

Export/Import Instructions

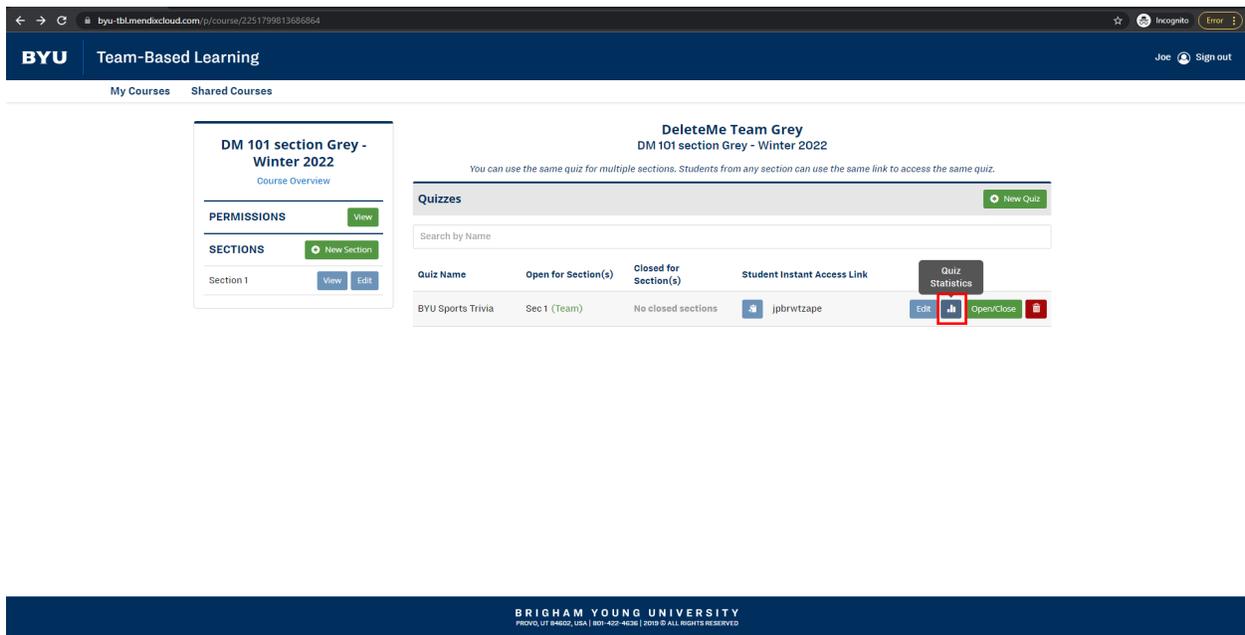
Export Results

Users will learn how to export quiz results from BYU TBL.

1. **Sign** into TBL.

Click on your desired course overview button.

In course overview, **click** the “Quiz Statistics” button in between “Edit” and “Open/Close”.



The screenshot shows the BYU TBL interface. The top navigation bar includes the BYU logo, 'Team-Based Learning', and a user profile 'Joe' with a 'Sign out' button. Below the navigation, there are tabs for 'My Courses' and 'Shared Courses'. The main content area is titled 'DeleteMe Team Grey' and 'DM 101 section Grey - Winter 2022'. It features a 'Course Overview' sidebar with 'PERMISSIONS' and 'SECTIONS' tabs. The 'SECTIONS' tab shows 'Section 1' with 'View' and 'Edit' buttons. The main area displays a table of quizzes. The table has columns for 'Quiz Name', 'Open for Section(s)', 'Closed for Section(s)', and 'Student Instant Access Link'. A row is shown for 'BYU Sports Trivia' in 'Sec 1 (Team)'. To the right of this row, there are buttons for 'Edit', 'Quiz Statistics' (highlighted with a red box), 'Open/Close', and a trash icon. A 'New Quiz' button is also visible in the top right of the quiz list.

