

# Procedure to Export Data from the Gradebook into MS Excel

## Step 1 Export the Data.

Export the class data from the currently Marking Period to a text file.

BCIT - Westampton Campus - Microsoft Internet Explorer

Address: http://genesis.bcit.cc/genesis/sis/view?module=gradebook&category=gradebook&tab1=assignments&tab2=&action=for

Genesis Burlington County Institute of Technology

School Year: 2006-07

BCIT - Westampton Campus

Gradebook Spreadsheets (0031/1 - AUTO MECHANICS)

Marking Period 1 | Marking Period 2

Teacher: SITCHLER, Course: 0031/1 - AUTO MECHANICS, MTWTF, Per. 1 (S1)

Category: All Categories Unit: All Units Show Hidden: No Yes

ID	Name	MP1 Calc. Grade	E	A	HW 2 1 Wed 08/30 100.0	PreTest Wed 09/06 100.0	QUIZ 1 1 Thu 09/07 100.0	QUIZ 2 1 Thu 09/14 100.0	QUIZ 3 1 Thu 09/21 100.0	QUIZ 4 1 Thu 09/28 100.0	QUIZ 5 1 Thu 10/05 100.0	QUIZ 6 1 Thu 10/12 100.0	QUIZ 7 1 Thu 10/19 100.0	QUIZ 8 1 Thu 10/26 100.0	QUIZ 9 1 Thu 11/02 100.0	QUIZ 10 1 Thu 11/09 100.0	Part 2 1
206517	ANSANYI, OSAGYEFO G. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206581	BELTON, BRANDON D. <i>New</i>	96.0 (A)	192.0	200.0	105	87											
206470	BOOTH, GAGE F. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206034	GUZMAN, RAUL II. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206036	HARRIS, TYHEEM E. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206404	JOHNSON, FRANK M III. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206537	JONES, CHARLES A. <i>New</i>	43.5 (F)	87.0	200.0	M	87											
206405	MATTHEWS, RICHARD C. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206232	MITCHELL, KENNETH L. <i>New</i>	88.0 (B)	176.0	200.0	89	87											
206079	PODRAZA, ANTHONY J. <i>New</i>	86.0 (B)	172.0	200.0	85	M	87										
206322	SHROPSHIRE, DWAYNE N. <i>New</i>	88.0 (B)	176.0	200.0	89	87											

Quick Links: Edit Assignments, Create List, Edit Profile, Export Data, Add Assignment, Take Attendance

Sort: By Due Date, By Category, By Group, By Seq

Average(Mean): 85.25 Mode: 88.0 Median: 88 Standard Deviation: 12.2

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When you click the “Export Data” Quick Link you are shown a dialog to determine if you want to save the file.

## Specify that you want to Save the file.

File Download

Do you want to open or save this file?

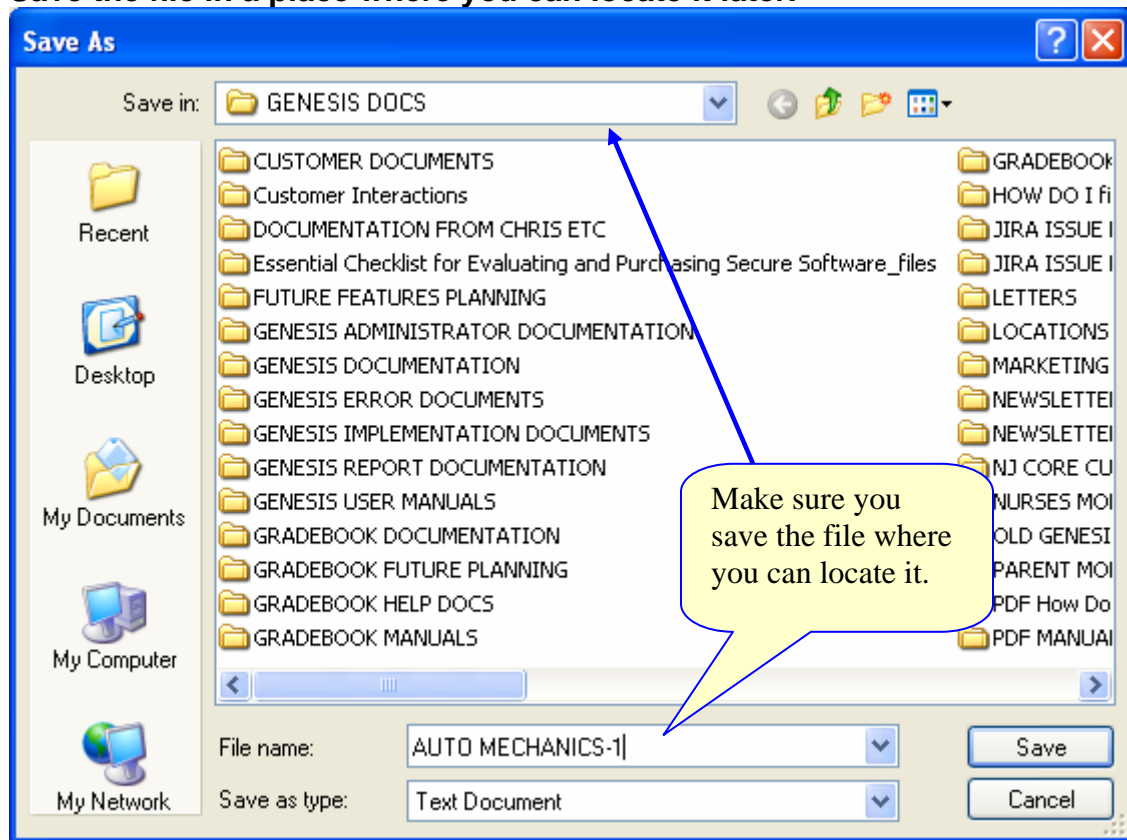
Name: AUTO MECHANICS-1.txt  
Type: Text Document  
From: genesis.bcit.cc

