

Exporting Sakai Grades, Assignments, and Test Responses

Notes on the Process

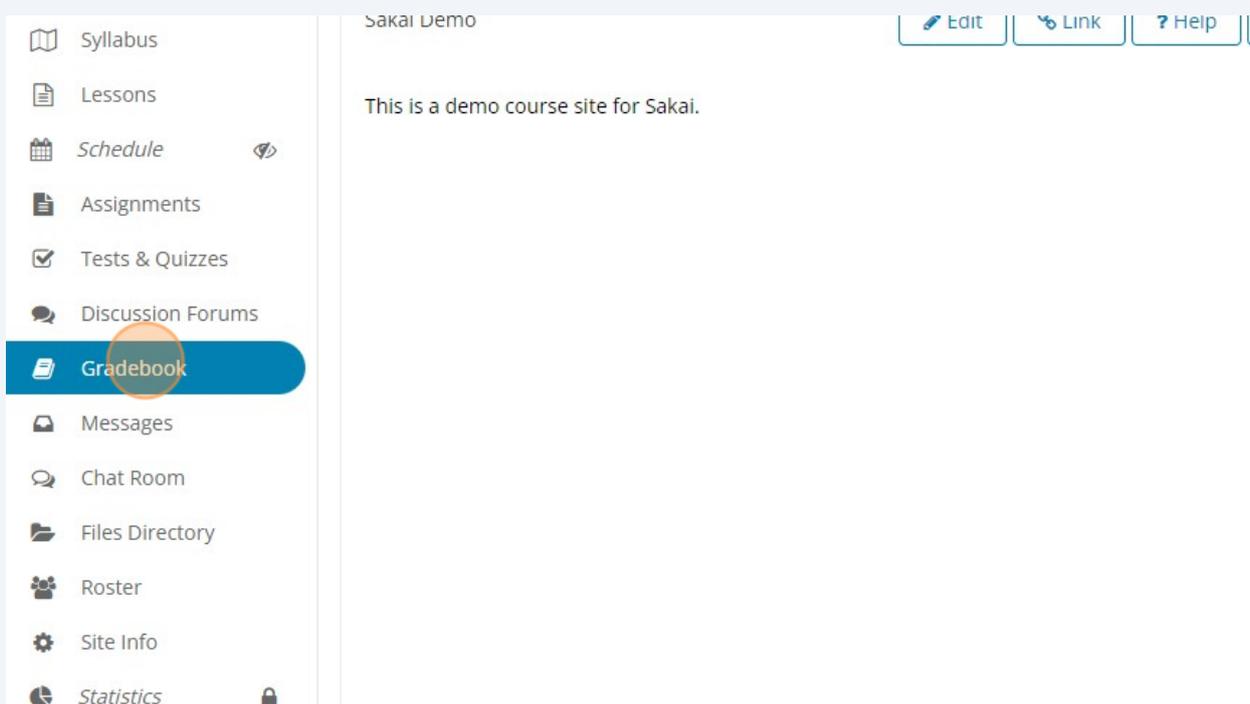


Faculty may wish to keep records of student work for their personal files. Course exports only include course content; no student work is included. This guide will show how to export the Sakai gradebook and student submissions to Assignments and Tests/Quizzes.

How to Export the Sakai Gradebook

1 Navigate to the Sakai course.

2 Click "Gradebook"



3 Click "Import / Export" tab.

UNIVERSITY OF BALTIMORE

Home Cathleen O'Neal Sandbox Online Course Design Sakai Demo

Template_LAW_Main Student QuickStart Sakai Training Mental Health Support

Overview
Announcements
Syllabus
Lessons
Schedule
Assignments
Tests & Quizzes
Discussion Forums

GRADEBOOK

Grades **Import / Export** Permissions Settings

Add Gradebook Item

Filter students Showing 8 students

Students	Course Grade	Test 2a	Test 1a
		Cat: Quizzes [50%] Total: 25 Due: 11/17/2021	Cat: Quizzes [50%] Total: 22 Due: 11/21/2019

4 Click "Export Gradebook." This will save a .csv file to your device. Csv files can be opened in Microsoft Excel.

Template_LAW_Main Student QuickStart Sakai Training Mental Health Support

Overview
Announcements
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Tests & Quizzes
Discussion Forums
Gradebook
Messages
Chat Room

GRADEBOOK

Grades **Import / Export** Permissions Settings

Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the sp

Export Gradebook Custom Export

Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xls

Note: The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen

Continue Cancel

Conventions used

5 If you wish, you might choose to do a custom export. If so, click "Custom Export"

The screenshot shows the 'GRADEBOOK' interface with a navigation menu on the left and a main content area. The main content area has tabs for 'Grades', 'Import / Export', 'Permissions', and 'Settings'. The 'Export' section is active, showing options to 'Export Gradebook' and 'Custom Export'. The 'Custom Export' link is highlighted with an orange circle. Below the 'Export' section is the 'Import' section, which includes a 'Choose File' button and 'Continue' and 'Cancel' buttons. The 'Conventions used' section is partially visible at the bottom.

