

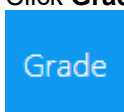


Transferring marks from Inspera to Learn.UQ (Blackboard)

If you have run an assessment using CSV or Test Code as the access method for students, marks will not automatically transfer back to the Learn.UQ (Blackboard) Grade Centre like they do with the Blackboard link (LTI) method (see the [Inspera Assessment access methods for students](#) guide for a comparison of access methods).

You will therefore need to transfer marks from Inspera into Learn.UQ (Blackboard) by downloading them from Inspera and then uploading them to the Grade Centre. See the instructions below:

1. Log into the Inspera Staff (“admin”) area: <https://uqi.inspera.com/admin>
2. Click **Grade** in the top navigation bar

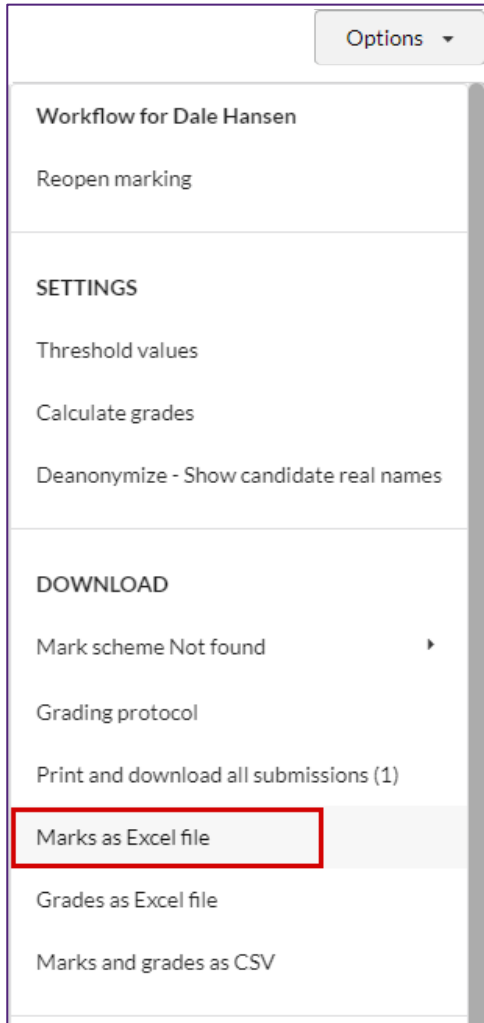


3. Locate your assessment in the list or use the Search function to find it

| DEFAULT VIEWS | | Tests | | | | | 15 |
|----------------------------------|----|--|-----------|---------------------|---------------------|---------------------|---|
| All Tests | 15 | Q Search | | | | | Starts today Starts tomorrow Created by me Edited today Filters ▼ 6 |
| MY VIEWS | | Title | Status | Last edited | Start Time | End Time | |
| You have not saved any views yet | | <input type="checkbox"/> PHRM4011 2021 S1 Deferred/Su... | Scheduled | 08/20/2021 2:01 PM | 09/01/2021 8:00 AM | 09/01/2021 10:10 AM | |
| | | <input type="checkbox"/> PHRM3011 2021 S1 Deferred/Su... | Scheduled | 08/20/2021 12:33 PM | 08/26/2021 8:00 AM | 08/26/2021 10:10 AM | |
| | | <input type="checkbox"/> SEB Familiarisation (Library Tech ... | Finished | 07/12/2021 3:54 PM | 07/15/2021 1:00 PM | 07/15/2021 2:30 PM | |
| | | <input type="checkbox"/> Week 1 Prac Quiz | Finished | 07/06/2021 11:20 AM | 07/06/2021 10:00 AM | 07/06/2021 12:00 PM | |

4. Click the assessment name to open it in the Grade area.

- Click **Options** and choose **Marks as Excel** file under **Download** in the menu



- The Excel file will download to your computer. Open the file and you will see something like the spreadsheet below, where the **CandidateId** column shows the student ID (e.g., s1234567) and the final column, **TotalScore**, shows the total marks the student received for this assessment item.

