UNIVERSITY OF ALBERTA

Instructions for Generating a Random ID

1. Go to the eClass GradeBook and select 'Simple View' from the drop down menu at the top left of the main display pane.

PHYS 499 SPECIAL PROJECTS (LAB B01 Wi14): Categories and items: Simple view

Select "Simple View"

Edit categories and items: Simple view

Name	Aggregation	Extra credit	Max grade	Actions	Select
PHYS 499 SPECIAL PROJECTS (LAB B01 Wi14)	Simple weighted mean of grades		-	⚙ 👁 🔒	All None
Midterm pdf presentations	-	☐	-	⚙ ⬟ ⌀ 🔒	☐
Midterm reports	-	☐	-	⚙ ⬟ ⌀ 🔒	☐
Final pdf presentations	-	☐	25.00	⚙ ⬟ 👁 🔒	☐
Final report submission	-	☐	75.00	⚙ ⬟ 👁 🔒	☐
x̄ Course total	-		100.00	▤ 👁 🔒	

Save changes

Add category

Add grade item   Click Here

Add outcome item

2. Enter the item name as "Random ID" (or other suitable epithet) and set the grade type to "text" which indicates to eClass that this is a pure feedback grade without a number.

PHYS 499 SPECIAL PROJECTS (LAB B01 Wi14): Categories and items: New grade item

▾ Grade item

Item name	Random ID Enter "Random ID" here
Grade type ⓘ	Text ⏷ Select "Text" here
Scale ⓘ	Use no scale ⏷
Maximum grade ⓘ	100.00
Minimum grade ⓘ	0.00
Hidden ⓘ	☐
Locked ⓘ	☑
	Show more...

Save changes   Cancel

3. Click "Save Changes" to add this new field to your eClass grade book.

4. Choose "Excel Spreadsheet" under exports in the drop down menu (or if you use Libre Office select ODF) and the screen below should appear.
5. Make sure that the "Include feedback in export" box is ticked and that the "Random ID" (or whatever you called it in step 2) is selected. To keep things simple do not select any other items for export.

6. Click submit and download and save the resulting spreadsheet file.
7. Open this file in your favourite Spreadsheet program e.g. Google Docs.
8. Enter the anonymous ID for each student in the "Random ID (Feedback)" column which should be the last column in the sheet. You may use any random function and string you desire e.g. 'INT(RAND()*10000000)' in Google Docs and Mac Numbers.

9. Save the spreadsheet with the random ID as a CSV format. Exactly how you do this depends on your chosen spreadsheet program but it typically requires use of an "Export" option in the file menu.

10. Returning to eClass select the "CSV" option under imports in the dropdown grade menu.

11. In the page that appears either click the "Choose a file…" button and select your CSV file to upload or drag and drop the file into the area indicated.

12. Click the "Upload grades" button at the bottom to execute the upload. The window will change to show the first ten lines of the file with the following controls below it.

13. In the "Identify user by" section select map from "CCID" and map to "CCID" to align the names by CCID.

14. All the fields below should remain set to "Ignore" except for the "Random ID (Feedback)" column which you should set to "Feedback for Random ID" which will be in the list of feedback options at the bottom of the drop down menu. This list may be quite long if you have a lot of grade columns.

15. **IMPORTANT: Double check that the other columns should are set to "Ignore" otherwise you may overwrite other grade information!**

16. Click the "Upload grades" button.

17. Select the "User view" from the drop down menu to get the view which a student will see when they look at their grades.

PHYS 499 SPECIAL PROJECTS (LAB B01 Wi14): View: User report

User report

User report -

Select students here & check multiple entries against the spreadsheet

Select all or one user

Choose...

Grade item	Grade	Range	Feedback
PHYS 499 SPECIAL PROJECTS (LAB B01 Wi14)			
Final pdf presentations	-	0–25	
Final report submission	-	0–75	
Random ID		–	
Course total	-	*0–100*	

You should see the random ID in this box for each student

18. The anonymous ID should be displayed in the feedback column for the "Random ID" grade field. Check this for multiple students and refer back to the original spreadsheet to ensure that the upload went correctly.
19. Tell students to look at the eClass grade book in this column and to use this when entering their student ID in the remote, publisher system.
20. Keep the original spreadsheet safe for use when mapping the publisher grades back to students. However if you do lose it you can simply repeat steps 4-6 to download a new copy of the sheet from eClass.