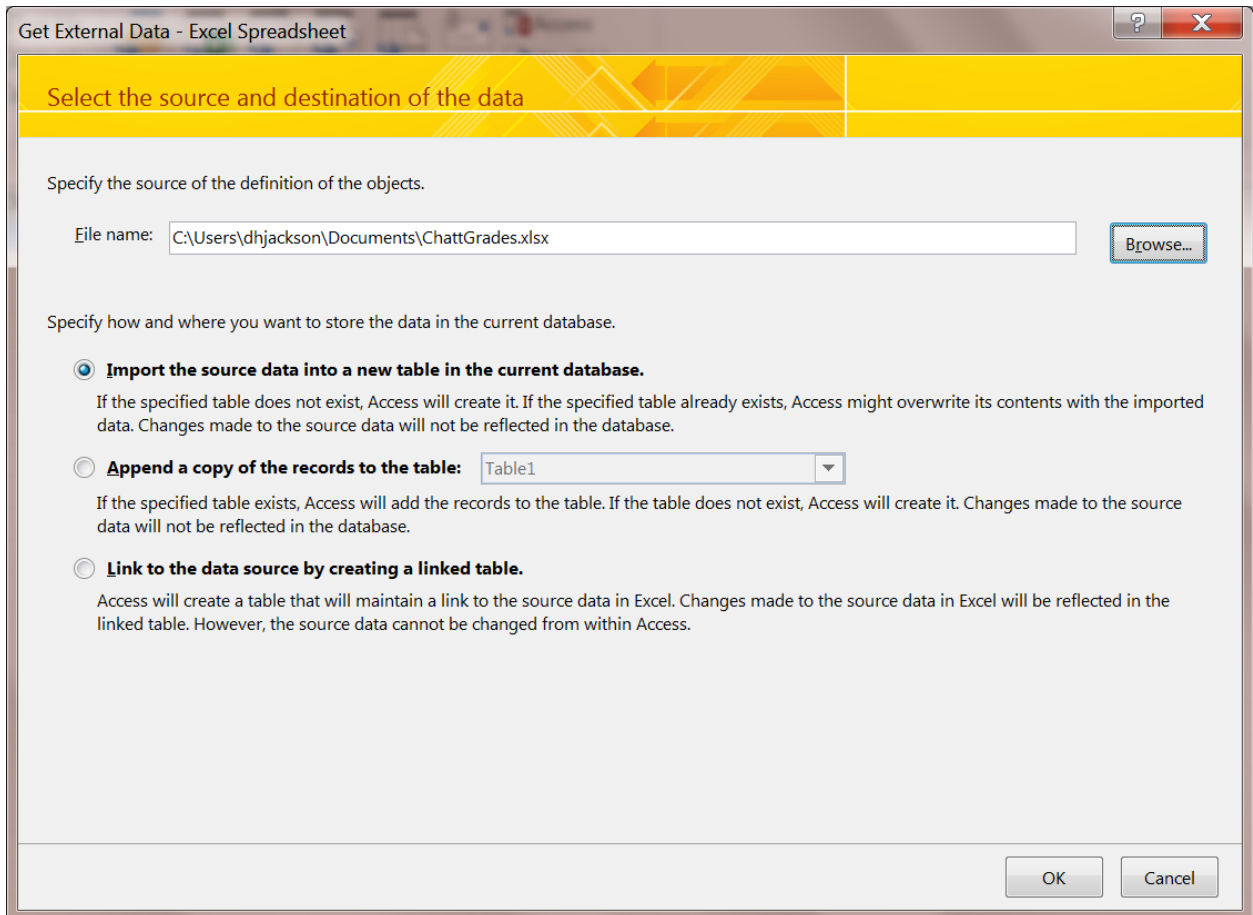


Grade Extract – Opening – Using Access

Adding the Grade Extract File to Access

1. Download the grade extract CSV file from your FTP access point.
2. Open in Excel and save as .xlsx (this is necessary because faculty have item names with punctuation that breaks the import process to Access).
3. Open Access > External Data > Excel.



4. Click OK.

5. Choose the sheet that contains the data.

Your spreadsheet file contains more than one worksheet or range. Which worksheet or range would you like?

☒ Show Worksheets ☐ Show Named Ranges

Sheet1

Sample data for worksheet 'Sheet1'.