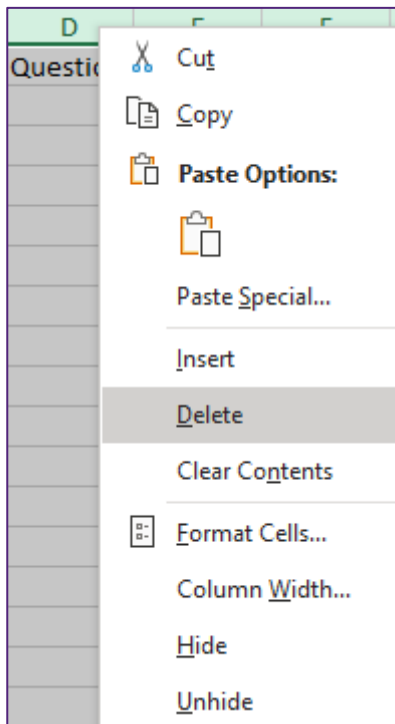
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| 1 | CandidateId | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | Question_ | TotalScore |
| 2 | s1234567 | | | 2 | 2 | 2 | 2 | 2 | 5 | 5.5 | 2.75 | 2.5 | 4.75 | 3.5 | 6 | 0 | 68.75 |
| 3 | s1234568 | | | 2 | 0 | 0 | 2 | 2 | 7 | 8 | 3 | 3 | 6 | 5.5 | 3 | 0 | 83.75 |
| 4 | s1234569 | | | 2 | 2 | 0 | 2 | 2 | 7 | 6 | 3.5 | 3.5 | 6 | 7.5 | 9.75 | 0 | 98 |
| 5 | s1234570 | | | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 1 | 6 | 2 | 7 | 0 | 60 |
| 6 | s1234571 | | | 2 | 2 | 2 | 2 | 2 | 5 | 4.75 | 2.25 | 2.5 | 5.5 | 5.25 | 7 | 0 | 76.25 |
| 7 | s1234572 | | | 2 | 2 | 2 | 2 | 2 | 5 | 6 | 3 | 2.5 | 5 | 5 | 9 | 0 | 82 |
| 8 | s1234573 | | | 2 | 2 | 2 | 2 | 2 | 4 | 2 | 1 | 1 | 3 | 2 | 5 | 0 | 49 |
| 9 | s1234574 | | | 2 | 2 | 2 | 2 | 2 | 7 | 5.75 | 3 | 2.5 | 4 | 4.75 | 6 | 0 | 79.25 |
| 10 | s1234575 | | | 2 | 2 | 2 | 2 | 2 | 7.25 | 7 | 3.5 | 3.5 | 7.25 | 6.5 | 8 | 0 | 93.25 |
| 11 | s1234576 | | | 2 | 2 | 2 | 2 | 2 | 5 | 5 | 3 | 3 | 5.5 | 5 | 6 | 0 | 82 |
| 12 | s1234577 | | | 2 | 2 | 2 | 2 | 2 | 6.5 | 6 | 4 | 4 | 4 | 4.5 | 6.5 | 0 | 82.5 |
| 13 | s1234578 | | | 2 | 2 | 2 | 2 | 2 | 4 | 5.5 | 4 | 3 | 4 | 8 | 7.5 | 0 | 82 |
| 14 | s1234579 | | | 0 | 2 | 2 | 2 | 2 | 5 | 4 | 1.75 | 2 | 3.75 | 5.25 | 7.25 | 0 | 70.75 |
| 15 | s1234580 | | | 2 | 2 | 2 | 0 | 2 | 8 | 5 | 4 | 4 | 7.5 | 6 | 7 | 0 | 90.75 |
| 16 | s1234581 | | | 2 | 2 | 2 | 0 | 2 | 8 | 4.5 | 3 | 3 | 4 | 6 | 7 | 0 | 82.5 |
| 17 | s1234582 | | | 2 | 2 | 2 | 2 | 2 | 8 | 8 | 4 | 4 | 8 | 6.5 | 9 | 0 | 100.5 |
| 18 | s1234583 | | | 2 | 2 | 2 | 2 | 2 | 6 | 4.5 | 3 | 3 | 6 | 6 | 7.75 | 0 | 86 |



7. **Click and drag** your cursor along the top of all columns except for the first and last one (CandidateId and TotalScore respectively) to select all of those columns.

