

Steps for Importing data from OMR reports into WebCT Vista.

*** PLEASE NOTE THAT YOU MUST FOLLOW THESE STEPS EXACTLY OTHERWISE THE GRADES MAY NOT BE CORRECTLY IMPORTED INTO VISTA***

1. Mark exams using scanner
2. After marking the exams or quizzes, generate reports using Remark software. When selecting the subjective ID fields for import, select ONLY the ID field (no names).
3. The second report called Respondent Statistics shows the User ID numbers and grades. To export this report for importing to Vista Click file > export > and choose the delimited ASCII option. Save this on the F drive.
4. Next open Excel and click File > Open > F drive
5. In the "Open" Window, you will need to ensure of type: is set to or changed to all files. Locate your asc file select it and click Open.
6. A new text import wizard window will now appear (**ensure delimited file is selected**). Click Next, then in the new window, select the comma option by clicking the box to the left of this option. (note that the data now appears in columns). Click Next > Finish > OK
7. Excel will now feature your imported data in columns. You will now need to **manipulate the columns** somewhat to ready for import into Vista.
8. First: You must change the column headings. The Respondent column MUST be titled User ID
9. You must also manipulate the ID column so that it will exactly match the User ID format in Vista. For UBCO this means that the ID must begin with an " s " (lower case) followed immediately (no spaces) by the 8 digit student number.

10. Now you can delete other columns that you do not wish to import to Vista. At this point you can rename the column header to match the header given in Vista or you will have the option to add it as you import the grades or you will have an option to assign the grades to another column in Vista Gradebook. (*Please note that you will overwrite existing grades if the columns have the same name.*)
11. Now you must save the modified worksheet as a txt tab delimited file ready for import. Click on File > Save as > and change the file type to tab delimited.txt and save in a location ready for import. Click Save > OK > yes.
12. Now to import to Vista, go into your Vista course.
13. Click on Teach Tab > Grade Book > Import from Spreadsheet
14. Browse to find your file, select it and click open. Separator: TAB and Character Set: Unicode (UTF-8)
15. Click upload then click add selected and the file name appears in the window
16. If Vista does not recognize the header for the grades column, it will offer to create a new one, ignore it or assign to an alternate column.
17. A window will show you which IDs you are updating and their corresponding grades; you may also get a report showing IDs that will not be updated because there is no corresponding ID – remember to check for these and write them down for manual addition to gradebook.
18. Remember, that likely you will still need to release the column for student viewing.