



## SMP\_Central

### Importing Tasks Marks File Format Blank Marks and Spaces

### Importing Final Marks

Users can enter Task and Final Marks into SMP\_Central in one of 3 ways:

1. Manually enter or Import Task Marks (from an external file or from Moodle (LMS) refer to Import to Moodle notes) then Click **Copy Composite** on the Task Marks screen to transfer the calculated Composite % mark based on marks given for the individual tasks and their relative weightings.
2. Manually enter the final composite marks into the Final Marks screen. Click the appropriate box in the Composite % column and type in the mark for each student. Remember to click **Save**.
3. Import the final composite marks from an external file. Refer to information below. Remember to click **Save**.

These notes outline the process of Importing Task Marks and Final Marks in SMP\_Central.

**\*\* Important \*\*** - Please note that the process of Importing Final Marks is very different to the process of Importing Task Marks

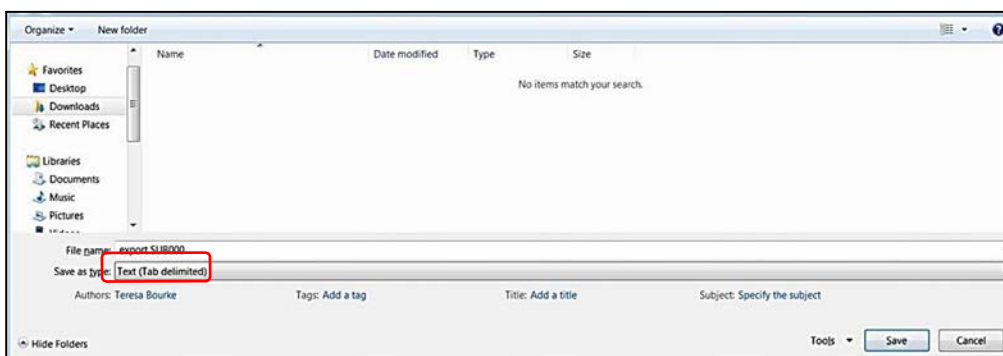
### Saving your Task Marks Data – Tab Delimited File Format

Ensure the file you wish to Import has been saved in Excel as a Tab Delimited File

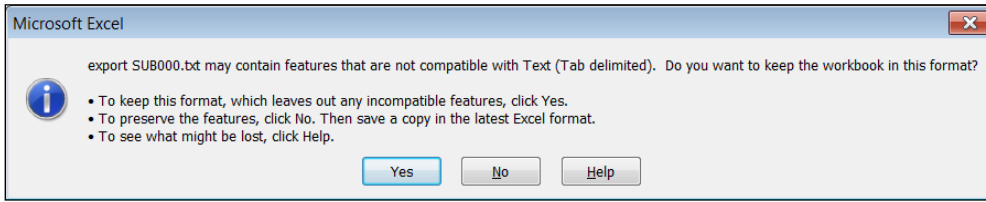
PC User Example:

	A	B	C	D	E	F	G	H	I	J	K
1	Std Nbr	Family Name	Initials	Sort	Groups	Mark/50	Comments to Students				
2	1234567	TEST	K		Group 9	25					
3	1234568	TEST	W		Group 3	45					
4	1234569	TEST	EG		Group 4	50					
5	1234570	TEST	Y		Group 7	49					
6	1234571	TEST	S		Group 2	37					
7											

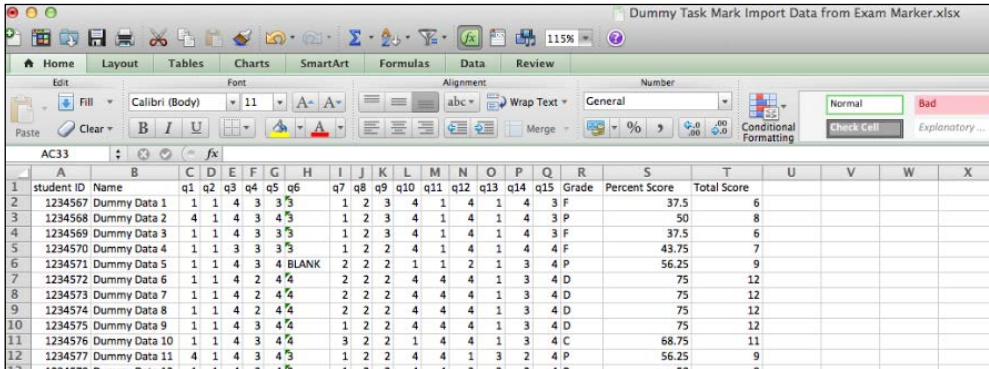
Save file as **Text (Tab delimited)**:



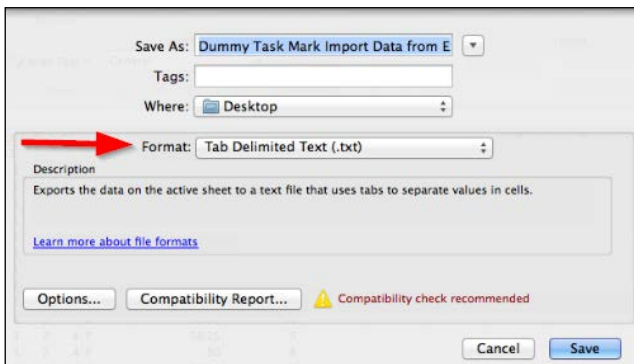
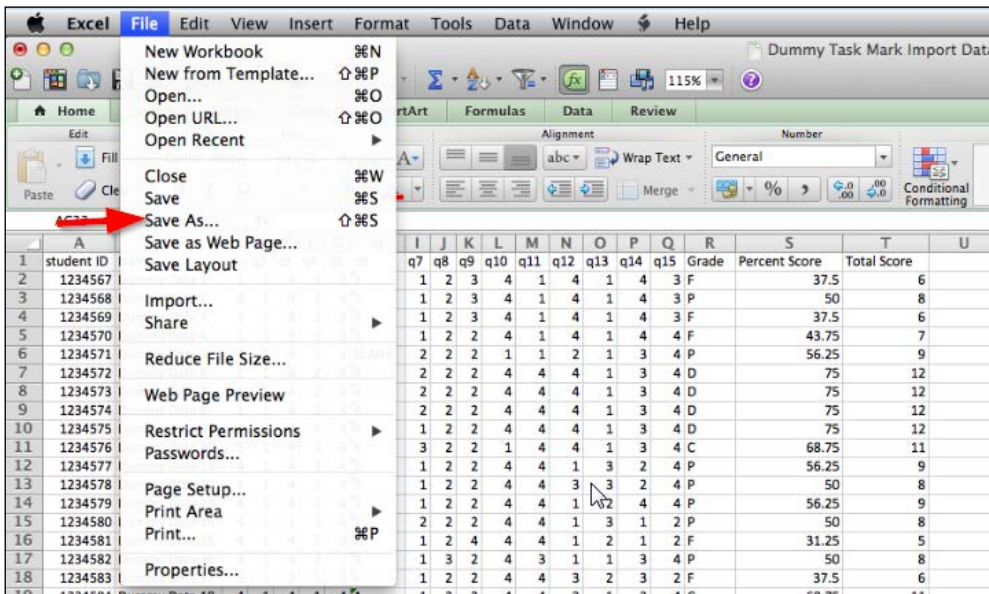
For PC users, you may receive this message box below. Click 'YES':



MAC User Example:



Save file as Text (Tab delimited):



### IMPORTANT- Blank Marks and Spaces:

If you exported a class that contains say 100 students to excel and you were to only enter marks for some of those students, then when you imported the entire list back into SMP\_Central, those students who did not have a mark entered on excel would have a 'blank' mark. You will not be able to 'Save' the data if there are 'blank' fields in your file. You will either have to remove the students that have no marks from the file you are importing or enter a '0' against the students who have yet to get a mark.

The file you import back into SMP\_Central will overwrite all data (if any) that is already there.

For example, if you were to only enter marks for some students and '0' for others, then when you import the entire list back into SMP\_Central, those students who had a '0' mark entered in the Excel file would have a '0' mark imported back into SMP\_Central. If these students happen to have a mark already displayed in

SMP\_Central and you imported a file that contained the '0' mark for these students, then the '0' mark from the imported file would wipe out any current mark that may be showing on SMP\_Central.

Best practice is to 'delete' those student numbers you didn't want to enter a mark for from the excel file you are importing back into SMP\_Central. Therefore, when you import the spreadsheet back into SMP\_Central, you would only import data for the students who appear on the spreadsheet, so you wouldn't import any '0' marks for the blank marks.

