

	A	B	C	D	E	F	G	H	I	J	
1	Download Grades from Bb Learn, Format the file for ASAP, Upload new file to ASAP										
2	To upload the file to ASAP we need to combine the Last Name column with the First Name column into one column and change the order of the columns. See examples below.										
3	On our Bb Learn example Column A contains Last Names and Column B contains First Names.										
4	We will place the combined Last and First names in Column D, with a comma and a space separating the Last and First names.										
5	Step 1. Insert a column after the Username column										
6	Use the CONCATENATE Function to combine the Last Name, First Name columns into one column (Last Name/comma/space/First Name)										
7	=CONCATENATE(A18,"",",",B18)			This will combine the Last Name, First Name of the 18 row. See examples below.							
8	Note that there should be a comma and a space separating the two quotation marks in the formula.										
9	Step 2. Copy the formula down for as many names as you have.										
10	The Last and First Names will appear together in Column D, separated by a comma and a space.										
11	Since you no longer need the names in Columns A and B and want to remove those names, follow these steps:										
12	Step 3. Highlight the combined names in Column D										
13	Step 4. Click the Copy button										
14	Step 5. While the cells are still highlighted, choose Edit, Paste Special from the menu, click the "Values" box, then click OK.										
15	Step 6. Delete the contents of columns A and B.										
16	Your new file should look like the ASAP Upload File Format Example.										
17	BbLearn - Download File Format Example				ASAP-Upload File Format Example						
18	Last Name	First Name	Username	Grade	ASAP Upload file does not need a column name						
19	Doe1	Joe	abc123	A	abc123	Doe1, Joe	A				
20	Doe2	Joe	abc124	B	abc124	Doe2, Joe	B				
21	Doe3	Joe	abc125	C	abc125	Doe3, Joe	C				
22	Doe4	Joe	abc126	D	abc126	Doe4, Joe	D				
23	Doe5	Joe	abc127	F	abc127	Doe5, Joe	F				
24	Doe6	Joe	abc128	A	abc128	Doe6, Joe	A				
25	Doe7	Joe	abc129	A	abc129	Doe7, Joe	A				
26								=CONCATENATE(A18,"",",",B18)			
27											
28	DO NOT add column names to upload grades to ASAP										
29	You must have the Username column to upload to ASAP										
30	The file needs to be saved as Text (Tab delimited) and uploaded to ASAP										
31	Only Midterm and Final Grades - Letter format - can be uploaded to ASAP										