

## Spreadsheet Instructions for Submitting Assessment Data Outside of Canvas

In cell A1, type the Course Number (with section number).

In cell B1, type the semester and year

In cell C1, type your name

Skip row 2

In cell A3, type the words *student name*

In cell B3, type the words *Banner ID*

In cell C3, type the words *assignment name*

In cell D3, type the first rubric category

Place the second category in E3, and so on.

Then in row 4, put in the information for your first student. Place your second student in row 5, etc.

Save your file as an Excel workbook (.xls or .xlsx) or a comma-delimited text file (.csv). The file name should contain your last name and the course number.

## EXAMPLE

Let's say I'm using this process to submit scores from my section of EN 125. The rubric I have to use looks like this:

	Level
<b>Articulate an Argument: Selection and Development of Topic</b>	The writer locates a manageable topic, purpose, and length and effectively situates the context of the fi
<b>Articulate an Argument: Context of and Purpose for Writing</b>	The writer thoroughly supports an argument in context, audience,
<b>Source Integration</b>	The writer locates, and thoroughly integrates and reliable source
<b>Document Ethically: Plagiarism and Citation</b>	The writer avoids plagiarism, documents sources, and also demonstrates ethical representation of scholars' work.
<b>Control Surface Features: Syntax and Mechanics</b>	The writer uses language skillfully to communicate with readers with clarity and is virtually error-free

I've given each student five scores, one for each row of the rubric. Here's how I set up the spreadsheet.

		Clipboard	Font	Alignment				
		H6	<i>f<sub>x</sub></i>					
	A	B	C	D	E	F	G	H
1	EN 125-71	Fall 2012	Todd Bruce					
2								
3	student name	Banner ID	Selection ar	Context o	Source Int	Document	Syntax and Mecl	
4	Anderson, And	T0000000	2	2	1	2	1	
5	Bollard, Bonnie	B0000000	1	1	1	0	0	
6	Christopher, Ch	B0000000	1	2	3	2	2	

I would name the file Bruce EN 125.xlsx