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.

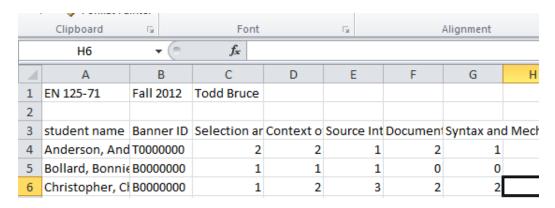
Save your file as an Excel workbook (.xls or .xlsx) or a comma-delimited text file (.csv). The file name should contain your last name and the course number.

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:

	Leve
Articulate an Argument: Selection and Development of Topic	The writer locates as manageable topic of purpose, and length and effectively situate the context of the fi
Articulate an Argument: Context of and Purpose for Writing	The writer thorough supports an argumicontext, audience,
Source Integration	The writer locates, and thoroughly inte and reliable source
Document Ethically: Plagiarism and Citation	The writer avoids p documents sources also demonstrating ethical representati scholars' work.
Control Surface Features: Syntax and Mechanics	The writer uses lan skillfully communic: readers with clarity is virtually error-fre

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



I would name the file Bruce EN 125.xlsx