| Quiz Name | Open for Section(s) | Closed for Section(s) | Student Instant Access Link | Quiz Statistics |
|-------------------|---------------------|-----------------------|-----------------------------|------------------------------------------|
| BYU Sports Trivia | Sec 1 (Team) | No closed sections | ipbrwtzape | Edit, Quiz Statistics, Open/Close, Trash |

2. Click “Export Team Scores” tab

The screenshot shows a web browser window with the URL `byu-tblmendiscloud.com/p/course/quiz/statistics/11540474045139218`. The page title is "BYU Team-Based Learning". On the left, there is a sidebar for "DM 101 section Grey - Winter 2022" with options for "PERMISSIONS" (View), "SECTIONS" (New Section), and "Section 1" (View, Edit). The main content area is titled "Quiz: BYU Sports Trivia - Overall Statistics" and has three tabs: "Overall Scores", "Team Quizzes", and "Export Team Scores" (highlighted with a red box). Below the tabs is a "Section" dropdown menu set to "All Sections" (highlighted with a red box). To the left of the table is an "Export to CSV" button (highlighted with a red box). The table below has the following data:

| Net ID | BYUID | Student name | Section Number | Quiz name | Team name | Score | Points possible | Percentage |
|---------|-----------|--------------|----------------|-------------|-----------|-------|-----------------|------------|
| cttest2 | 134761579 | Jane Stu... | 1 | BYU Spor... | Team 1 | 4 | 4 | 1.000 |

At the bottom of the page is the Brigham Young University logo and contact information: "BRIGHAM YOUNG UNIVERSITY PROVO, UT 84602, USA | 801-422-4636 | 2019 © ALL RIGHTS RESERVED".

3. **Select** desired Class Sections using the drop-down menu right below “Export Team Score”.

Click “Export to CSV”.

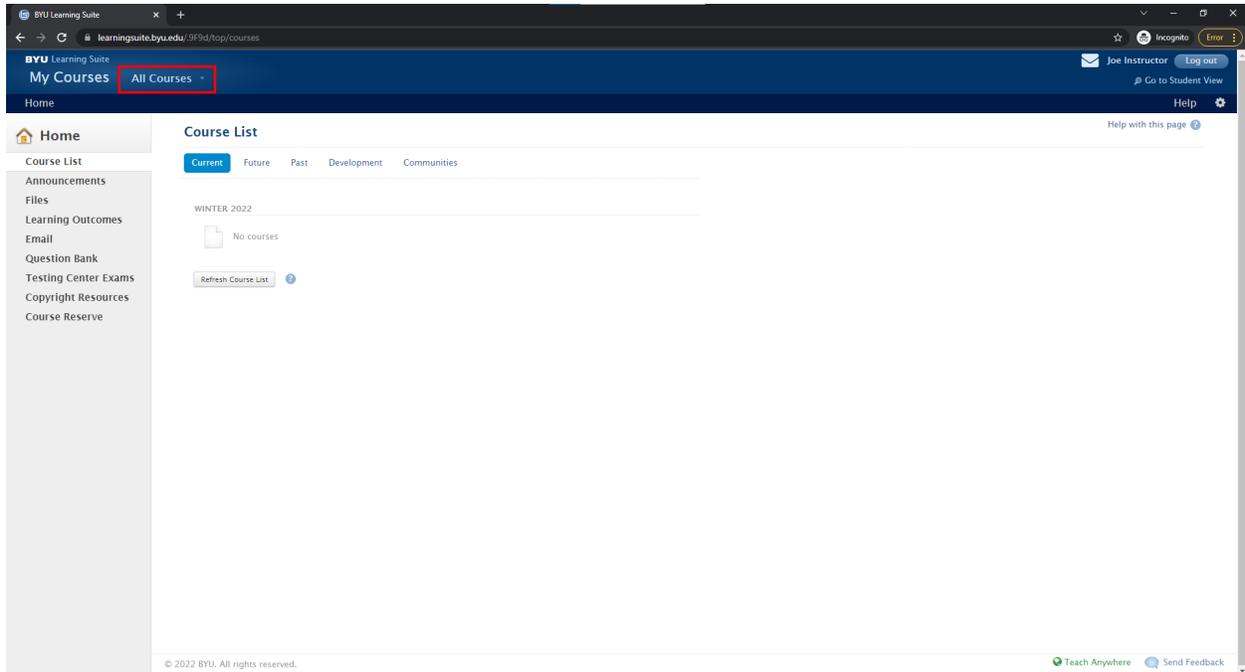
The .csv export should now be downloaded to your computer.

