# Auto-Import Grades from PAcom into Aula

These instructions will allow you to automate uploading individualized grades from the Normalized Grade Report spreadsheet into your Aula gradebook. This straightforward procedure only works if using both the Aula Student Success App (SSA) and PeerAssessment.Com.

Our instructions have merged Aula's instructions, found in [Student Success App: Import Grades](#), with information specific to PeerAssessment.Com. We wish to thank Niall O'Leary, from Coventry University, for developing and testing this approach.

- I.   **Create a Manual Assignment in Aula**
- II. **Prepare a CSV File**
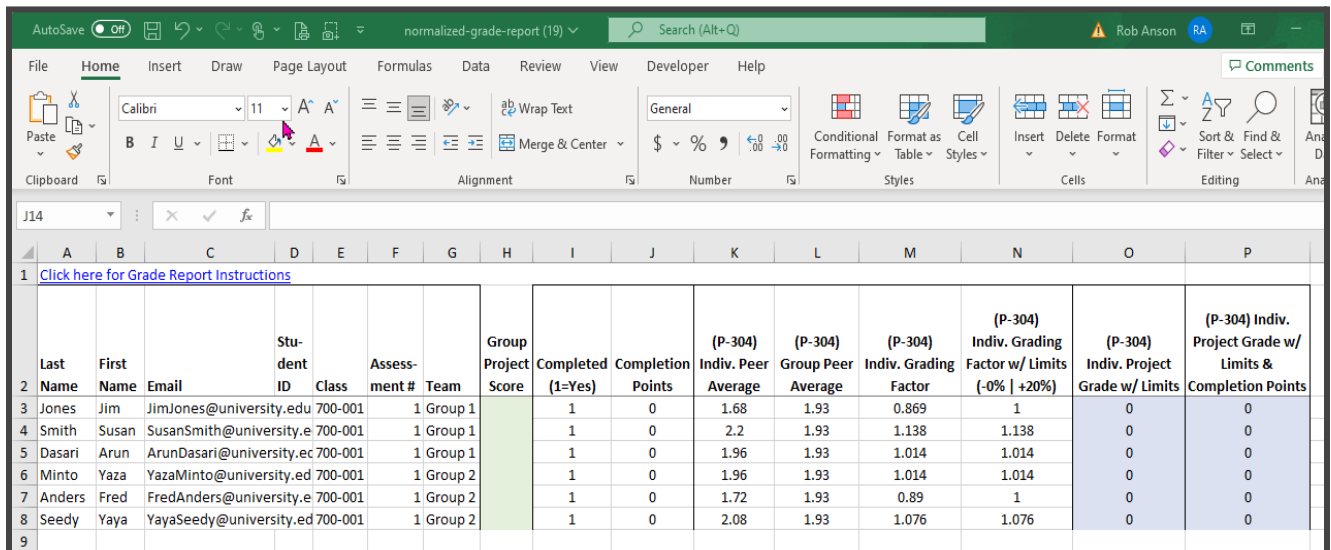- III. **Import Grades into Aula**

I. Create a Manual Assignment in Aula

1. Open a relevant space in Aula and click through to **Journey** > **Assignments** > **Student Success App**.
2. Click on the green **+** plus button in the top right corner of the Assignments box.
3. Enter a title, which will be visible to students.
4. Choose a grade type. Note: If you intend to map more than one assignment to a manual Assessment item with weighing, you must choose Percentage as grade type.
5. Press **Create assignment** to confirm.
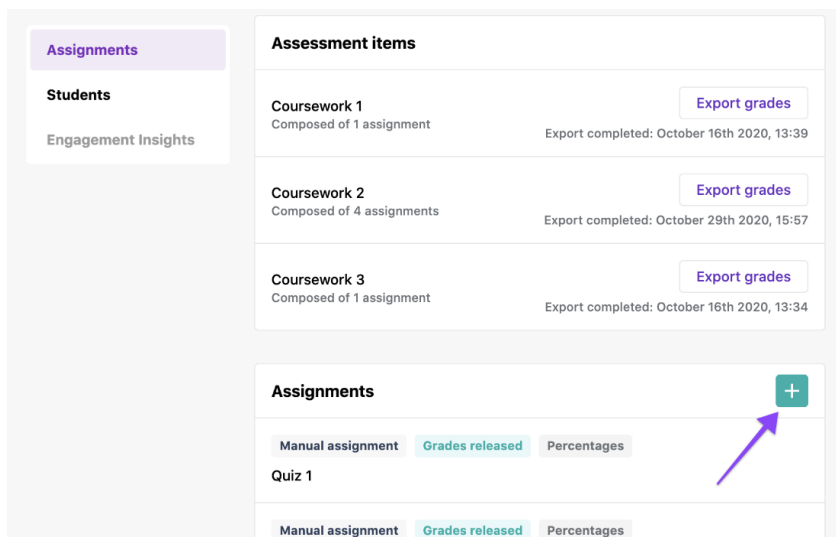
II. Prepare a CSV File

