



Enrolling students in an assessment using CSV

CSV stands for **Comma-Separated Values**, a file format that can contain data similar to a spreadsheet. Inspera allows student details to be pre-loaded into an assessment using a CSV file. This is ideal for exam situations where you need to make adjustments to individual students' access ahead of time (e.g. alternative examination arrangements). However, bear in mind that marks will not automatically transfer back to the Learn.UQ (Blackboard) Grade Centre using this method and will need to be exported from Inspera and imported into Learn.UQ (Blackboard) via CSV file.

Creating the CSV file for Inspera

To enrol students into Inspera via CSV file, you will need to create a new CSV file that looks like this:

	A	B
1	s1234567	s1234567@uq.edu.au
2	s2345678	s2345678@uq.edu.au
3	s3456789	s3456789@uq.edu.au

Open Excel and create a new spreadsheet to get this started.

The first column should contain students' 7-digit s-numbers (not 8-digit) with the "s" in front (e.g. s1234567).

The second column should contain students' email addresses in the s1234567@uq.edu.au format (i.e. (not @student.uq.edu.au or @uq.net.au or @uqconnect.edu.au).

You can obtain this information from your class list, either from SI-net or Learn.UQ (Blackboard). Instructions for obtaining the class list are below.

Note: Columns should not have header rows in this spreadsheet

Obtaining a class list

It is best to obtain the class list as close as possible to the assessment opening time so student information in the class list is as up-to-date as possible while still ensuring sufficient time is provided ahead of the assessment for you to apply any individual student access adjustments (like alternative examination arrangements). This allows students to check that these are accurately displayed for them on their Inspera dashboard and if there are any issues, they can be address well before the assessment opens.

Obtain a class list using one of the methods below.

Method 1: Obtain a class list from SI-net

To obtain a class list from SI-net, see **Download a class list guide**, found at <https://systems-training.its.uq.edu.au/systems/student-systems/si-net/staff-factsheets-mysi-net>

The data in the file will look something like this when opened in Excel:

	A	B	C	D	E	F	G
1	Class List of ABCD1234						
2	7060	67286	ABCD1234	External	External	Semester 2	2020
3	StudentID	Grade	Mark	FamilyName	PreferredNa	GivenName:	EmailAddress
4	12345678			Citizen	Anne	Anne Wilma	s1234567@student.uq.edu.au
5	23456789			Example	Jane	Jane Kylie	s2345678@student.uq.edu.au
6	34567890			Smith	Rodney	Rodney Dex	s3456789@student.uq.edu.au

Method 2: Obtain a class list from Learn.UQ (Blackboard)

To obtain a class list from Learn.UQ (Blackboard), see **Download a Spreadsheet from the Grade Centre** at <https://elearning.uq.edu.au/guides/grade-centre/download-spreadsheet-grade-centre>

The data file will look something like this when opened in Excel:

	A	B	C	D	E
1	Last Name	First Name	Username	Student ID	Last Access
2	Citizen	Anne	s1234567	12345678	17/08/2021 15:15
3	Example	Jane	s2345678	23456789	10/08/2021 8:58
4	Smith	Rodgney	s3456789	34567890	4/08/2021 0:57

Adding student details to the CSV file for Inpera

1. Return to the new spreadsheet you created earlier at the **Creating the CSV file for Inpera** step
2. Copy the student s-numbers (e.g., s1234567) in the 7-digit format with an “s” in front from the class list into the first column in the new spreadsheet.
Note: the Learn.UQ (Blackboard) class list also contains an 8-digit “Student ID” without an “s” in front of it. Do not use this. Use the information from the “Username” column, which is an “s” followed by 7 digits (e.g., s1234567)
3. In the first row of the second column, enter **=A1&”@uq.edu.au”** and press **Enter**

	A	B	C	D
1	s1234567	=A1&”@uq.edu.au”		
2	s2345678			
3	s3456789			

This will take the value from the first column and copy it to the second column, appending @uq.edu.au to the end, resulting in the student’s email address being filled into the second column.

4. Place your cursor in the bottom-right corner of the cell

	A	B	C
1	s1234567	s1234567@uq.edu.au	
2	s2345678		
3	s3456789		

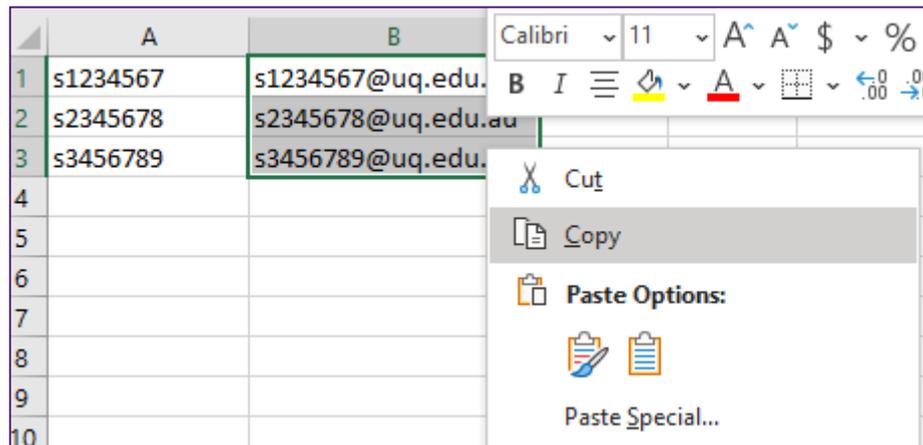
5. **Double-click** to fill the whole column with the formula you just added in the first row. This will result in the other students’ email addresses being filled into their respective cells:

	A	B
1	s1234567	s1234567@uq.edu.au
2	s2345678	s2345678@uq.edu.au
3	s3456789	s3456789@uq.edu.au

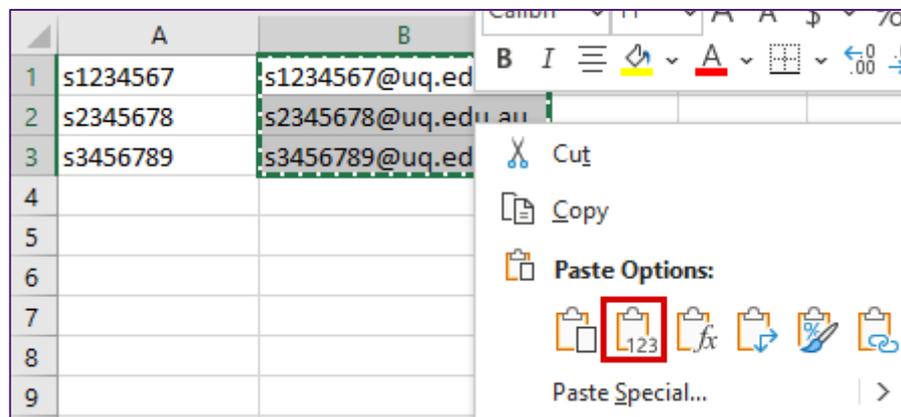
6. Select all of the column containing the email addresses

	A	B ↓
1	s1234567	s1234567@uq.edu.au
2	s2345678	s2345678@uq.edu.au
3	s3456789	s3456789@uq.edu.au

7. **Right-click** the selected column and choose **Copy** from the context menu



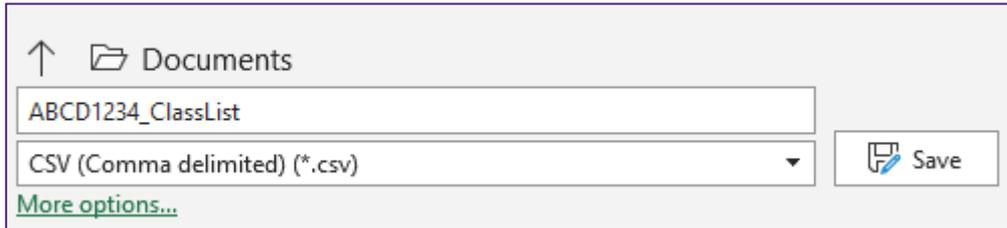
8. **Right-click** the selected column again and choose **Paste Values** from the context menu.



This will remove the formula and replace it with the actual email addresses.

9. Go to **File > Save As**
10. Choose a location to save your file
11. Give your file a name

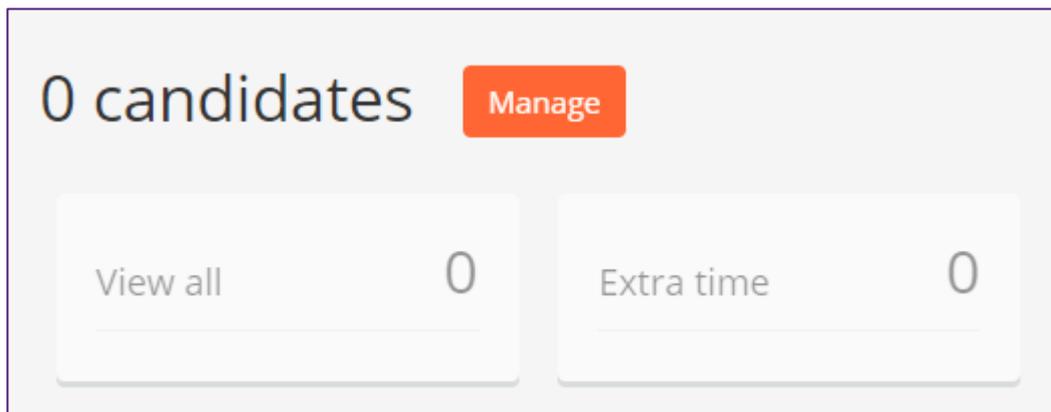
- From the file type list, choose **CSV (Comma delimited) (*.csv)**



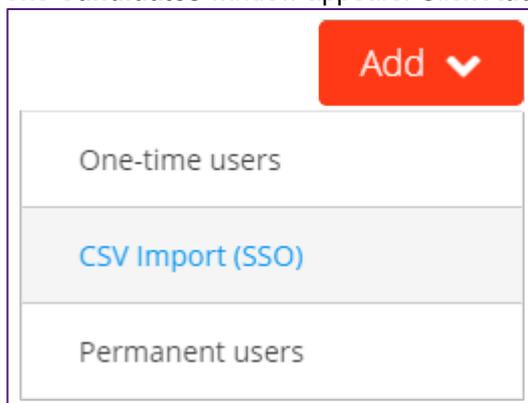
- Click **Save**

Uploading your CSV file to your Inspera assessment

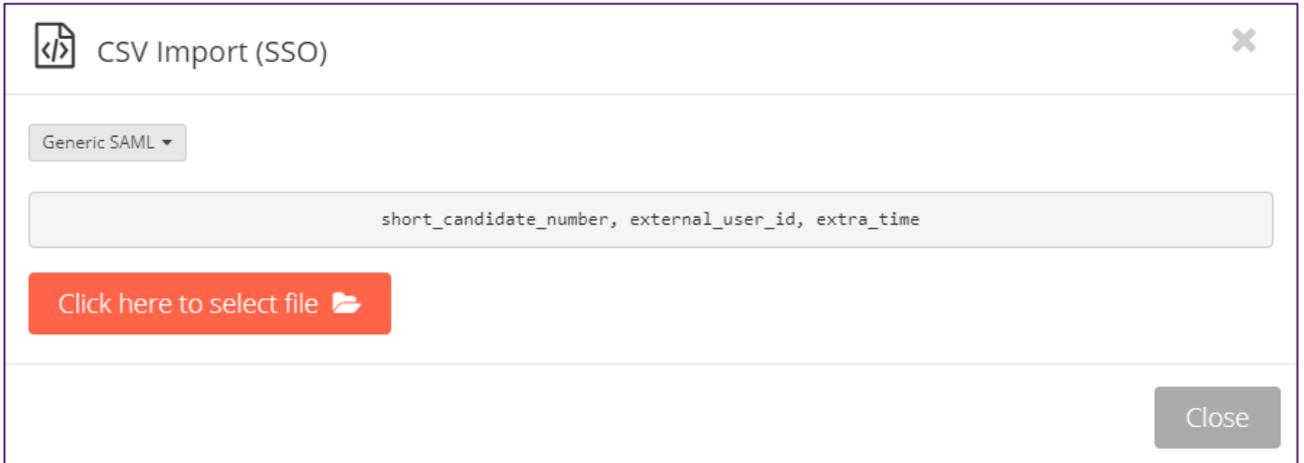
- Log into Inspera Assessment (<https://uqi.inspera.com/admin>)
- Set up your assessment via **Deliver > Tests**.
- Scroll down to the **Candidates** heading
- Click **Manage**



- The **Candidates** window appears. Click **Add > CSV Import (SSO)**.



- The **CSV Import (SSO)** dialogue box appears. Click the button labelled **Click here to select file**.



- Choose the CSV file you saved earlier
- Click **Open**
- The file will upload and a message will display if the students have been successfully added:

Successfully added: 3

- Click **Close**
- The student s-numbers (e.g., s1234567) will appear in the **Candidates** list. Click **Close** in the top-right corner to return to the main assessment setup page.
- Continue applying other settings specific to your assessment.

Marks transfer to Learn.UQ (Blackboard)

Once your assessment has been marked, you will need to manually transfer these marks across to Learn.UQ (Blackboard). See the guide [Transferring marks from Inspira to Learn.UQ \(Blackboard\)](#).