## Importing Task Marks into SMP\_Central

Click on the Task Marks tab then Click on the **edit** button at the top of the Task column.

Copy Composite | Preview | Export | Show Wthd

**2012,Woll,On Campus,Autumn,HBS,NMIH,NMIH101,Class 1**

Enrolled: 266, Withdrawn: 63, Pending: 0, Provisional: 0, Removed: 0

Std Nbr	Family Name	Initials	Course	Code	Sort	Groups	Composite %	Essay/50 weight: 50.0/100.0	Project/50 weight: 50.0/100.0
12895687	TEST	EM	702	HIST, SOC					
23081060	TEST	PM	863			Group 10			
33263010	TEST	J	708	HA1		Group 10			
43288717	TEST	R	863			Group 8			
53325842	TEST	BM	747H	HS3, C06		Group 6			

Click on **Import**

Save | Save & Exit | Cancel | Display on Web | Preview | **Import** | Export | Show Wthd | Exc Ungraded

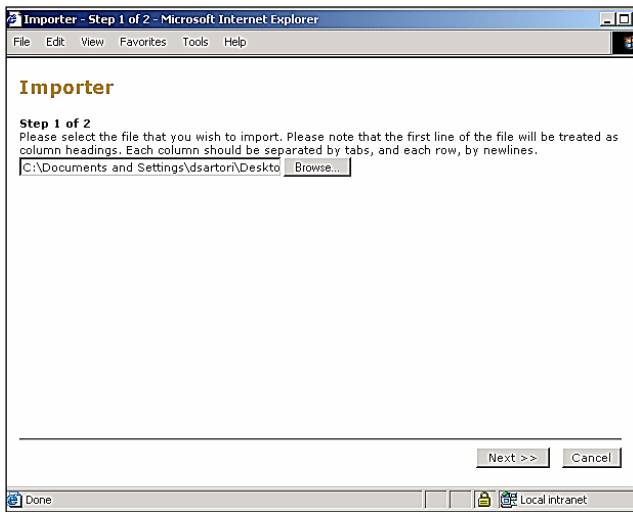
**2012,Woll,On Campus,Autumn,HBS,NMIH,NMIH101,Class 1**

Enrolled: 266, Withdrawn: 63, Pending: 0, Provisional: 0, Removed: 0

Average: 0, Std Deviation: 0  
Results for Essay, Marked out of: 50, Weighting: 50.0/100.0

Std Nbr	Family Name	Initials	Sort	Groups	Mark/50	Comments to Students
12895687	TEST	EM				
23081060	TEST	PM		Group 10		
33263010	TEST	J		Group 10		
43288717	TEST	R		Group 8		
53325842	TEST	BM		Group 6		

Click 'Browse' and locate (on your computer) the file you want to import. Double click on the file when you have located it and the file and its pathway will appear in the Importer field.



Click **Next**.

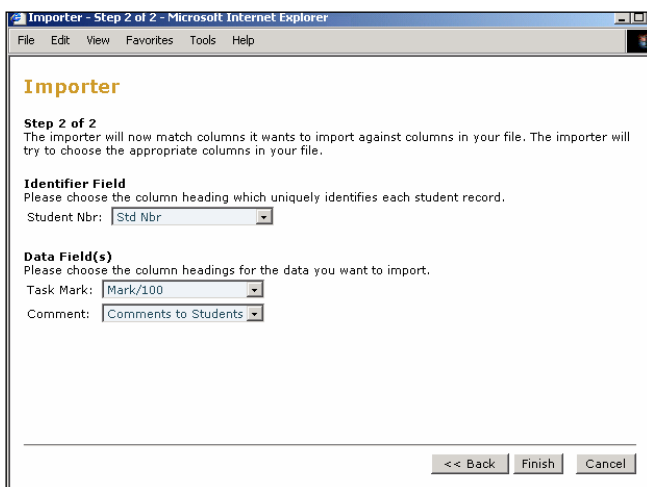
Next you need to select the Unique Identifier field, so SMP\_Central knows which field to use to import the data.

The Unique Identifier is always going to be the student number. If you haven't changed any of the headings on your spreadsheet since you exported the file from SMP\_Central, then **Std Nbr** should appear by default in the Student Nbr field.

Then select your data fields, i.e. the suitable task mark heading and comments column if applicable.