	User ID	Last Name	First Name	Email
1	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch
2	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch
3	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch
4	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch
5	827_jcoplon_previewuser	Coplon_PreviewUser	Judy	Judy.Coplon@chattahoocheete
6	827_jcoplon_previewuser	Coplon_PreviewUser	Judy	Judy.Coplon@chattahoocheete
7	827_lferrick_previewuser	Ferrick_PreviewUser	Linda	Linda.Ferrick@chattahoochee
8	827_lferrick_previewuser	Ferrick_PreviewUser	Linda	Linda.Ferrick@chattahoochee
9	827_lferrick_previewuser	Ferrick_PreviewUser	Linda	Linda.Ferrick@chattahoochee
10	827_lferrick_previewuser	Ferrick_PreviewUser	Linda	Linda.Ferrick@chattahoochee
11	827_lferrick_previewuser	Ferrick_PreviewUser	Linda	Linda.Ferrick@chattahoochee
12	827_lferrick_previewuser	Ferrick_PreviewUser	Linda	Linda.Ferrick@chattahoochee
13	27_900777888	Adventure	Navy	gbaustin7@comcast.net
14	27_900777888	Adventure	Navy	gbaustin7@comcast.net
15	27_900777888	Adventure	Navy	gbaustin7@comcast.net
16	27_900777888	Adventure	Navy	gbaustin7@comcast.net

Cancel < Back Next > Finish

6. Click Next.

Microsoft Access can use your column headings as field names for your table. Does the first row specified contain column headings?

☒ First Row Contains Column Headings

	User ID	Last Name	First Name	Email
1	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch
2	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch
3	827_jneighb1_previewuser	Neighbors_PreviewUser	Julie	Julie.Neighbors@chattahooch

Import Spreadsheet Wizard

The first row contains some data that can't be used for valid field names. In these cases, the wizard will automatically assign valid field names.

OK

12	27_900777888	Adventure	Navy	gbaustin7@comcast.net
13	27_900777888	Adventure	Navy	gbaustin7@comcast.net
14	27_900777888	Adventure	Navy	gbaustin7@comcast.net
15	27_900777888	Adventure	Navy	gbaustin7@comcast.net
16	827_gaustin2_previewuser	Austin_PreviewUser	George	George.Austin@Chattahoochee

Cancel < Back Next > Finish

7. Be sure to choose “First Row Contains Column Headings”

8. Accept defaults and click Finish

The screenshot shows the 'Get External Data - Excel Spreadsheet' dialog box with the 'Save Import Steps' tab selected. The dialog has a yellow header bar with the title 'Save Import Steps'. Below the header, it states: 'Finished importing file 'C:\Users\dhjackson\Documents\ChattGrades.xlsx' to table 'Sheet1'.' It then asks: 'Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.' There is a checked checkbox labeled 'Save import steps'. Below this, there is a 'Save as:' field with the text 'Import-ChattGrades' and a 'Description:' field which is empty. Further down, it says 'Create an Outlook Task.' followed by a paragraph: 'If you regularly repeat this saved operation, you can create an Outlook task that reminds you when it is time to repeat this operation. The Outlook task will include a Run Import button that runs the import operation in Access.' There is an unchecked checkbox labeled 'Create Outlook Task'. A hint is provided: 'Hint: To create a recurring task, open the task in Outlook and click the Recurrence button on the Task tab.' At the bottom, there are three buttons: 'Manage Data Tasks...', 'Save Import', and 'Cancel'.

Get External Data - Excel Spreadsheet

Save Import Steps

Finished importing file 'C:\Users\dhjackson\Documents\ChattGrades.xlsx' to table 'Sheet1'.

Do you want to save these import steps? This will allow you to quickly repeat the operation without using the wizard.

☒ Save import steps

Save as: Import-ChattGrades

Description:

Create an Outlook Task.

If you regularly repeat this saved operation, you can create an Outlook task that reminds you when it is time to repeat this operation. The Outlook task will include a Run Import button that runs the import operation in Access.

☐ Create Outlook Task

Hint: To create a recurring task, open the task in Outlook and click the Recurrence button on the Task tab.

Manage Data Tasks... Save Import Cancel

9. You can choose to “Save import steps” as well as create an Outlook Task to remind you to complete this on a regular basis.

Once you have your data imported successfully you can build the same type reports that you are used to using in Excel to check grades.

```
SELECT Sheet1.[User ID], Sheet1.[Last Name], Sheet1.[First Name],
Sheet1.Email, Sheet1.Availability, Sheet1.[Bb Last Login], Sheet1.[Course
Last Access], Sheet1.[Course ID], Sheet1.Type, Sheet1.[Points Possible],
Sheet1.[External Grade Indicator], Sheet1.[Display Column Name],
Sheet1.[Grade Indicator], Sheet1.Grade, Sheet1.Score,
Sheet1.Percentage, Sheet1.Letter

FROM Sheet1

WHERE (((Sheet1.[User ID]) Like "27*") AND ((Sheet1.[External Grade
Indicator])='Y') AND ((Sheet1.[Grade Indicator])='N'));
```

The code for the main query is:

