

Important Notes

1. If you are importing final grade percentages (%) then ensure that the grade cut-offs in Edit Unit Plan match those used when determining your final grades in your progressive assessment management system.
2. Each of the students results imported is validated against the unit enrolment in QUT Virtual. Any discrepancies found are reported to the user as Errors and Warnings on the validate file screen. Errors and Warnings occur due to invalid data in the import file, such as an invalid Student Id.

Please note:

- The import process can not continue if errors have been found.
- Warnings do not stop a user from continuing with the import process.
- Not addressing these warnings may stop the results from being applied.

3. Add unenrolled students will not add students to the Callista/SAMS class lists. Using this option only adds the student and their result to AMS. When transferred to Callista/SAMS they will be flagged as an unenrolled student.

Accessing Import Final Grades

Click on Select Unit in the **Management** tab.

Use the drop down list to select a teaching period.

Click view summary to select a unit.

Import Final Grades is available under the Management tab once a unit has been selected and unit plan created. If there is no unit plan or the results have been locked, then the Import Final Grades menu item will not be displayed.

Import Final Grades is available in the menu.

Click on the Import Final Grades menu option to start the import process.

Using Import Final Grades

Import Final Grades allows you to import final percentages and/or grades into AMS from a CSV, Curwen or Text File. The import process consists of a series of screens which guide you through the required steps. They are:

- 1. File Selection:** Select the file you wish to import.
- 2. Identify File Format:** Specify the appropriate file type and remove any header lines.
- 3. Identify Import Columns:** Select the columns of data to be imported.
- 4. Validate File:** Chosen columns are validated against the class list and grading schema.
- 5. Import Summary:** Completion of import process. Summarises the outcomes of the import process.
- 6.** Imported results appear in AMS.

Importing a File

1. File Selection

Select the file to import by clicking the Browse... button.

Click NEXT to continue.

2. Identify File Format

09434538	ATKIN	072	5	ITB008
05826841	BROWN	086	7	ITB008
03248697	GREEN	069	5	ITB008
05387521	JACKSON	078	6	ITB008
01014586	BELL	051	4	ITB008

Select the file format if it has not been selected.

Enter the number of header lines that are to be ignored.

The content of the file is shown here.

Click NEXT to continue.

3. Identify Import Columns

Management Reports Administration

Management
[Select Unit](#)
[Unit Summary](#)
[View Class List](#)
[Add Student](#)
[Archive/Remove Student](#)
[Edit Unit Plan](#)
Import Final Grades
[Enter Results](#)
[Create Unit Plan](#)
[Help](#)

Import Final Grades

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Identify Columns

Use the drop down lists to assign the Student Id, Grade, Surname and Percentage (optional) to the import column NEXT to validate and proceed with the import process.

Student Id	Surname	Ignore	Percentage	Grade	Ignore	Ignore
09434538	ATKIN		072	5	ITB008	
05826841	BROWN		086	7	ITB008	
03248697	GREEN		069	5	ITB008	
05387521	JACKSON		078	6	ITB008	
01014586	BELL		051	4	ITB008	

Select the columns that contain the Student Id, Grade, Surname and percentage using the drop down lists.

Select Ignore for the columns that do not need to be imported.

Click NEXT to continue.

4. Validate File

Management Reports Administration

Management
[Select Unit](#)
[Unit Summary](#)
[View Class List](#)
[Add Student](#)
[Archive/Remove Student](#)
[Edit Unit Plan](#)
Import Final Grades
[Enter Results](#)
[Create Unit Plan](#)
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Validate File

The imported file has been validated and may contain errors and warnings. Warnings may be resolved by selecting the Overwrite existing results and/or Add unenrolled students checkboxes.

Click on SUBMIT to apply the student results.

Overwrite existing results Add unenrolled students

Student Id	Surname	Percentage	Grade	Errors / Warnings
9434538	ATKIN	72	5	
5826841	BROWN	86	7	
3248697	GREEN	69	5	
5387521	JACKSON	78	6	
1014586	BELL	51	4	

Select Overwrite existing results if results already exist for this unit.

Select Add unenrolled students if you need to add students that aren't in the class list.

Any validation errors or warnings that occur will be displayed in this column.

Click SUBMIT to complete the import process.

5. Import Summary

Management Reports Administration

Management
[Select Unit](#)
[Unit Summary](#)
[View Class List](#)
[Add Student](#)
[Archive/Remove Student](#)
[Edit Unit Plan](#)
Import Final Grades
[Enter Results](#)
[Create Unit Plan](#)
[Help](#)

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File Import Status

The import process has been completed. Please view the import summary and details. Click on PRINT to print a copy summary and details.

Import Summary

Number of results	5
Results added	5
Results rejected	0

Import Details

Student Id	Surname	Percentage	Grade	Action
9434538	ATKIN	72	5	Result added
5826841	BROWN	86	7	Result added
3248697	GREEN	69	5	Result added
5387521	JACKSON	78	6	Result added
1014586	BELL	51	4	Result added

Click PRINT to print a copy of the import summary and details.

Import Summary displays the number of results that were added and rejected.

Import details display the details for each student imported with their result.

Action specifies if the result was added, overwritten or rejected.