**NOTE:** Headers in your file must be unique for SMP\_Central to recognise the correct column to import. Same named columns will result in mismatched data (even if your data field selection may suggest otherwise).

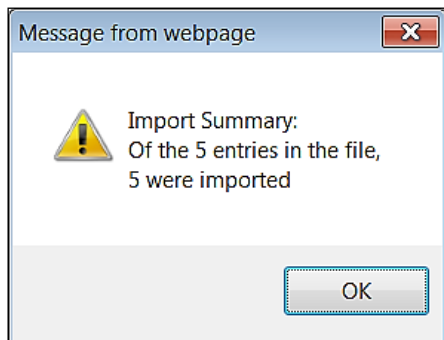
If you have changed the format of the spreadsheet, or added new columns to the spreadsheet (or received a spreadsheet from the exams team), you will need to select the column that contains the marks from the drop down menu.



If you haven't changed the format of the spreadsheet since you exported it from SMP\_Central, the Task Mark field will show Mark/100 by default and the Comment field will

contain Comments to Students by default.

Click 'Finish' and the data from the spreadsheet will be imported into SMP\_Central. A message similar to the following will appear on the screen:



If the numbers are different, you will need to investigate.

Click to Save the data in SMP\_Central – Either click 'Save' or 'Save & Exit'. **Importing data into SMP\_Central doesn't automatically save it.**

Repeat the process for the remaining tasks.

## Export and Import of Final Marks

The process of Importing Final Marks is very different to the process of Importing Task Marks.

For Final Marks, you must Export Final Marks to Excel – not make any changes to the format of the spreadsheet other than your grades – and then import it back into Final Marks tab.

For example, you cannot change any of the headings nor can you add columns or change the order of the columns.

### Export of Final Marks

On the Final marks Tab, clicking Export will allow you to save a copy of the Final Marks screen i.e., the class roll, and any marks that are entered for the current class, as a file suitable for viewing by spreadsheet applications such as Microsoft Excel.

The file is saved as a "Tab delimited" text file (.tdf). You will see a small popup window asking you what to do with the file as the browser will not recognise the format. The steps vary depending on the browser used. Follow the instructions below and refer to your browser's helpfile for further instructions if required.

We recommend UOW staff use Internet Explorer as IMTS can manage IE versions on campus

A File Download window will open. You will be asked 'Would you like to open the file or save it to your computer?' Click to 'Open' or 'Save' the file. If you select the 'Save' option. You will then see a normal "File Save As..." window.

Select the drive and directory/folder you want to save the file in, then double click in the filename box and change the name from export.tdf to a name which suits you, ending with .tdf to indicate that the file is a "Tab Delimited Format" file. For example, a typical name would be BIOL123.tdf. It should now be possible to open the file in Excel.

**NOTE:** If your files are not opening as Excel, use the guides for this setting here: <https://staff.uow.edu.au/smp/smpcentral/login/index.html> (SMP\_Central News, right hand side)



### **Alternative to Opening Exported Files in Excel**

After exporting a class list as a TDF file, the file may be opened in Excel for editing. To import the file, start Excel then select File-Open from the menu bar. In the Open window, use the Pull-down menu marked "Files of type" and select "All Files (\*.\*)" to display TDF files as well as the standard Excel files. Choose the file you saved from SMP\_Central and click Open. A Text Import Wizard window will now open - there is no need to adjust any of the default settings, so just press the Finish button. The file will now display as a standard Excel spreadsheet.

The procedure for other spreadsheets programs should be similar-refer to your software documentation and help files for instructions on importing tab delimited text files.

### **Editing Final Class Marks in Excel**

Once you have opened the final class marks file in excel (see above), you should only edit the file as described here.

**The only columns which should be edited are MARK and GRADE.** Changing any other data can cause errors when trying to reimport the file into SMP\_Central.

MARK is the final composite mark which must be in the range 0-100. The grade will be automatically determined where possible when the file is imported back into SMP\_Central. The import routine can only allocate grades where there is no ambiguity according to the standard grading rules -

<https://staff.uow.edu.au/smp/smpcentral/help/index.html#finalmarks> (See Grading Notes)

For example, if the grade cannot be allocated automatically, for example if a student's MARK is between 45% and 50% for an undergraduate subject, then the grade can be specified in one of two ways.