Upload Results

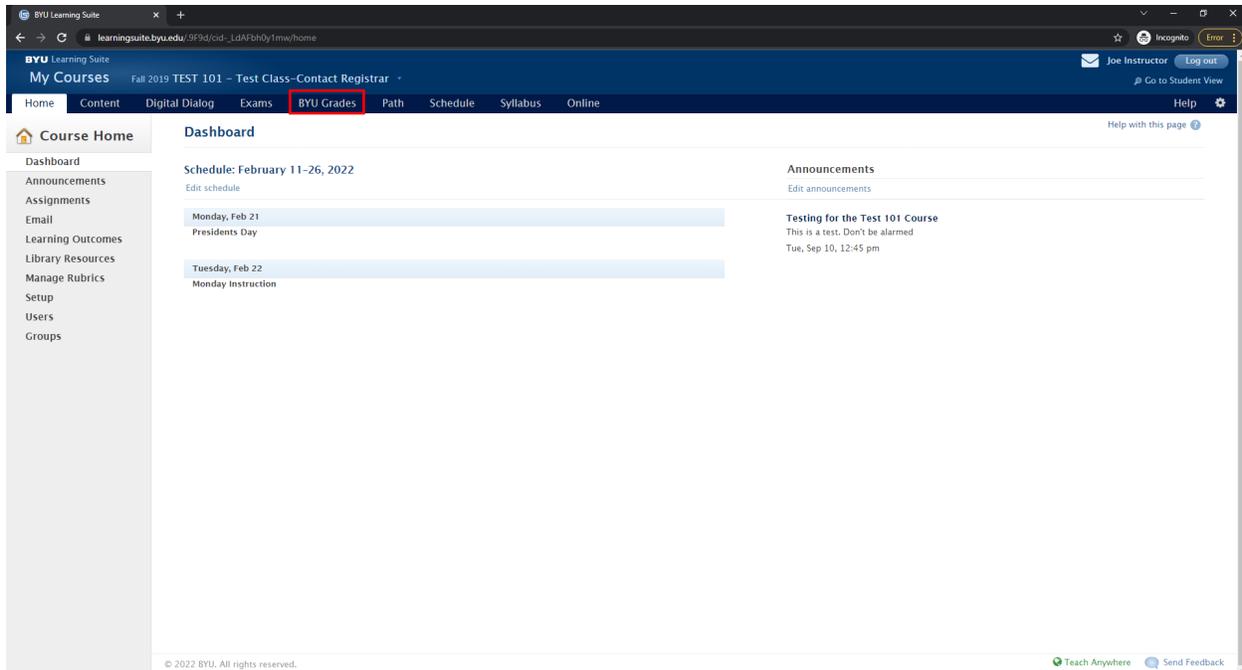
Users will learn how to upload previously exported results from BYU TBL to BYU Learning Suite.

1. **Sign** into Learning Suite as an instructor.

Select the desired course from the “All Courses” drop-down.

