

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 user information (Joe, Sign out). Below the navigation bar, there are tabs for 'My Courses' and 'Shared Courses'. The main content area displays a course overview for 'DM 101 section Grey - Winter 2022'. On the left, there are sections for 'PERMISSIONS' and 'SECTIONS'. The 'SECTIONS' section shows 'Section 1' with 'View' and 'Edit' buttons. The main content area shows a table of quizzes. The first quiz is 'BYU Sports Trivia' for 'Sec 1 (Team)'. The table has columns for 'Quiz Name', 'Open for Section(s)', 'Closed for Section(s)', and 'Student Instant Access Link'. For the 'BYU Sports Trivia' quiz, the 'Open for Section(s)' is 'Sec 1 (Team)', and there are no closed sections. The 'Student Instant Access Link' is 'ipbrvrtzape'. To the right of the table, there are buttons for 'Edit', 'Quiz Statistics' (highlighted with a red box), 'Open/Close', and a trash icon. The footer of the page includes the Brigham Young University logo and contact information.

2. Click “Export Team Scores” tab

The screenshot shows the BYU Team-Based Learning interface. On the left, a sidebar for 'DM 101 section Grey - Winter 2022' includes 'PERMISSIONS' and 'SECTIONS' tabs. The main area is titled 'Quiz: BYU Sports Trivia - Overall Statistics' and features 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' (also highlighted with a red box). An 'Export to CSV' button is highlighted with a red box. Below this is a table with 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 footer with contact information and a copyright notice.

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

Click “Export to CSV”.

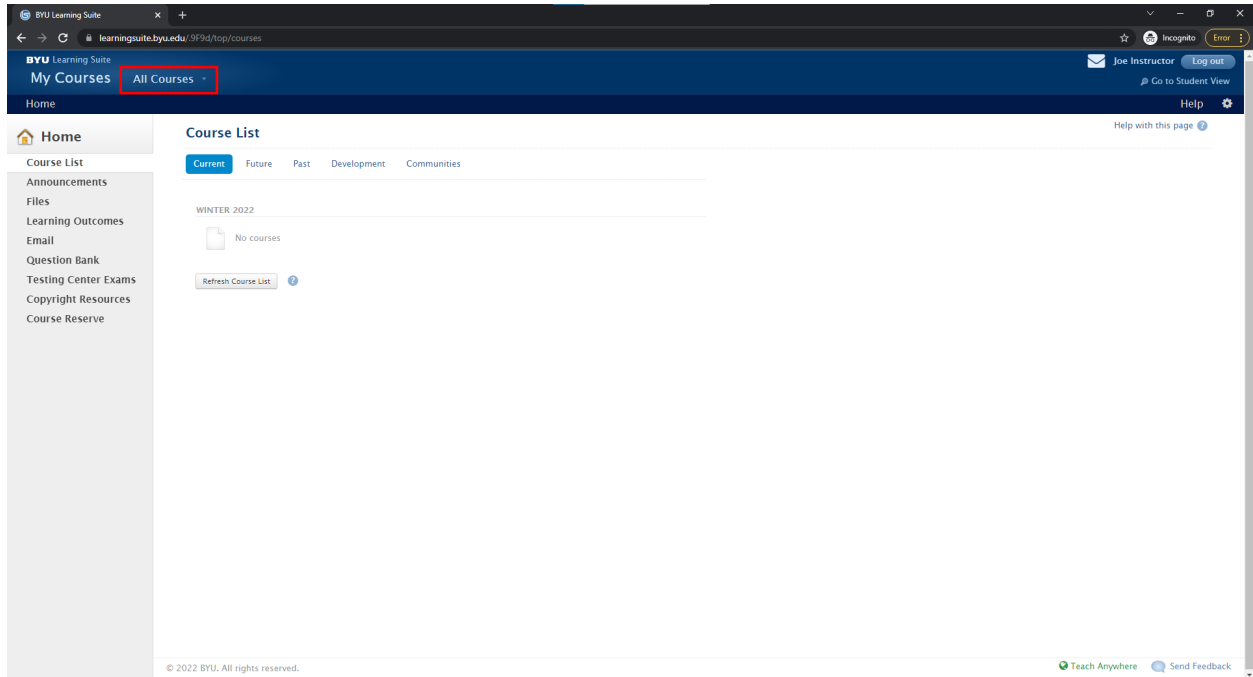
The .csv export should now be downloaded to your computer.

