

Post'Em allows instructors to quickly post grades, attendance records, extra credit and seating assignments on TRACS using a CSV (formatted Excel file) file, without compromising student privacy.

### Key Concepts:

**What is a CSV File?**

**CSV Content Requirements**

**The University Testing Center and CSV**

**Saving DAT File Format to CSV**

**Add Post'Em to Your Site**

**Upload CSV File to Site**

**Update a CSV File**

**View, Edit, and Delete Post'Em Files**

### What is a CSV File?

In order to upload into Post'Em, you must use the special file format known as CSV (or comma separated value). If you open the CSV file in Excel, the data will appear in a table view which makes it easier to understand.

Here's an example of a CSV file showing the header row, and the results in the next row:

Username	# Correct	Grade	Student Responses
AB1234	44	82	1(E)C 8(E)C 9(D)B 10(C)D 16(E)B 18(D)C
AB1235	53	93	23(D)C 26(B)E

### CSV Content Requirements:

**NOTE: To ensure your CSV file works with Post'Em, the first column of the file must contain the student's TX State Net ID's or PLID numbers and the first row must contain a heading.**

Excel documents can be easily saved as a CSV file. When saving an Excel workbook as a CSV file, each individual worksheet must be saved separately. CSV files cannot contain all worksheets of a multiple sheet workbook.

**NOTE: The TRACS gradebook tool provides an export file in the exact format needed for upload into Post'em**

## The University Testing Center and CSV:

The University Testing Center can create CSV files from Scantron administered tests. When you send your Scantron exam sheets to the University Testing Center, tell them you want the results in CSV file format.

## Saving DAT file format to CSV:

The University Testing Center returns your exam data as a DAT file. To save the DAT file to CSV simply change the file extension from DAT to CSV.

### Instructions (Windows Users)

- Step 1: Double-click on the DAT file and select Open with...
- Step 2: Select the radio button option Select the program from a list and click [OK].
- Step 3: Select Microsoft Office Excel and click [OK] and Excel will open the file.
- Step 4: Rename the file and save the file as type CSV. Click [Save].
- Step 5: In the next window that appears, select Yes or No according to your preferences if you also want to save the file in Excel format.

### Instructions (Macintosh Users)

- Step 1: CTRL-click on the DAT file and select Get Info.
- Step 2: Under Name & Extension change .DAT to .CSV and close the window.
- Step 3: A pop-up window will ask you if you are sure you want to change the extension. Choose Use CSV.

## Add Post'Em To Your Site:

- Step 1: Log in to TRACS and click on the site tab.
- Step 2: Once you are in the site, click on [Site Info] in the menu bar, and then on [Edit Tools].
- Step 3: Select the Post'Em checkbox and click [Continue].
- Step 4: On the next screen, the Post'Em tool is shown in red text. Click [Finish].

## Upload CSV File to Site:

- Step 1: Select Post'Em from the menubar and click [Add].
- Step 2: In the Title box, type a title for the file.
- Step 3: Click the [Browse] button and find the CSV file you want to upload.

Step 4: Select the Release feedback to participants? checkbox to allow students to view their personal information.

Step 5: Click [\[Post\]](#) to upload the file or [\[Cancel\]](#) to exit.

**NOTE: If the CSV file you upload is not formatted properly, an error message will be displayed. Please make corrections to the CSV file and upload the file again.**

## Update a CSV File:

You may occasionally need to make updates to the CSV file you uploaded. You will first need to save changes to the CSV file on your computer before updating it on TRACS.

Step 1: Click [\[update\]](#) for the Post'Em item you want to update.

Step 2: Click the [\[Browse\]](#) button and find the CSV file you want to upload.

Step 3: Select the Release feedback to participants? checkbox to allow students to view their personal information.

Step 4: Click [\[Post\]](#) to upload the file or [\[Cancel\]](#) to exit.

**Note:** If you need to make changes to a CSV file you uploaded but no longer have it on your computer, you can download the file from Post'Em by clicking [\[download\]](#) next to the Post'Em item.

## View, Edit, and Delete Post'Em Files:

After a file has been uploaded into Post'Em, you have two ways to view the content.

### Viewing file in spreadsheet view:

Step 1: Click [\[view\]](#) next to the Post'Em item.

Step 2: Click [\[Back\]](#) to return to the main Post'Em screen.

**NOTE: The spreadsheet view also indicates to the instructor the date and time students last entered Post'Em to view their results.**

### Viewing the record for an individual student:

Step 1: Click [\[view participant\]](#) next to the Post'Em item.

Step 2: From the drop list, select the student name you want to view.

Step 3: Click [\[Back\]](#) to return to the main Post'Em screen.

### Delete a Post'Em file:

Step 1: Click [\[delete\]](#) next to the Post'Em item you want to delete.

Step 2: Click **[delete]** to remove the file or click **[Cancel]** to exit.

For questions, contact ETC Support at 245.5566. You can also email us at [tracs@txstate.edu](mailto:tracs@txstate.edu)

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.