1. The desired grade can be entered into the GRADE column in Excel using the "Grade Option" code specified in the standard grading rules, or
2. The grade can be selected in the Final Marks screen after the file has been imported into SMP\_Central.

If the MARK and GRADE fields are left blank, a Grade will need to be selected in the Final Marks screen after the file has been imported into SMP\_Central. This will be highlighted as a red row if left invalid.

If an invalid entry is made in the GRADE column (e.g. HD for a mark of 82), it will be automatically corrected upon import based on the MARK.

When all changes have been made, save the file as a TDF file (filename.tdf) by using the Save command in the file menu. Ensure that the file type is tab delimited by selecting "Text (Tab delimited)" in the "Save as type" field.

### **Importing Final Marks from Spreadsheets**

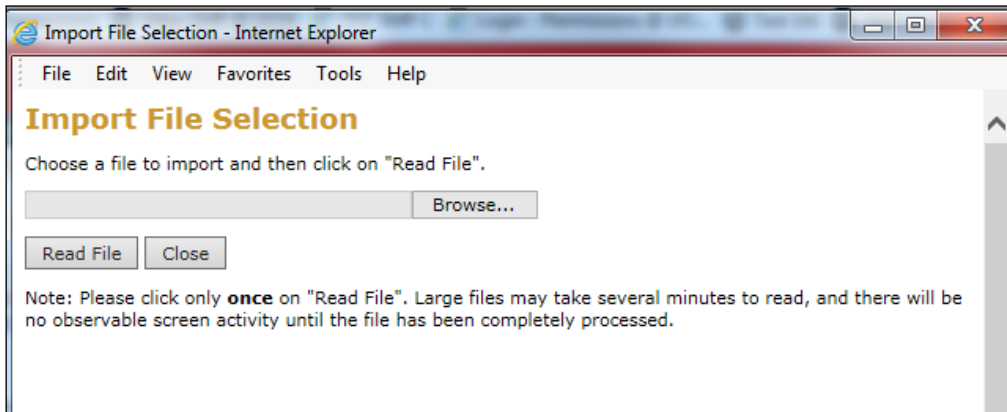
Ensure that the file to be imported is the correct file for the class currently being edited, with only the marks and grades changed as described above.

Ensure the file is saved in "tab delimited format" file (filename.tdf) as described above (see File Format notes above)

In the Final Marks screen, click Import.

A new Import File Selection window will appear on your screen- press the "Browse" button, which will display a typical File Open window.

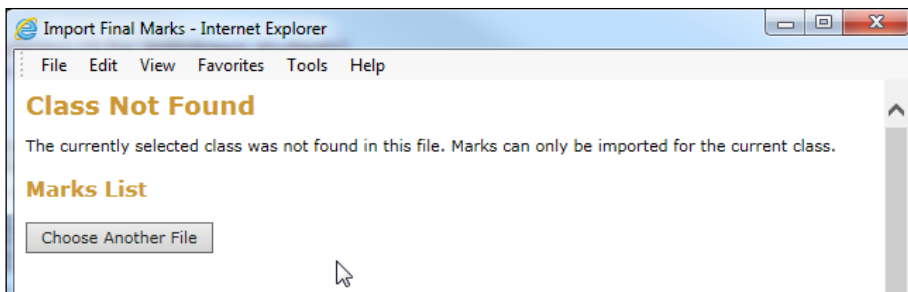
Click 'Browse' and locate (on your computer) the file you want to import.



Double click on the file once you have located it and the file and its path will appear in the Importer field.

Once you have located the file, click 'Read File'.

**IMPORTANT:** You will receive a message if you have tried to import back in the wrong file (i.e. not the exported file):



Click **ONCE** on the Read File button. For large classes, it may take a few minutes for the whole file to be read - **do not** press Read File again as it can cause errors in the transfer.

When the file has been read, the class will be displayed with any student warnings displayed at the top with the relevant student rows highlighted in the student table. Note that warnings will highlight any problems which occurred reading a particular student from the file but do not prevent the file from being imported. Most warnings can be corrected once the file has been imported into SMP\_Central.

Import Final Marks - Internet Explorer

File Edit View Favorites Tools Help

### Student Warnings

There are warnings for some students. If submitted, the marks for these students may need to be corrected. Warnings are shown in red.

