

# Small Acts of Excel(lence)

Victoria Cross

Associate Professor of Teaching Psychology

[vlcros@ucdavis.edu](mailto:vlcros@ucdavis.edu)

[vlcros.ucdavis.edu](http://vlcros.ucdavis.edu)

# Outline

- Uploading Scantron exam grades to Canvas
- Merging data from multiple sources
  - VLOOKUP
- Submitting Final Grades
  - Verify
  - Point Choice
  - Upload

## Issues we will solve

- Excel not recognizing numbers as numbers
- Students who bubble the wrong ID number on their scantron
- Final grades not matching displayed grade in Canvas
- Matching student performance with their email
- Fill blank grades with 0 in Canvas

# Upload Scantron Grades

- The scantron machine provides an Excel file with the Student ID and Score

student_id	last_name	first_name	initial	score
920063491				28
920912733				34
920638803				41

- Canvas requires different header rows and requires the Student ID to be in two columns

Student	ID	SIS User ID	SIS Login ID	Section	Score
###		###			

- Steps:
  - Duplicate the Student ID column into Column C
  - Insert a blank column (or move the scores)
  - Copy header row from template
  - Save as .csv format

# Outline



- Uploading Scantron exam grades to Canvas
- Merging data from multiple sources
  - VLOOKUP
- Submitting Final Grades
  - Verify
  - Point Choice
  - Upload

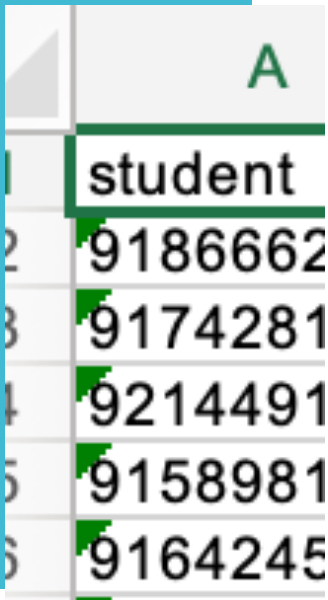
## Merging data from multiple sources

### Sources:

- Photo Rosters downloads student ID, name, and email
- Canvas gradebook downloads student ID, name, and grades
- Scantron exam scores have student ID and score

<b>Source</b>	<b>Student ID</b>	<b>Name</b>	<b>Email</b>	<b>Grade or Score</b>
<b>PhotoRoster</b>	Yes	Yes	Yes	
<b>Canvas Gradebook Export</b>	Yes	Yes		Yes
<b>Scantron Output</b>	Yes			Yes

## When is a number not a number?



	A
1	student
2	9186662
3	9174281
4	9214491
5	9158981
6	9164245

- Those little green flags are indicating that these data look like numbers but are stored as text. No big deal.
- To force Excel to recognize those as numbers (and also remove all of the formatting), save the file as .csv
- Steps:
  - File>Save As>
  - choose the .csv format.

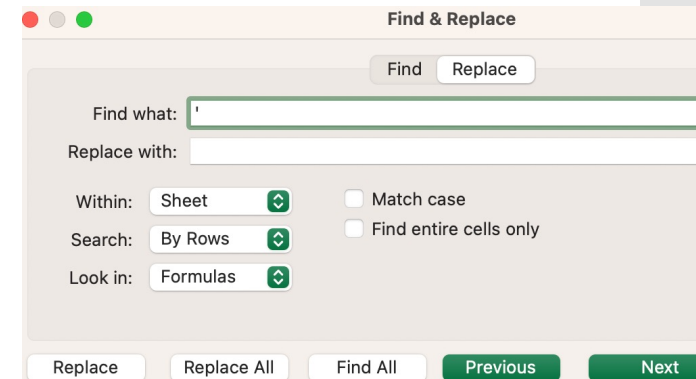


## When is a number not a number?

	D
	Student I
	'9204688
	'9208313
	'9185568
	'9200761
	'9185979

- What is with the apostrophes? They are to ensure that Excel stores these numbers as text and doesn't truncate leading 0s. No big deal.
- To remove them all, use Edit>Find & Replace

- Steps:
  - Edit>Find...
  - Type ' in the Find what box
  - Leave the Replace with box empty
  - Click Replace All



# Value Lookup VLOOKUP

- Locates a row by matching a value to the first (left) column of a table
- Returns a value from that same row from whichever column you specify
- The tables can be on the same sheet, different sheets, or even different workbooks

## VLOOKUP

Lookup\_value = 920849030

A2

Find this value

Table\_array = {...}

ch/2023\_SITT/[score.csv]score!\$A:\$C

In column A on another sheet

Col\_index\_num = 2

2

When you find a match, bring back the value in the 2<sup>nd</sup> column

Range\_lookup = FALSE

FALSE

Only look for exact matches

Code

# Outline

- Uploading Scantron exam grades to Canvas
- Merging data from multiple sources
  - VLOOKUP
- Submitting Final Grades
  - Verify
  - Point Choice
  - Upload



# Verify your Canvas gradebook

- Before you submit final grades, verify that every student has a grade for every assignment
- By default, Canvas ignores missing grades
  - A student who completes a 1-point assignment and missed the other 99 assignments earns 100%
- “View ungraded as 0” on Canvas does not actually make them 0’s or show 0’s to students
- Steps:
  - Download gradebook
  - Subtract Final-Current.
  - Sort to find any students that have different scores
  - Set default grade in Canvas to quickly fill 0’s

# Point-Choice Grading

- What is a point-choice grading?
- Canvas doesn't understand that the students did not need to complete all of the work – the final grade calculation needs to be done outside of Canvas.
- Steps:
  - Sort by the choice category and manually cap the scores
  - Add the categories
  - Sort by final points
  - Manually enter the letter grades
  - Upload to final grade submission

# Submit Final Grades

[https://classes.ucdavis.edu/CourseManagement/global/cm\\_course\\_select.cfm](https://classes.ucdavis.edu/CourseManagement/global/cm_course_select.cfm)

- Steps:
  - Download Grading Sheet
  - Remove apostrophes from Student ID
  - Use VLOOKUP to merge data from roster
  - Save as .csv
  - Upload Grading Sheet