6 Check off the desired attributes and click "Download Custom Export." A .csv file will be saved to your device.

The screenshot shows a dialog box for 'Custom Export'. It has a 'Choose File' button and 'Continue' and 'Cancel' buttons. The 'Import' section is partially visible. The 'Conventions used' section is also visible. The 'Download Custom Export' button is highlighted with an orange circle. The dialog box contains the following text:

Student Display ID Category Averages
 Section Membership Course Grade
 Course Grade Override Date Calculated Course Grade
 Grade Override

Filter by group/section
All Sections/Groups

Download Custom Export **Cancel**

The Gradebook exports grades in CSV format only. For importing grades, only the following attributes are supported: Student ID and Name, Section Membership, Course Grade, and Grade Override. Comments cannot be imported. Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

Download Assignment Submissions

7 Navigate to the Assignments tool.

The screenshot shows the University of Baltimore Sakai LMS interface. At the top, there is a blue header with the university logo and name. Below the header is a navigation bar with several dropdown menus: Home, Cathleen O'Neal Sandbox, Online Course Design, Sakai Demo (highlighted in yellow), and a partially visible 'F'. Below this is another row of dropdown menus: Template_LAW_Main, Student QuickStart, Sakai Training, and Mental Health Support.

On the left side, there is a sidebar menu with the following items: Overview, Announcements, Syllabus, Lessons, Schedule, **Assignments** (highlighted in blue), Tests & Quizzes, and Discussion Forums.

The main content area is titled 'ASSIGNMENTS' with a circular orange highlight around the word. Below the title is a toolbar with buttons: Assignments, Add, Assignments by Student, Grade Report, Student View, Reorder, Options, and Trash. The current view is 'Response Paper 1 - Submissions'. Below this, there is a text prompt: 'Found 8 participant(s). Assign this grade to participants without a grade:'. There is an empty input field followed by an 'Apply' button and a checkbox labeled 'Use new Grader to grade submissions'. Below this are three links: 'Download All', 'Upload All', and 'Release Grades'. At the bottom, there is a blue button labeled 'Send Feedback to Multiple Students'.

8 Click "Grade" for the Assignment you wish to download.

The screenshot shows the 'Assignments' page with a sidebar on the left containing navigation items like Syllabus, Lessons, Schedule, Assignments, Tests & Quizzes, Discussion Forums, Gradebook, Messages, Chat Room, Files Directory, Roster, and Site Info. The main content area has a top navigation bar with 'Assignments', 'Add', 'Assignments by Student', 'Grade Report', 'Student View', 'Reorder', 'Options', and 'Trash'. Below this is the 'Assignments' table:

Assignment Title	For	Status	Or
Response Paper 1 Edit Duplicate Grade	Entire Site	Closed	Jul
Draft - Response Paper 2 Edit Duplicate	Entire Site	Draft	Fe
Draft - Lean In Analysis Edit Duplicate	Entire Site	Draft	Fe
Draft - Group Case Analysis Edit Duplicate	Entire Site	Draft	Fe
Draft - Peer Review Case	Entire Site	Draft	Ap

9 Click "Download All"

The screenshot shows the 'Response Paper 1 - Submissions' page. The sidebar on the left includes Overview, Announcements, Syllabus, Lessons, Schedule, Assignments, Tests & Quizzes, Discussion Forums, Gradebook, Messages, Chat Room, Files Directory, and Roster. The main content area has a top navigation bar with 'ASSIGNMENTS', 'Add', 'Assignments by Student', 'Grade Report', 'Student View', 'Reorder', 'Options', and 'Trash'. Below this is the 'Response Paper 1 - Submissions' section with the following text and links:

Found 8 participant(s). Assign this grade to participants without a grade:
 Use new Grader to grade submissions
[Download All](#) [Upload All](#) [Release Grades](#)

Below this are two blue buttons: 'Send Feedback to Multiple Students' and 'Set Resubmission Options for Multiple Students'. A search bar is also present.

Student	Submitted Date	Status
<input type="checkbox"/> Baker, Damon (id39rd24)		No Submissio
<input type="checkbox"/> Conlin, Kristin (id85av94)	Aug 19, 2020 10:45 AM	Ungraded - Si

10 Specify what you would like to download by checking the appropriate boxes.

ASSIGNMENTS

Download All

Choose download options, and then click 'Download' at the bottom.

NOTICE: If you switch between languages in your preferences, for example English to Spanish, you will need to create a new archive.

