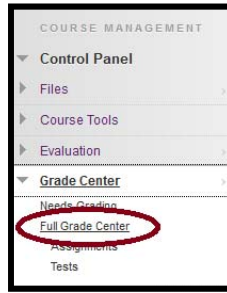
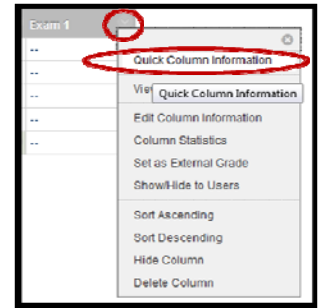


Quick Tip-Upload Grades from a TXT file to a Pre-Made Column

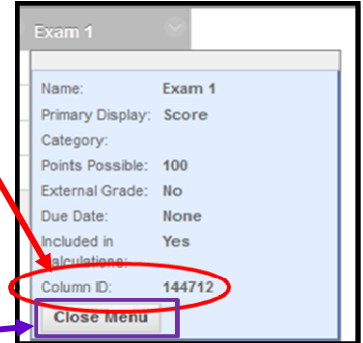
1. Open the **Grade Center** and click on **Full Grade Center**



2. Click on the **Action Link Button** next to the grade column you need and click on **Quick Column Information**

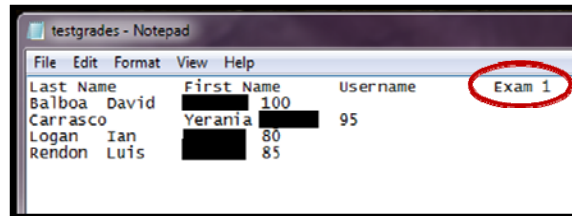


3. You will need the following information in order to prep your TXT file: **Column ID**



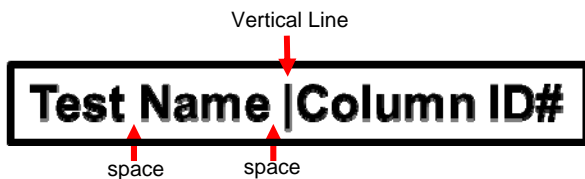
You can click on **Close Menu** when complete

4. Open your TXT File

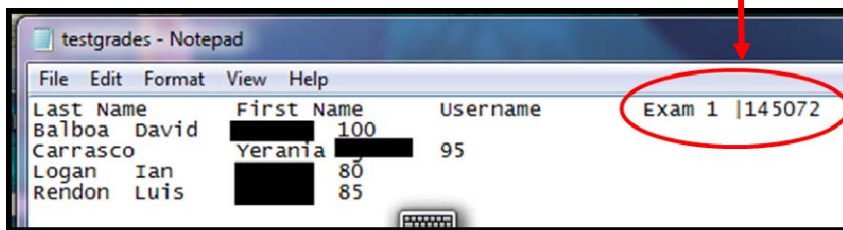


You will be editing the **Test Name** (Exam 1) with the information obtained from the **Quick Column Information**

5. You will need to edit the column heading information exactly in order for the column to upload correctly:



When you are done editing your heading, it will look similar to this:



6. Save and close your TXT File. You are now ready to upload your grades to Learn. Instructions are available at http://learn.utsa.edu/knowledge/knowledge_a.html under Grading.

NOTE: If any students have been removed or dropped from the course, there will be a **Red Bar Error Message** as well as an **Error Occurred Prior to this Point Message**, during the upload process just Click **OK** to continue as this will not affect the uploading of scores.