Click Save

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

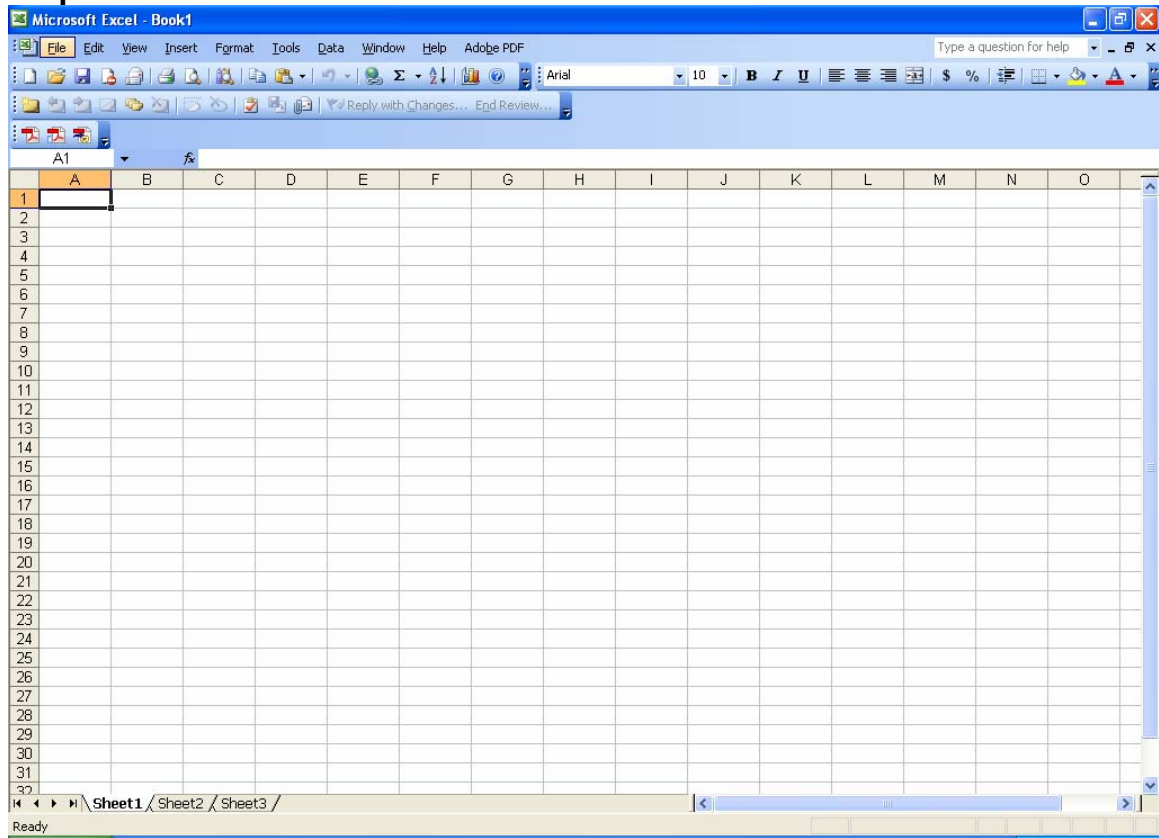
**Save the file in a place where you can locate it later.**



Your data is now in a text file on your computer. You will be able to upload the text file into Microsoft Excel.