Upload Results

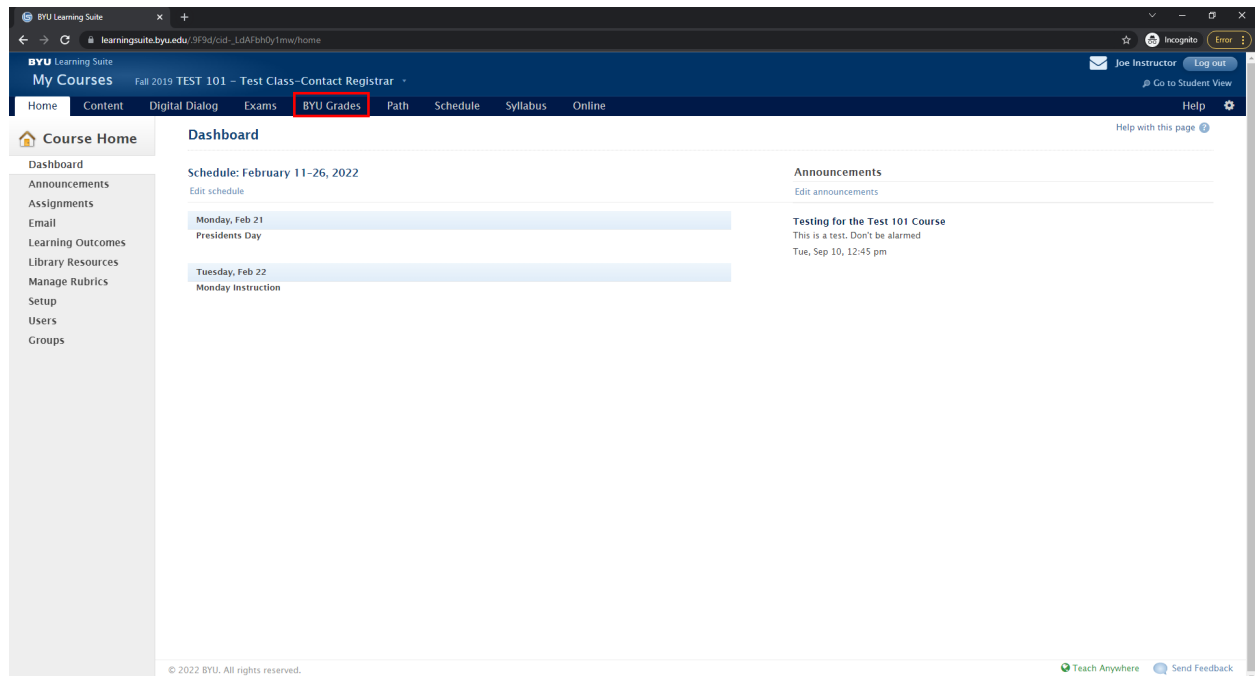
Users will learn how to upload previously exported results from BYU TBL to BYU Learning Suite.

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

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

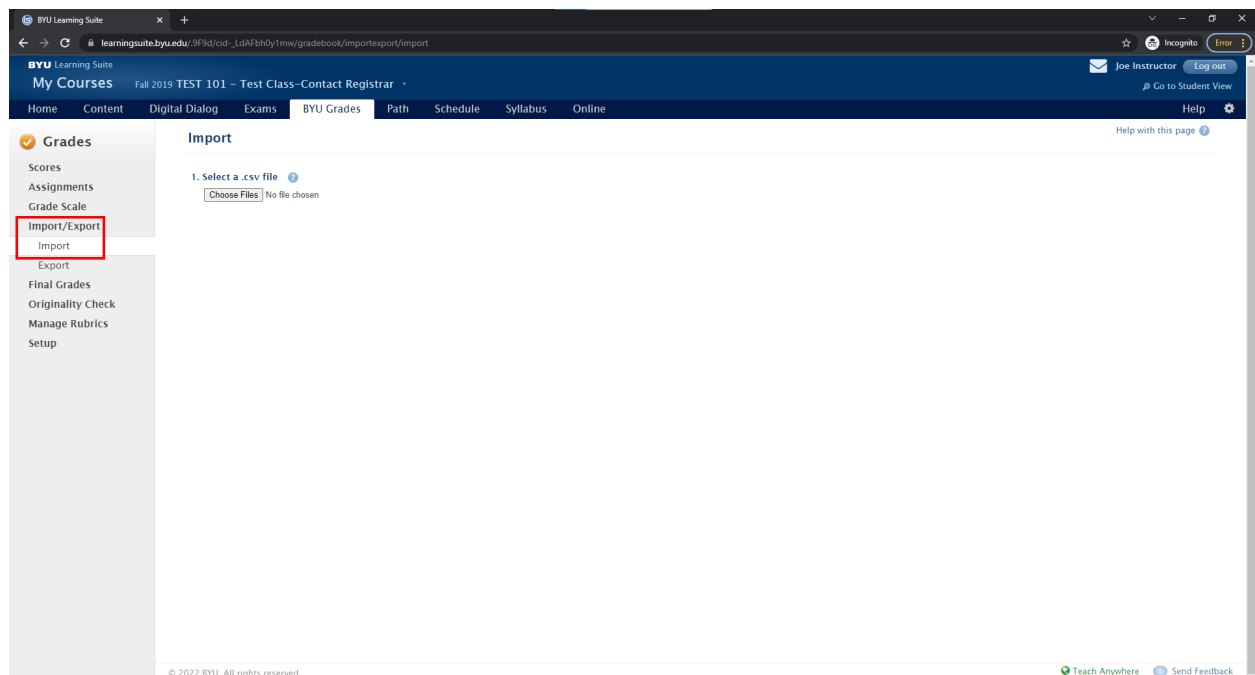


2. **Click** on the “BYU Grades” tab across the top of the screen.



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.

BYU Learning Suite
My Courses Fall 2019 TEST 101 - Test Class-Contact Registrar
Home Content Digital Dialog Exams **BYU Grades** Path Schedule Syllabus Online Help

Joe Instructor Log out
Go to Student View

Grades
Scores
Assignments
Grade Scale
Import/Export
Import
Export
Final Grades
Originality Check
Manage Rubrics
Setup

Import

Help with this page

1. Select a .csv file
Uploaded File: export_grid_b58676ef5fc9-4541-b9ef-d31b5fd3439.csv

2. Preview file

sep=;

Net ID";BYUID";	Student name";	Section Number";	Quiz name";	Team name";	Score";	Points possible";	Percentage	
ctlttest2";	134761579";	Jane Student";	1";	BYU Sports Trivia ";	Team 1";	4";	4";	1.000

Displaying 2/2 Students

3. Match Identifier (Net ID/BYU ID/Email)
Select the file column that contains student Net IDs, BYU IDs, or email addresses.

sep=;

4. Match imported points columns to gradebook assignments
Select the file column that contains the assignment points.

File Column	Gradebook Assignment
sep=;	Becoming a Great Learner Project Check-In 2

Cancel Import

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.

03/07/2022
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Connor Dunn
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