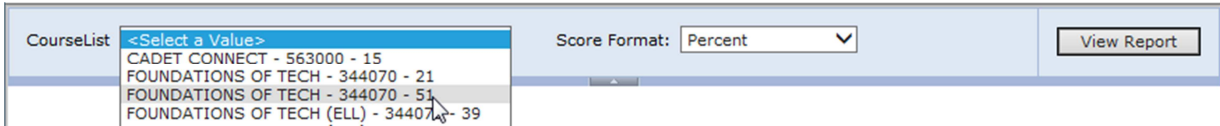


Importing CRES English Scores

Run report and export data file:

- In TAC, click on **Tools | TAC Reporting** (in the dropdown menu at the top right side of the page)
- Click **English CRES Scores**
- Select Course, verify that the Score Format is set to **Percent** and click View Report.



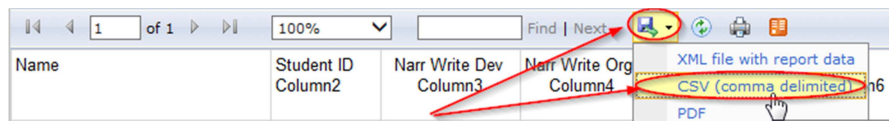
- **NOTE:** If the VPN tool bar is covering the View Report button click on the arrow buttons to move the toolbar to the left side of the page.



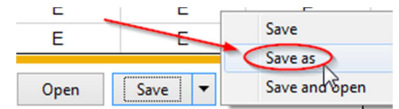
- **NOTE:** Look at the report and identify the column number of the field that you want to import. Student ID will always be column 2 and Narrative Writing Organization score is in Column 4. These column numbers will be needed during the import.

Name	Student ID Column2	Narr Write Dev Column3	Narr Write Org Column4	Narr Lang Score Column5	Lit Read Comp Column6	Lit Write Dev Column7	Lit Write Org Column8	Lit Lang Score Column9	Res Read Comp Column10	Res Write Dev Column11	Res Write Org Column12	Res Lang Score Column13
Departmental Performance		100	87	81	74	100	100	87		87	68	87

- Click on the Export button and select CSV format.



- Click Save As from the pop-up dialog at the bottom of the screen to save the data file.



Import the scores into a gradebook assignment:

- In TAC select **Gradebook | Entry** (in navigation bar across top)
- Navigate to the course and assignment that you want to import the scores into. (**Note: The Points Possible on the assignment should be 100**)
- On the Assignment header click the mass update icon.
- Click Import Scores From File. Browse and select the file that you saved earlier and fill out the prompts as shown below substituting the Score Column as appropriate. Click Import.



- Click on the Save icon in the top right-hand corner.