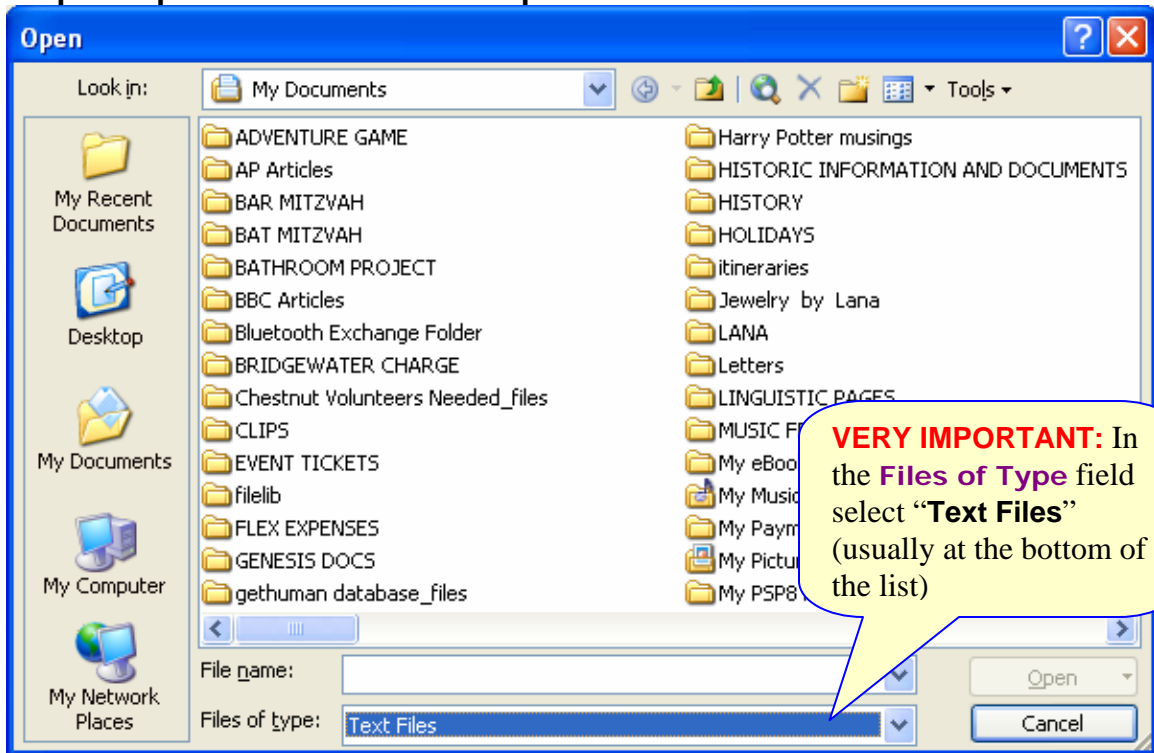
The reason that the data is stored in a text file is to preserve any leading zeros you might have in your data. If Genesis were to export data as either a CSV (comma separated value file) or a Microsoft Excel file, Excel would remove any leading zeros you have in your data. Many school districts use leading zeros in student id numbers, for example, and these leading zeros would vanish. To preserve the leading zeros, Genesis exports the data as a regular text file. When you import the text file into MS Excel, the leading zeros will be preserved.

## Step 2: Start Excel



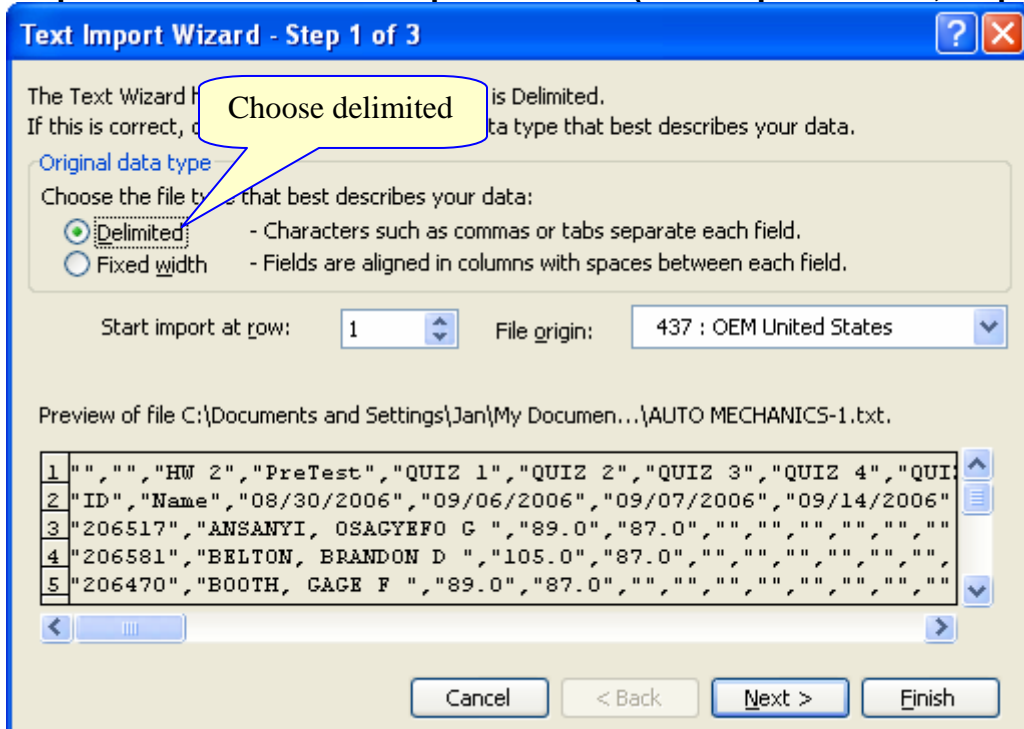
Start up MS Excel – You will load the data after you start it up.

