

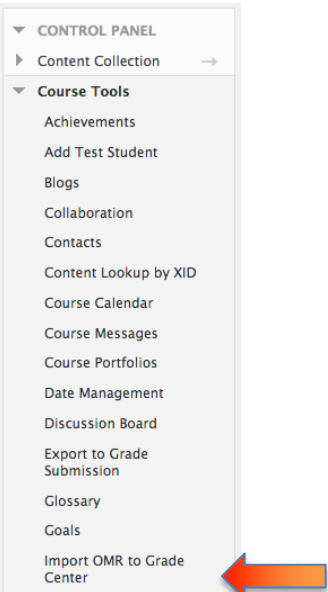

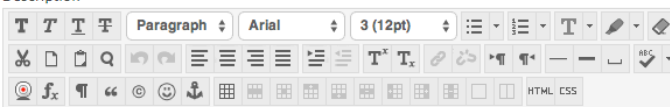
U of S Course Tools

Importing OMR Results into the Grade Center – For
Instructors

Sept 2015





Background	The Import OMR to Grade Center tool allows you to easily enter OMR results into Blackboard, creating new columns or updating existing ones.
Step:	Action: Importing OMR Results into the Grade Center
1.	<p>To access the tool select Import OMR to Grade Center under the Course Tools tab in the Course Management Control Panel.</p> 
2.	<p>If you're creating a new column select the 'Create a new Column in the Grade Center' option. If you're upgrading an existing column you may skip to step #7. Here you may name the column, give it a Grade Center Display Name, and add in a description.</p> <p>EXISTING OR NEW _____</p> <p>* Choose New or Existing Column <input type="text" value="Create a new Column in the Grade Center"/> </p> <p>COLUMN INFORMATION _____</p> <p>* Column Name <input type="text"/></p> <p>Description</p> 



<p>3.</p>	<p>Next you should select the primary grade type and the maximum points possible. You can also choose whether to include the column in Grade Center calculations, whether to display it to students, or to show statistics like average and median.</p> <p>* Primary Grade Type <input type="text" value="Percentage"/> (The other option will be automatically selected as the secondary grade type)</p> <p>* Maximum Points Possible <input type="text"/></p> <p>Include this Column in Grade Center Calculations <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Show this Column to Students <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Show Statistics (average and median) for this column to Students in My Grades <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>4.</p>	<p>Lastly you'll want to select 'Browse My Computer for copyright cleared file' to select the OMR file.</p> <p>* Attach File (naming rules) <input type="button" value="Browse My Computer for copyright cleared file"/></p>
<p>6.</p>	<p>Once you've selected your options you may select Submit in the bottom right hand corner to Submit the OMR file.</p>
<p>7.</p>	<p>If you want to update an existing column you will want to change the New or Existing Column to 'Update an existing Column from the Grade Center.'</p> <p>EXISTING OR NEW <input type="text"/></p> <p>* Choose New or Existing Column <input checked="" type="button" value="Update an existing Column from the Grade Center"/></p>
<p>8.</p>	<p>Now you'll want to select the column you wish to update.</p> <p>COLUMN INFORMATION <input type="text"/></p> <p>Choose Column <input checked="" type="button" value="Test 1"/></p> <p>OMR FILE <input type="text"/></p>
<p>9.</p>	<p>Lastly you'll want to select 'Browse My Computer for copyright cleared file' to select the OMR file.</p> <p>* Attach File (naming rules) <input type="button" value="Browse My Computer for copyright cleared file"/></p>
<p>10.</p>	<p>Once you've selected your options you may select Submit in the bottom right hand corner to Submit the OMR file.</p>



10. If the OMR results are successfully submitted you will see a screen like this. Any entries that are not successfully uploaded will show an error in the status and will be accompanied by a meaningful error message.

Changes made to the grade center:
Column Name: Example Midterm 1
Grade Type: Score
Points Possible: 70

Status	Student Identifier	Student User Name	Student Name	Value in Gradebook Column	Message
✓	1000000000	10000000	James, James	68.00	
✓	1000000001	10000001	Marionette, Amanda	74.00	
△	1000000002		Thomas, Thomas		Student mark not added, as this student number does not exist.
✓	1000000003	10000003	Richardson, James	60.00	
△	1000000004		William, Adam		Student mark not added, as this student is not enrolled in this course.
✓	1000000005	10000005	Frank, Frank	86.00	
✓	1000000006	10000006	Thomas, Colleen	78.00	

Orange arrows point to the status column (checkmarks and triangles) and the message column.