

Export Student Data from SPARK

This handout is for instructors or teaching assistants who want to export a roster from SPARK. This data (specifically the “User ID”) can then be merged with other data files to make it possible to upload student data (such as final grades) into SPARK.

Note: To transfer final grades from SPARK to SPIRE you need to register your class(es).

For more information, visit: <http://www.oit.umass.edu/webct/campus-vista/faculty/gradeupload/>

Process Outline:

- 1. Login to SPARK.**
(Request a SPARK course if you do not have one yet.)
- 2. Download student data from SPARK, then open it in Excel.**
Instructors: In Teach Tab, go to Grade Book, then Export to Spreadsheet.
Save as a comma-delimited file to your hard drive.
(Alternative method for TAs: Copy data from browser screen, paste into Excel spreadsheet.)
- 3. Delete unnecessary columns.**
 - Do not remove “User ID” (required to upload data back into SPARK).
 - Do not remove “UMASS_ID” (the 8-digit SPIRE or “student” ID) used to merge data with other data sources).

Once you have this file, you can add your own student data to it or you can merge the “User ID” data into any existing file (MS Excel, MS Access, Filemaker, etc.) The “User ID” data makes it possible to import data back into SPARK. *See our handouts “Merging SPARK Rosters with Other Data in Excel” and “Importing Student Data into SPARK” for more details.*

Step One - Login to SPARK

If you do not have a SPARK course account for this class, request one at:
<http://www.oit.umass.edu/webct/campus-vista/faculty/index.html>

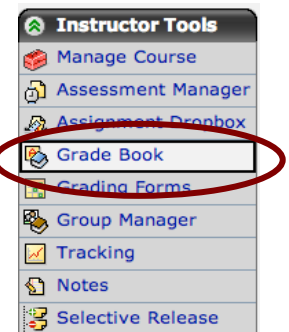
1. Go to <https://spark.oit.umass.edu>.
2. Login with your **user name** (OIT NetID) and **UMail Password**.
3. Once you've successfully logged-in, click the **course title** to enter your desired course.

Step Two - Download data from SPARK and open in Excel

Note: The Grade Book download process for TAs is different than for instructors.
Instructions for TA's are on the following page.

If you are an Instructor:

1. From the **Teach** tab, in the *Instructor Tools* menu, click **Grade Book**.
 2. In the *Grade Book* (on the bottom-left), click **Export to Spreadsheet**.
The *Export to Spreadsheet* page will open.
- Note:** Make sure that all data columns you want to download are visible.
3. Select to export **All Members** and **Comma** as your *Export Format*. All other options can be left to the defaults.



Your location: [Grade Book](#) > **Export to Spreadsheet**

Export to Spreadsheet

Members to Export:
 All members

Columns to Export:
 Visible columns
 All columns

Export Format:
 Select the keyboard element you want to use to separate member data in the exported file.
 Comma-delimited
 Tab-delimited

Character Set:
 Select a character set that is supported for your language by the software you want to use to view or edit the exported file.
 Unicode (UTF-8)
 Unicode (UCS-2)

Click **Export**. Your computer's file download screen appears, prompting you to save the file on your computer.

4. **Save** the file to a folder on your computer, and remember the location of the folder.
By default, the name of the file is *exportedcourse.csv*.
5. Open MS Excel or a similar spreadsheet/database application and select **File > Open**.
6. Browse and select the .csv file you downloaded from SPARK.
To see .csv files, remember to select **All Files** from the *Files of type* drop-down menu.

File name:

Files of type: All Files

7. Click **Open**.
8. **Save** the Exel document.

If you are a Teaching Assistant:

SPARK does not include the option for TAs to “export gradebook” as a file. The following steps serve as a workaround to copy the data in SPARK off the browser page, then paste it into a blank Excel spreadsheet.

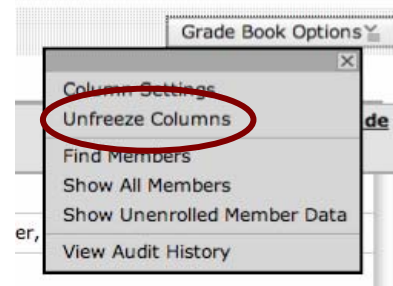
1. In the *Teach* tab, under *Instructor Tools*, click the **Grade Book** icon. The *Grade Book* will appear.
2. Make sure that all the students and all data columns you want to download are visible (scroll down the browser window as needed).

If you cannot see all your students click the icon on the lower right that looks like a yellow page.



An *Edit Paging* pop-up will appear. In the *Edit Paging* pop-up, enter a number that *exceeds* the number of students in your course. Click **Save**.

3. Unfreeze the "Name" columns on the left by clicking the **Grade Book Options** button on the upper right, and from the dropdown menu, click *Unfreeze Columns*. You can *Freeze columns* again later.



4. Place the cursor in the lower right cell of the Grade Book, click and hold, then drag the cursor to the upper left to highlight the entire table.
5. Open a new, blank document in Excel.
6. Copy the selected data by pressing **Control+C** or choosing *Edit > Copy* in the browser menu.
7. Save the Excel document.

Step Three - Delete unnecessary columns

1. Examine the columns and rows (students) and delete any that you don't need.
 - **Keep the header row.** You will need it when you upload data to SPARK.
 - **Keep the User ID column.** The User ID serves as the unique identifier when uploading to SPARK. *The SPARK “User ID” is the same as the student’s OIT NetID (first part of their email address).*
 - **Keep the UMASS_ID.** It is the same as the student’s SPIRE ID and can be used for merging data.
 - Keep any other columns you want to use.
2. Save.

For instructions on merging this data file with existing data files see our handout “Merging SPARK Rosters with Other Data in MS Excel.”

For instructions on uploading data back into SPARK “Importing Student Data into SPARK.”