

E-SKWELA CSV QUARTERLY GRADING

1. Type of File

Open the Excel file and save your file as **CSV UTF-8 (Comma Delimited)**.

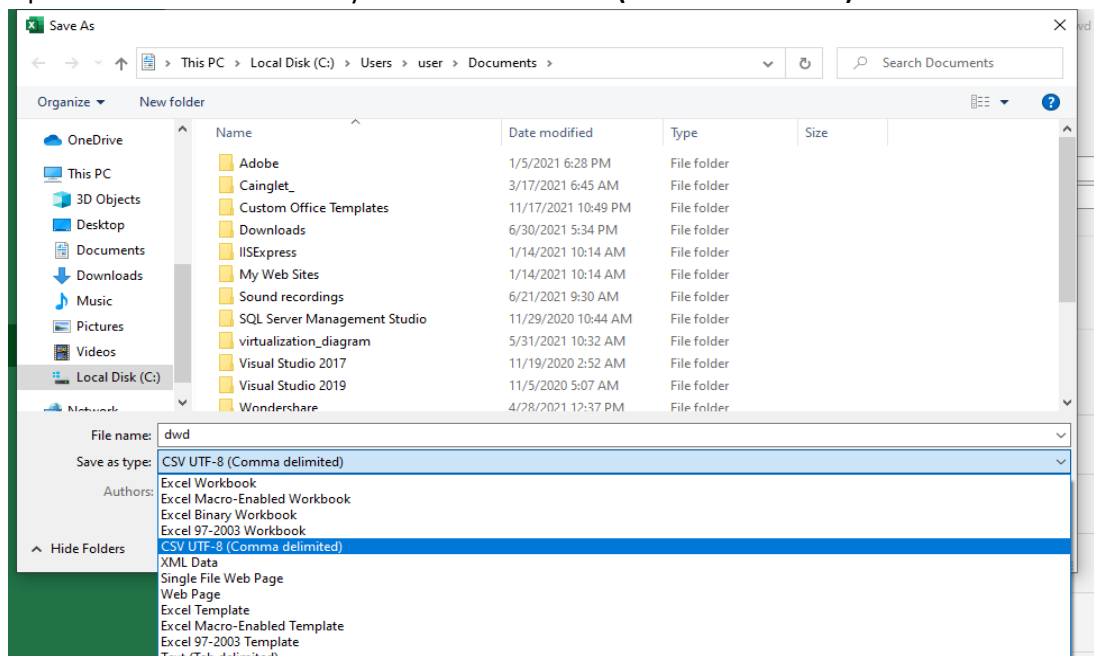


Figure 1 CSV FORMAT

2. Data required

Headers are required for uploading file. With right spelling and sequence.

Required headers are **LRN** (LRN of your student), **First**, **Second**, **Third**, **Fourth**, and **Final** (Grades of your student).

	A	B	C	D	E	F	G	H
1	lrn	first	second	third	fourth	final		
2	11111111117	33	100	55	55	34		
3	11111111118	66	88	88	44	11		
4								
5								
6								
7								
8								

Figure 2 Sequence of Headers

3. LRN Conversion problem

LRN can change once you have copied it in a CSV cell. For solving this problem. Highlight your **LRN cell** -> right click -> click **format cells** -> In **category**, choose **number** -> In **decimal spaces**, change it to **Zero (0)** -> Then Click **Ok**.

