you are only uploading student data to SPARK, you are done at this point. If you are uploading data to SPARK for use in the SPIRE grade upload, you must continue to the next page of this document for instructions on how to complete the process.

If you are uploading Final Grades for transfer into SPIRE:***5. Verify that the grades are appropriate.***

Make sure students are receiving grades appropriate to their Grade Basis.

University of Massachusetts Amherst: Valid Grade Options for different Grade Bases:

Grade Base Code	Grade Base Description	Grade Options
For Graduate Students (Grade Scheme: GRD)		
AUD	Audit	AUD
LTR	Letter Grade	A, A ⁻ , B ⁺ , B, B ⁻ , C ⁺ , C, F, INC, SAT
LTU	Letter Grade for Undergraduate Class	A, A ⁻ , B ⁺ , B, B ⁻ , C ⁺ , C, C ⁻ , D ⁺ , D, F, INC, SAT
SAT	Mandatory Pass/Fail	SAT, F, INC

For Undergraduate Students (Grade Scheme: UGD)

AUD	Audit	AUD
EPF	Elective Pass/Fail (Letter Grade converts to Pass/Fail)	A, A ⁻ , B ⁺ , B, B ⁻ , C ⁺ , C, C ⁻ , D ⁺ , D, F, INC
LET	Letter Grade	A, A ⁻ , B ⁺ , B, B ⁻ , C ⁺ , C, C ⁻ , D ⁺ , D, F, INC
MPF	Mandatory Pass/Fail	P, F, INC
YRE	Elective Pass/Fail (Letter Grade converts to Pass/Fail)	A, A ⁻ , B ⁺ , B, B ⁻ , C ⁺ , C, C ⁻ , D ⁺ , D, F, INC
YRL	Letter Grade	A, A ⁻ , B ⁺ , B, B ⁻ , C ⁺ , C, C ⁻ , D ⁺ , D, F, INC, Y (year-long course)
YRM	Mandatory Pass/Fail	P, F, INC Y (year-long course)

6. Overnight, the Final Grades will be transferred to SPIRE.

Just after midnight, the data in the Final Grades column will be automatically transferred out of SPARK. By 5:00 a.m., the grades will be ready for approval in SPIRE.

7. Remember to log on to SPIRE the next day and approve the grades.

Note: This step must be completed by the instructor of record. Log on to SPIRE and open the grading page for this class. All the grades should be in place. Blank grades may appear if a student did not have a listing in SPARK or if a student received a grade that did not match the selected grade basis.

You will need to enter grades manually for any students with blank grades. If there are any students you do not recognize, the Registrar's Office recommends giving them an F or -- (two dashes).

CAUTION: If you make substantial manual changes to the grades in SPIRE (replacing blanks or adjusting grades) make sure to mark the grades *Ready for Review* or *Approved* before midnight or they will be replaced in the next transfer from SPARK.