

# Oncourse: Post'Em

You can use Post'Em to create multiple gradebooks, upload a spreadsheet of grades, or simply post comments.

## Creating a CSV ("Comma-Separated Values") File by Exporting a Gradebook

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To import information into the Post'Em tool, it must be formatted correctly as follows:

- You must have a comma delimited (CSV) spreadsheet,
- The first column of the file must contain individuals' usernames, and
- Every column must have a heading. The best practice is to first download your roster to Excel, and then add columns for individual assignments.

Here is a sample CSV spreadsheet:

Student ID	Student Name	Test 1 [100.0]	Test 2 [100.0]
demo51	Krebbs, Karl	100	90
demo52	Land, Larry	70	80
demo53	Light, Lewis	78	100
demo54	Magee, Mark	97	70
demo55	Mcguire, Mickey	82	60

Figure 1

Note: It is recommended that you use the Gradebook tool, which now does most of the Post 'Em functions.

1. From the list of tools to the left, **Click Gradebook**.
2. **Click the All Grades link**.
3. To the right, **Click Export Gradebook**.
4. **Save the file**.
5. To see the file, **Open the file with Excel**.

The first two columns of the file contain Student ID and Student Name. The third contains the text Course Grade.

6. **Remove the text for Course Grade**.
7. In the first row of the third column, **Type the first assignment title**.
8. **Repeat step 7 for each assignment**.
9. If you have grades for the assignments, **enter the grades for the students**.
10. When your file is as you want to display it to students, **Save the file as a .CSV file**.
11. **Continue with the Uploading a Gradebook File to Post'Em section below**.

You will need to open the .csv file and add grades for later assignments. Then repeat the steps in the Uploading a Gradebook File to Post'Em section to display these additional grades to your students.

Note: You can also save a file in Excel as a CSV spreadsheet and then import to Post'Em.

## Uploading a Gradebook File to Post'Em

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To add grades or feedback information to Post'Em, import them from a .CSV file.

1. From the list of tools at the left, **Click Post'Em**.  
*Note: Since this is not a default tool, you may have to add this tool to the menubar.*
2. At the top of the screen, **Click Add**.
3. On the **Add/Update Feedback File screen**, **enter a title**. Maximum length is 30 characters.
4. **Browse to and Select the file to upload**.
5. To make information viewable by participants, **Click the "Release feedback to participants" checkbox**.
6. **Click Post**.
7. On **the Verify Upload screen**, **Click Save**.

## Viewing Feedback Information for participants

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You can view the grades in the Post'Em tool.

1. Verify that the Post'Em tool is active.
2. Within the row, to the right, **Click view**.

*Or to view feedback for a single participant, Click view participant from the Select a Participant drop-down list.  
Select a participant.*

3. To go back to the list, **Click Back**.

## Uploading a Post'Em File

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You can update a Post'Em file (if it meets the format requirements) by changing the title or the feedback availability to participants.

1. Find the file to update and **Click Update**.
2. **Change the title** in the *Title field* if desired.
3. **Click Browse and navigate to the .csv file**.
4. Verify that the option **Release feedback to participants** is checked if you want the grades made available to students.
5. To save the updated entry, **Click Post**.
6. To continue and post the file, **Click Save**.
7. To preview how the file will appear, **Click View**.

## Deleting a Post'Em

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To delete a Post'Em file:

1. Find and select the file you want to delete and **Click Delete**.
2. To confirm the deletion, **Click Delete**,  
*Or to cancel the deletion, Click Cancel.*