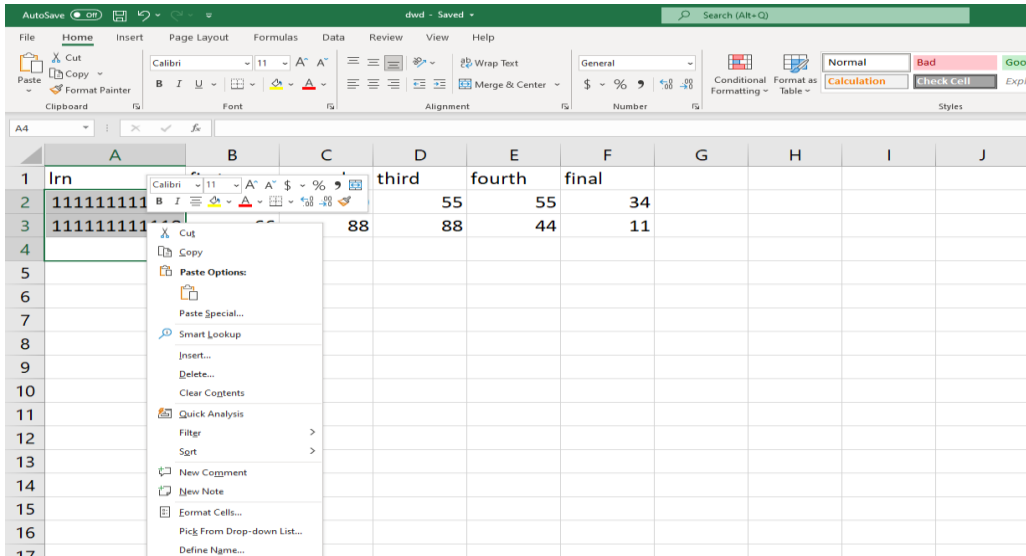


Figure 3 Highlight - Right Click - Format Cells

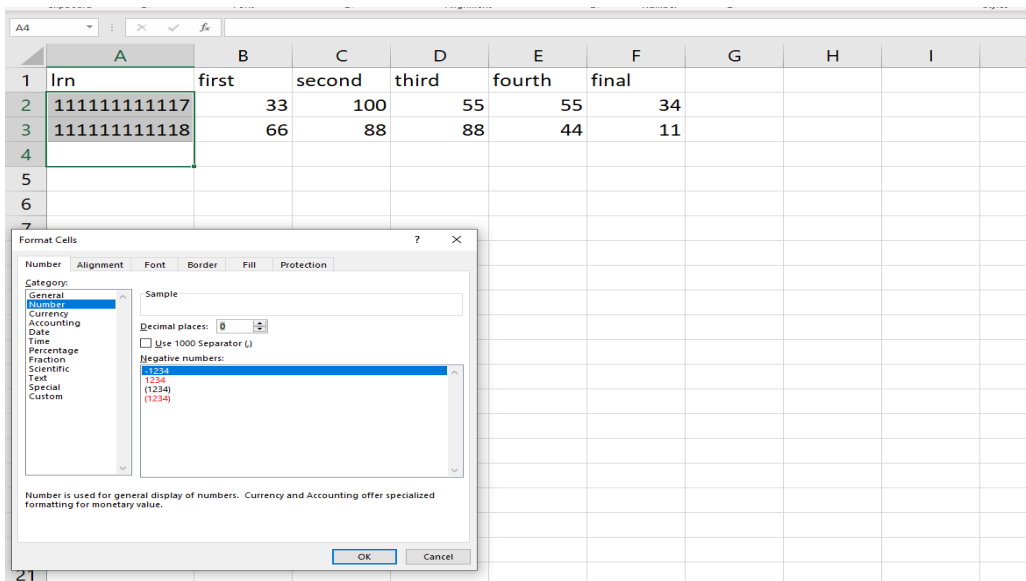


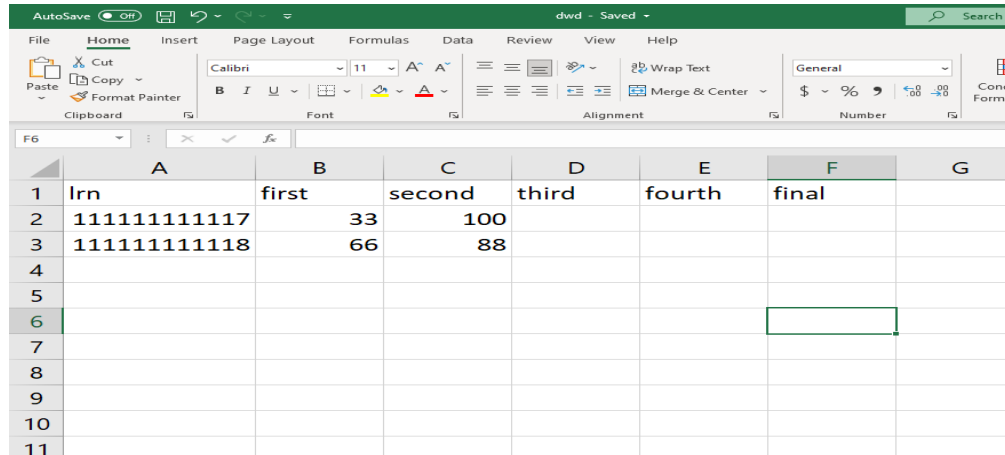
Figure 4 Category, Number - Decimal places to Zero (0)

4. Reminder

- Only unlocked grades will be read by the system. Meaning that even though all headers are required, only grades from certain unlocked quarters will be read and validated by the system.
- If you are only trying to upload certain quarter grades, you are still required to input the grades from first, second, third, fourth, and final quarters. If certain quarter has no grades, then you can leave it as blank or put a zero in a cell instead.

For example:

You are trying to update second quarter grades. Meaning, that the first quarter grade might already be present. You also need to put the right grades from first quarter because whatever grade you have inputted in the file will be taken by the system.



	A	B	C	D	E	F	G
1	ln	first	second	third	fourth	final	
2	111111111117	33	100				
3	111111111118	66	88				
4							
5							
6							
7							
8							
9							
10							
11							

Figure 5 Second quarter update, quarter grades the are still required if they already exist

- The same goes to the other quarters. If all grades from other quarters are present, then you need to include those quarter grades because if you did not include those, the system will count those blank cells as Zero (0).