Prior to this step, you will need to produce the Normalized Grade Report spreadsheet. For more information please see *Normalized Grade Report for Individualized Grading*. Here is an example of that spreadsheet when exported from PeerAssessment.Com

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Click here for Grade Report Instructions															
2	Last Name	First Name	Email	Stu-dent ID	Class	Assess-ment #	Team	Group Project Score	Completed (1=Yes)	Completion Points	(P-304) Indiv. Peer Average	(P-304) Group Peer Average	(P-304) Indiv. Grading Factor	(P-304) Indiv. Grading Factor w/ Limits (-0% | +20%)	(P-304) Indiv. Project Grade w/ Limits	(P-304) Indiv. Project Grade w/ Limits & Completion Points
3	Jones	Jim	JimJones@university.edu	700-001		1	Group 1		1	0	1.68	1.93	0.869	1	0	0
4	Smith	Susan	SusanSmith@university.e	700-001		1	Group 1		1	0	2.2	1.93	1.138	1.138	0	0
5	Dasari	Arun	ArunDasari@university.ec	700-001		1	Group 1		1	0	1.96	1.93	1.014	1.014	0	0
6	Minto	Yaza	YazaMinto@university.ed	700-001		1	Group 2		1	0	1.96	1.93	1.014	1.014	0	0
7	Anders	Fred	FredAnders@university.e	700-001		1	Group 2		1	0	1.72	1.93	0.89	1	0	0
8	Seedy	Yaya	YayaSeedy@university.ed	700-001		1	Group 2		1	0	2.08	1.93	1.076	1.076	0	0
9																

 In order to smoothly import grades from the spreadsheet into Aula, you will need to make a few minor changes to the Normalized Grade Report spreadsheet.

1. Finish calculating grades in the Normalized Grade Report spreadsheet.
    a. Enter the Group Project Score for each team into Column H.
    b. Final grades are shown in Column O and P. (However, the final grades may be in a different column if you created your own algorithm to calculate grades.)
    c. Decide which column holds the final individualized grades to upload into Aula.
    ★ *Make sure that your grade data conforms to the grade format set up in the Aula manual assignment. For example, if the Aula grade format is Percentage, grades can not exceed 100.*
2. Delete Row 1 of the spreadsheet.
    ★ *Row 1 contains a link for instructions that reads, "Click here for Grade Report Instructions".*
    a. Delete the entire Row 1.
3. Round extra decimal places in the grade column
    ★ *In the column that holds your final individualized grades, there will be extra decimal places*
    a. To round up the extra decimal places, do the following:.
        i. Select the entire column
        ii. Change it to the **Number** data format.

      iii.   Click on **Decrease Decimal** from 1 to 3 times to round grades up to an appropriate value for your gradebook.

4. Save the file in a CSV file format
    a. In Excel: **File** > **Save As** > **Save as type** > **.csv**
    b. In Google Sheets: **File** > **Download** > **.csv**

The spreadsheet will look something like the following when it is ready to upload grades. During the Import Grades procedure in Aula, only the Email (column C) and the final grade (column O) will be used.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Last Name	First Name	Email	Stu-dent ID	Class	Assess-ment #	Team	Group Project Score	Completed (1=Yes)	Completion Points	(P-304) Indiv. Peer Average	(P-304) Group Peer Average	(P-304) Indiv. Grading Factor	(P-304) Indiv. Grading Factor w/ Limits (-0% | +20%)	**Final Grade** Indiv. Project Grade w/ Limits	(P-304) Indiv. Project Grade w/ Limits & Completion Points
2	Jones	Jim	JimJones@university.edu	700-001		1	Group 1	83	1	0	1.68	1.93	0.869	1	83	83
3	Smith	Susan	SusanSmith@university.e	700-001		1	Group 1	83	1	0	2.2	1.93	1.138	1.138	94	94.454
4	Dasari	Arun	ArunDasari@university.ec	700-001		1	Group 1	83	1	0	1.96	1.93	1.014	1.014	84	84.162
5	Minto	Yaza	YazaMinto@university.ed	700-001		1	Group 2	69	1	0	1.96	1.93	1.014	1.014	70	69.966
6	Anders	Fred	FredAnders@university.e	700-001		1	Group 2	69	1	0	1.72	1.93	0.89	1	69	69
7	Seedy	Yaya	YayaSeedy@university.ed	700-001		1	Group 2	69	1	0	2.08	1.93	1.076	1.076	74	74.244

III. Import Grades into Aula

1. In the Aula SSA, select the **manual assignment** to import your grades into.
2. Click on the green **Upload Grades** button.
3. Select the CSV file from your computer, or drag and drop it onto the upload window. Then click **Next**.
4. Identify the Email and Grade columns in your spreadsheet.
   - For Grade Upload to work, Aula must know which spreadsheet columns hold the student email addresses and the grades to upload.
   - Usually Aula can identify the Email column itself, but you will need to select the column to use for final Grades
   - Click **Apply grades**.
5. If required, click on **Release grades** in the top right corner to release grades to Students.