| | A | B ↓ | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q |
|----|-------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|------------|
| 1 | CandidateId | Question | Question | Question | Question | Question | Question | Question | Question | Question | Question | Question | Question | Question | Question | Question | TotalScore |
| 2 | s1234567 | | | 2 | 2 | 2 | 2 | 2 | 5 | 5.5 | 2.75 | 2.5 | 4.75 | 3.5 | 6 | 0 | 68.75 |
| 3 | s1234568 | | | 2 | 0 | 0 | 2 | 2 | 7 | 8 | 3 | 3 | 6 | 5.5 | 3 | 0 | 83.75 |
| 4 | s1234569 | | | 2 | 2 | 0 | 2 | 2 | 7 | 6 | 3.5 | 3.5 | 6 | 7.5 | 9.75 | 0 | 98 |
| 5 | s1234570 | | | 2 | 2 | 2 | 2 | 2 | 3 | 3 | 3 | 1 | 6 | 2 | 7 | 0 | 60 |
| 6 | s1234571 | | | 2 | 2 | 2 | 2 | 2 | 5 | 4.75 | 2.25 | 2.5 | 6 | 3.25 | 7 | 0 | 76.25 |
| 7 | s1234572 | | | 2 | 2 | 2 | 2 | 2 | 5 | 6 | 3 | 2.5 | 6 | 5 | 7 | 0 | 82 |
| 8 | s1234573 | | | 2 | 2 | 2 | 2 | 2 | 4 | 2 | 1 | 2.5 | 6 | 2 | 7 | 0 | 49 |
| 9 | s1234574 | | | 2 | 2 | 2 | 2 | 2 | 7 | 5.75 | 3 | 2.5 | 6 | 2 | 7 | 0 | 49.25 |
| 10 | s1234575 | | | 2 | 2 | 2 | 2 | 2 | 7.25 | 7 | 3.5 | 2.5 | 6 | 2 | 7 | 0 | 93.25 |
| 11 | s1234576 | | | 2 | 2 | 2 | 2 | 2 | 5 | 5 | 3 | 2.5 | 6 | 2 | 7 | 0 | 82 |
| 12 | s1234577 | | | 2 | 2 | 2 | 2 | 2 | 6 | 6 | 4 | 2.5 | 6 | 2 | 7 | 0 | 82.5 |
| 13 | s1234578 | | | 2 | 2 | 2 | 2 | 2 | 4 | 4 | 4 | 2.5 | 6 | 2 | 7 | 0 | 70.75 |
| 14 | s1234579 | | | 2 | 2 | 2 | 2 | 2 | 5 | 5 | 4 | 2.5 | 6 | 0 | 7 | 0 | 90.75 |
| 15 | s1234580 | | | 2 | 2 | 2 | 2 | 2 | 4.5 | 5 | 4 | 2.5 | 6 | | 7 | 0 | 82.5 |
| 16 | s1234581 | | | 2 | 2 | 2 | 2 | 2 | 8 | 5 | 4 | 2.5 | 6 | | 7 | 0 | 100.5 |
| 17 | s1234582 | | | 2 | 2 | 2 | 2 | 2 | 4.5 | 5 | 4 | 2.5 | 6 | | 7 | 0 | 86 |
| 18 | s1234583 | | | 2 | 2 | 2 | 2 | 2 | 4.5 | 5 | 4 | 2.5 | 6 | | 7 | 0 | 10 |
| 19 | s1234584 | | | 2 | 2 | 2 | 2 | 2 | 4.5 | 5 | 4 | 2.5 | 6 | | 7 | 0 | 10.4 |

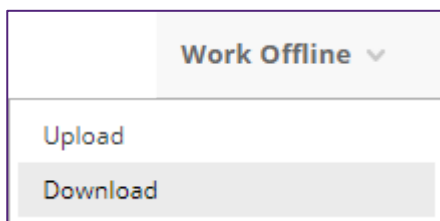
8. **Right-click** within the selected area. A context menu appears.



- Click **Delete** from the context menu to delete all of the selected columns, leaving just the **CandidateId** and **TotalScore** columns remaining

| | A | B |
|----|-------------|------------|
| 1 | CandidateId | TotalScore |
| 2 | s1234567 | 68.75 |
| 3 | s1234568 | 83.75 |
| 4 | s1234569 | 98 |
| 5 | s1234570 | 60 |
| 6 | s1234571 | 76.25 |
| 7 | s1234572 | 82 |
| 8 | s1234573 | 49 |
| 9 | s1234574 | 49.25 |
| 10 | s1234575 | 93.25 |
| 11 | s1234576 | 82 |
| 12 | s1234577 | 82.5 |
| 13 | s1234578 | 70.75 |
| 14 | s1234579 | 90.75 |
| 15 | s1234580 | 82.5 |
| 16 | s1234581 | 100.5 |
| 17 | s1234582 | 86 |
| 18 | s1234583 | 10 |
| 19 | s1234584 | 10.4 |

- Keep this file open as it will be needed later in this process
- Navigate to Learn.UQ (Blackboard) at <https://learn.uq.edu.au/>
- Click to enter your course site under **My Courses**
- From the left navigation, click **Grade Centre > Full Grade Centre**
- If you don't already have a Grade Centre column set up for this assessment item, create one now by clicking **Create Column**. See this guide if you need further assistance: <https://elearning.uq.edu.au/guides/grade-centre/create-column>
- Click **Work Offline > Download**



- On the **Download Grades** page, choose the Selected Column option and select the column for this assessment.
- The **Include Comments for this Column** setting should remain **unticked**



18. Items under **Options** should remain as-is (Delimiter type: Tab, Include Hidden Information: No)

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

Full Grade Centre

Selected Column

EOS Written Exam - Inspira



Include Comments for this Column

User Information Only

OPTIONS

Choose either the tab-delimited (.XLS) or comma-delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select comma-delimited for importing to third-party applications that do not support Excel.

Delimiter Type

Comma Tab

Include Hidden Information

Yes No

Hidden information includes columns and users that have been hidden from view.

Click **Submit** to proceed.

Cancel

Submit

19. Click **Submit**

20. The data will save to a file. Click **Download** to download the file.

21. Click **OK**

Note: More information on the Grade Centre Download feature can be found in this guide:

<https://elearning.uq.edu.au/guides/grade-centre/download-spreadsheet-grade-centre>



22. The Excel file will have downloaded to your computer. Open it and it will look something like the spreadsheet below, where the **Username** column shows the student ID (e.g., s1234567) and the assessment item's column will be blank.

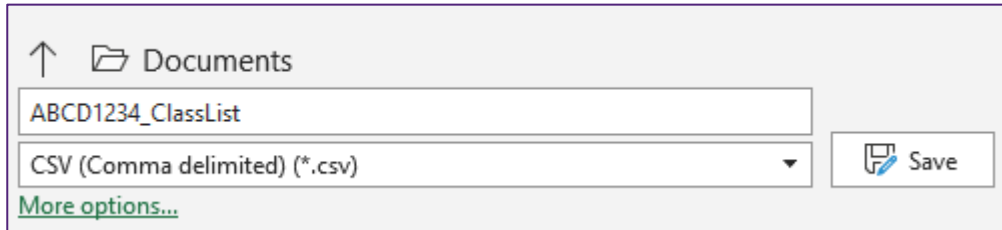
| | A | B | C | D | E | F |
|----|-----------|------------|----------|------------|------------------|---|
| 1 | Last Name | First Name | Username | Student ID | Last Access | EOS Written Exam [Total Pts: 30 Score] 522294 |
| 2 | Alexander | Jennifer | s1234567 | 12345678 | 17/08/2021 15:15 | |
| 3 | Ho | Jaxson | s1234568 | 12345688 | 10/08/2021 8:58 | |
| 4 | Krueger | Dennis | s1234569 | 12345698 | 4/08/2021 0:57 | |
| 5 | Mays | Hallie | s1234570 | 12345708 | 17/08/2021 13:37 | |
| 6 | Mckinney | Mylee | s1234571 | 12345718 | 5/07/2021 18:44 | |
| 7 | Mcmahon | Dahlia | s1234572 | 12345728 | 15/06/2021 10:31 | |
| 8 | Mcneil | Devyn | s1234573 | 12345738 | 26/07/2021 12:01 | |
| 9 | Murillo | Nikolas | s1234574 | 12345748 | 14/06/2021 9:28 | |
| 10 | Nash | Kobe | s1234575 | 12345758 | 17/08/2021 23:13 | |
| 11 | Nielsen | Adrianna | s1234576 | 12345768 | 22/08/2021 15:44 | |
| 12 | Reed | Marquise | s1234577 | 12345778 | 24/08/2021 11:56 | |
| 13 | Swanson | Salma | s1234578 | 12345788 | 30/06/2021 20:23 | |

23. Click the cell containing the heading and press **Ctrl + C** (or **Command + C** on Mac OS) to copy the exact name of that column.
24. Return to the Excel file you downloaded from Inspera
25. Select the heading cell of the "TotalScore" column and press **Ctrl + V** (or **Command + V** on Mac OS) to paste the name of the Grade Centre column here.
26. Replace "CandidateId" at the top of the first column with "Username". Your file should now look something like this:

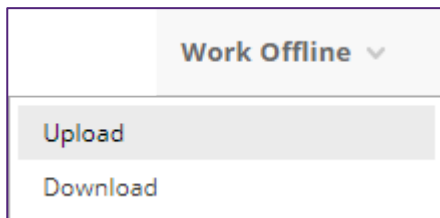
| | A | B |
|----|----------|---|
| 1 | Username | EOS Written Exam [Total Pts: 30 Score] 522294 |
| 2 | s1234567 | |
| 3 | s1234568 | |
| 4 | s1234569 | |
| 5 | s1234570 | |
| 6 | s1234571 | |
| 7 | s1234572 | |
| 8 | s1234573 | |
| 9 | s1234574 | |
| 10 | s1234575 | |
| 11 | s1234576 | |
| 12 | s1234577 | |

27. Go to **File > Save As**
28. You may wish to give your file a different name and/or choose a new location to save it

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



30. Click **Save**
31. Return to the Grade Centre of your course in Learn.UQ (Blackboard)
32. Choose **Work Offline > Upload**



33. Choose **Browser My Computer**
34. Select the CSV file from your computer
35. Click **Open**
36. Click **Submit**
37. Marks are uploaded to the Grade Centre. Before making this column visible to students, perform another cross check between the mark in Inspira and the mark in the Grade Centre.

This guide provides more information on the Grade Centre upload process:

<https://elearning.uq.edu.au/guides/grade-centre/transfer-marks-from-separate-exam-course-site-to-LearnUQ-course?p=2#2>