### Step 3: Open the Text File and Import It into Excel



You must choose "Text Files" as the type of file you are looking for.

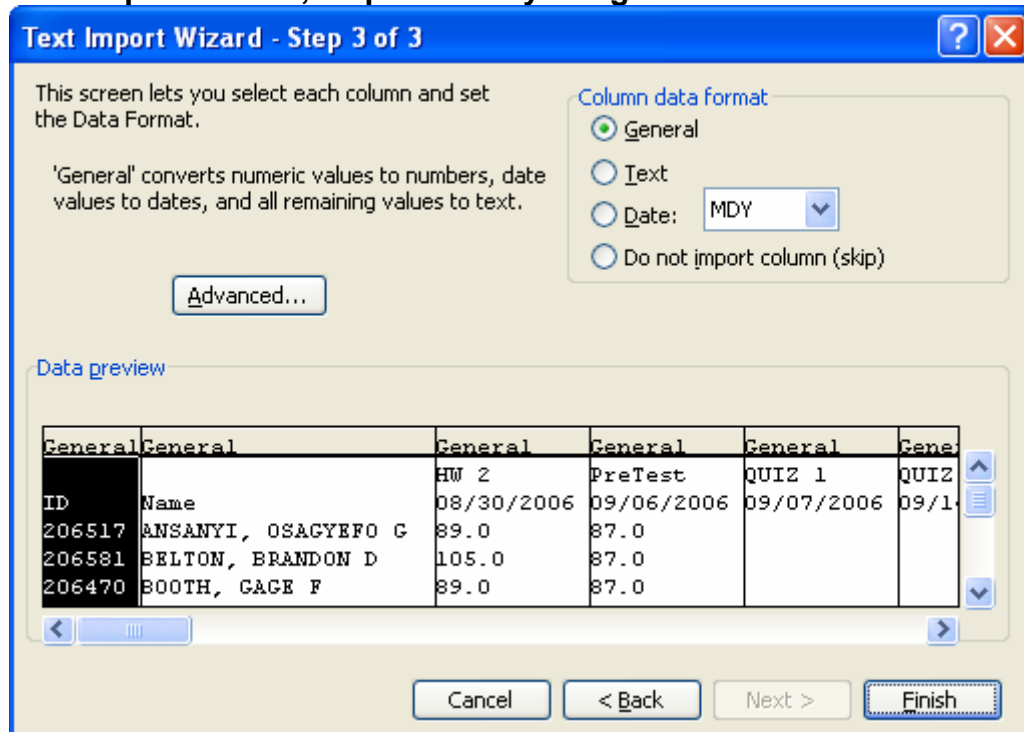
### Step 4: Fill out the "Text Import Wizard" (Data Import Wizard, step 1)



Step 1 of the Import Wizard asks you to choose the file type that best matches your data. Choose "Delimited" and then click the "Next >" button.



### Data Import Wizard, step 3: Finally bring the data into Excel.



This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

Data preview

General	General	General	General	General	Gene
ID	Name	HW 2	PreTest	QUIZ 1	QUIZ
206517	ANSANYI, OSAGYEFO G	08/30/2006	09/06/2006	09/07/2006	09/1
206581	BELTON, BRANDON D	89.0	87.0		
206470	BOOTH, GAGE F	105.0	87.0		

Cancel < Back Next > Finish

Step 3 of the Import Wizard asks what “Column data format” you want. Select “**General**” as shown above and click “**Finish**”.