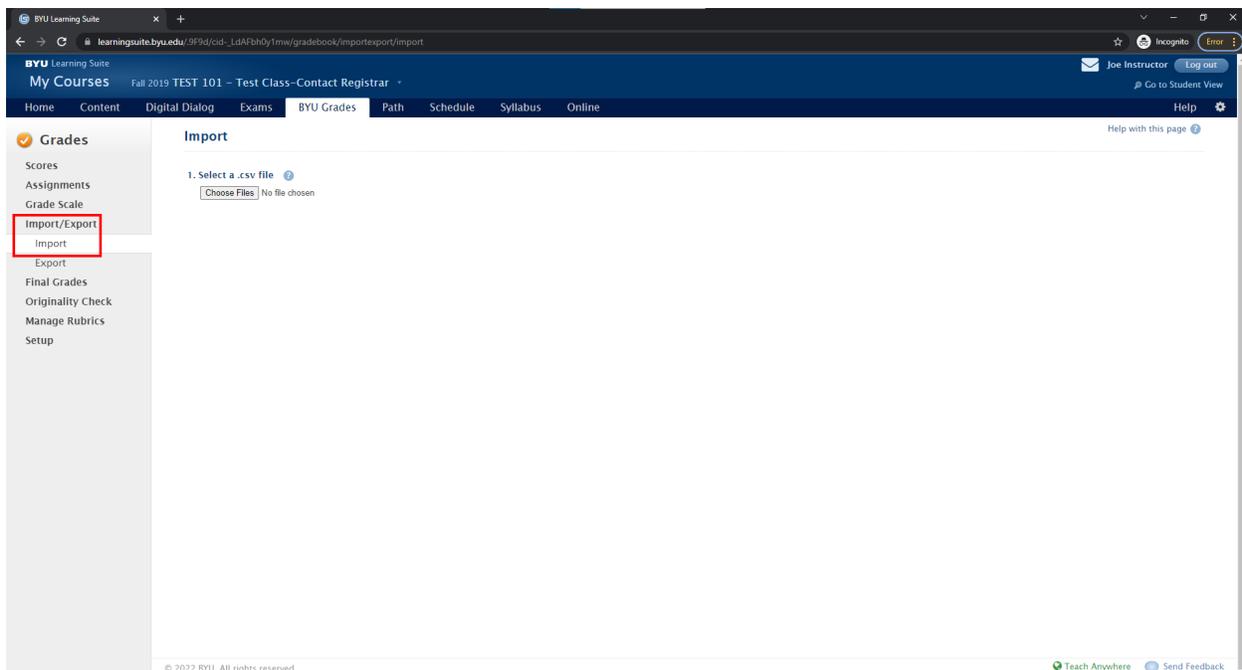


2. **Click** on the “BYU Grades” tab across the top of the screen.



3. **Locate and select import/export**, found on the left side of the screen.

Click Import.



4. **Click** choose files, and upload the file exported from TBL.

Preview contents of uploaded file before finalization.

Select the file column that contains student Net IDs.

Select assignment for grades to be imported into from drop-down.

The screenshot shows the 'Import' page in the BYU Learning Suite. The page is titled 'Import' and is part of the 'Grades' section. The sidebar on the left lists various options under 'Grades', with 'Import' selected. The main content area is divided into four steps:

- 1. Select a .csv file**: Shows an uploaded file: 'export_grid_b58676ef5fc9-4541-b9ef-d31b5fd3439.csv'.
- 2. Preview file**: Shows a preview of the CSV data with columns: Net ID, BYUID, Student name, Section Number, Quiz name, Team name, Score, Points possible, Percentage. A red box highlights this step.
- 3. Match Identifier (Net ID/BYU ID/Email)**: Select the file column that contains student Net IDs, BYU IDs, or email addresses. A dropdown menu shows 'sep;'.
- 4. Match imported points columns to gradebook assignments**: Select the file column that contains the assignment points. A table shows the mapping of 'File Column' to 'Gradebook Assignment'. A red box highlights this step.

At the bottom of the page, there are 'Cancel' and 'Import' buttons.

When ready, **click** the “Import” button at the bottom of the page.

You should now see a summary of the grades uploaded indication that your upload was successful.

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