- All
- Student submission attachment(s)
- Grade file (file at top level of archive)
 - CSV format, file grades.csv
 - EXCEL format, file grades.xls
- Feedback comments (comments.txt file if available in student's folder. Comments are put into a separate file)
- Feedback Attachment(s)

Include students who have not yet submitted

11 Click "Download." This will save a zip file to your device.

Tests & Quizzes

Discussion Forums

Gradebook

Messages

Chat Room

Files Directory

Roster

Site Info

Statistics

Join Zoom Meeting

Panopto

Help

Grade file (file at top level of archive)

- CSV format, file grades.csv
- EXCEL format, file grades.xls

Feedback comments (comments.txt file if available in student's folder. Comments are put into a separate file)

Feedback Attachment(s)

Include students who have not yet submitted

Download



Visit [Zip and Unzip files](#) for more information on working with .zip files.

Download Assessment Information

12 Navigate to "Tests & Quizzes."

The screenshot displays a learning management system interface. On the left is a navigation menu with the following items: Overview, Announcements, Syllabus, Lessons, Schedule, Assignments, Tests & Quizzes (highlighted with a blue bar and a magnifying glass), Discussion Forums, Gradebook, Messages, Chat Room, Files Directory, and Roster. The main content area is titled 'ASSIGNMENTS' and includes a toolbar with 'Assignments', 'Add', 'Assignments by Student', 'Grade Report', 'Student View', 'Reorder', 'Options', and 'Trash'. Below the toolbar, the page title is 'Response Paper 1 - Submissions'. A blue notification banner contains an information icon and the text: 'You have chosen to download student submissions. If you encountered a pr' with a 'Download' link. Below the banner, it says 'Found 8 participant(s). Assign this grade to participants without a grade:' followed by an empty input field and an 'Apply' button. There is also a checkbox labeled 'Use new Grader to grade submissions'. At the bottom of the main content area, there are two expandable sections: 'Send Feedback to Multiple Students' and 'Set Resubmission Options for Multiple Students'.

13 Click the "Actions" for the assessment.

Assessment List

View

Display assessments per page

Title	Status ▾	In Progress	Submitted	For	C
January 5	Published - Inactive	0	1	Entire Site	Ja 1
Post-Assessment	Published - Inactive	0	2	Entire Site	A 1
Pre-Assessment	Published - Inactive	0	4	Entire Site	Jul 1
Test 1a	Published - Inactive	0	3	Entire Site	C 1
Test 2a	Published - Inactive	0	3	Entire Site	M 1

14 Click "Scores."

Assessment List

View

Display assessments per page

Title	Status ▾	In Progress	Submitted	For
January 5	Published - Inactive	0	1	Entire Site
Post-Assessment	Published - Inactive	0	2	Entire Site
Pre-Assessment	Published - Inactive	0	4	Entire Site
Test 1a	Published - Inactive	0	3	Entire Site
Test 2a	Published - Inactive	0	3	Entire Site

15 Click the "Export" tab.

The screenshot shows a web browser with several tabs: "Student QuickStart", "Sakai Training", "Mental Health Support", "POE Sp22", and "Be...". The main content area is titled "TESTS & QUIZZES" and contains a navigation bar with "Assessments", "Add", "Assessment Types", "Question Pools", "Event Log", and "User Activity Report". Below this, the text "Total Scores: January 5" is displayed. A secondary navigation bar includes "Submission Status", "Total Scores", "Questions", "Statistics", "Item Analysis", and "Export". The "Export" tab is circled in orange. Below the navigation bar, the text "Max Score Possible: 20" is shown, followed by an "Apply This Score" button and a text input field. There is also a "View" dropdown menu set to "Highest Submission" and "Entire Site", and a "Search" section with a text input field and "Find" and "Clear" buttons. At the bottom, a table header is visible with columns: "Delete", "Name", "UserID", "Role", "Submit Date", "Score", and "Adjustment".

16 Click the "Export" button.

The screenshot shows the Sakai interface with a left-hand navigation menu. The menu items are: "Overview", "Announcements", "Syllabus", "Lessons", "Schedule", "Assignments", "Tests & Quizzes" (which is selected and highlighted in blue), "Discussion Forums", "Gradebook", "Messages", "Chat Room", "Files Directory", and "Roster". The main content area is titled "TESTS & QUIZZES" and contains a navigation bar with "Assessments", "Add", "Assessment Types", "Question Pools", "Event Log", and "User Activity Report". Below this, the text "Export: January 5" is displayed. A secondary navigation bar includes "Submission Status", "Total Scores", "Questions", "Statistics", "Item Analysis", and "Export". The "Export" tab is highlighted in blue and circled in orange. Below the navigation bar, the text "Click Export to export and download all assessment responses in Excel format." is shown, followed by an "Export" button.

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This will download an .xls file to your computer. It will contain all student assessment responses in one spreadsheet.