Warning at line 1: You must enter a Mark and/or Grade.  
 Warning at line 2: You must enter a Mark and/or Grade.  
 Warning at line 4: You must enter a Mark and/or Grade.  
 Warning at line 22: You must enter a Mark and/or Grade.  
 Warning at line 23: You must enter a Mark and/or Grade.  
 Warning at line 26: You must enter a Mark and/or Grade.  
 Warning at line 35: You must enter a Mark and/or Grade.  
 Warning at line 37: You must enter a Mark and/or Grade.  
 Warning at line 40: You must enter a Mark and/or Grade.  
 Warning at line 42: You must enter a Mark and/or Grade.  
 Warning at line 58: You must enter a Mark and/or Grade.  
 Warning at line 60: You must enter a Mark and/or Grade.

Submit To Database Choose Another File

Please click only **once** on "Submit to Database". Large files may take several minutes to submit.

Entry	Subject	Session	Surname	Other Names	Initials	Course	Student Number	Mark	Grade	WAM	Info
1	ACCY111	Autumn			V	710					
2	ACCY111	Autumn			D	710					
3	ACCY111	Autumn			J	710	75	D			
4	ACCY111	Autumn			R	362					
5	ACCY111	Autumn			T	710	83	D			
6	ACCY111	Autumn			T	710	68	C			
7	ACCY111	Autumn			E	710	65	C			
8	ACCY111	Autumn			T	710	65	C			
9	ACCY111	Autumn			I	710	65	C			
10	ACCY111	Autumn			D	1802	33	F			
11	ACCY111	Autumn			N	710	65	C			
12	ACCY111	Autumn			N	710	65	C			
13	ACCY111	Autumn			C	710	65	C			
14	ACCY111	Autumn			N	1500	65	C			
15	ACCY111	Autumn			N	1500	65	C			
16	ACCY111	Autumn			N	710	65	C			
17	ACCY111	Autumn			A	710	65	C			
18	ACCY111	Autumn			N	710	65	C			
19	ACCY111	Autumn			T	710	55	P			
20	ACCY111	Autumn			T	710	65	C			
21	ACCY111	Autumn			Y	S1528	80	D			
22	ACCY111	Autumn			T	710					
23	ACCY111	Autumn			D	710					
24	ACCY111	Autumn			HD	863	65	C			
25	ACCY111	Autumn			Y	1506	65	C			
26	ACCY111	Autumn			D	710					

1. To import the file into SMP\_Central, press "Submit To Database". Again, it is important that **"Submit to Database"** is only pressed **once**. For large classes, it may take a few minutes for the whole file to be submitted - do not press "Submit to Database" again as it can cause errors in the transfer.
2. If you do not want to submit the file to the database, press **"Choose Another File"** to return to the file import window.

To correct errors you should return to Excel, Save, then repeat the file import process.

After the 'Submit to Database' process is complete, a final window will appear with the message "Import was successfully completed. No errors were encountered".

Press "Close" to finish import procedure or "Import Another File" if you wish to repeat the process *for the current class*.

Click **'Save'** to save the data that has just been imported.

**IMPORTANT: The file you import back into SMP\_Central will overwrite all data (if any) that is already there.**

If you exported a class that contains say 100 students to excel and you were to only enter marks for some of those students, then when you imported the entire list back into SMP\_Central, those students who did not have a mark entered in the excel file would have a 'blank' mark imported back into SMP\_Central. See Blank Spaces and Marks Notes above.



## Version Control Table

Version Control	Date Released yymmdd	Approved By	Amendment
1.0	070618	Debbie Sartori – Senior Manager, ARD Student Systems	First Released Version
2.0	120928	Teresa Bourke Specialist, Student Systems ARD Student Systems	Reformatted and new UOW logo Updated Screenshots. Amendment to importing files with blank fields.
3.0	130606	Trang Nguyen Specialist, Student Systems ARD Student Systems	Updated formatting.
4.0	130712	Trang Nguyen Specialist, Student Systems ARD Student Systems	Updated information regarding Import from Moodle (LMS) options.
5.0	160610	Trang Nguyen Specialist, Student Systems, Student Services Division	Updated Header and Footer.  Added notes on how to Save As Excel on a MAC  Updated images for importing.  Amended notes on importing with blank spaces.  Amended formatting.
6.0	160617	Trang Nguyen Specialist, Student Systems, Student Services Division	Added NOTE re: if headers are not unique in the imported file then SMP_Central may import the wrong data (regardless if the data field selector indicated the 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> columns etc).