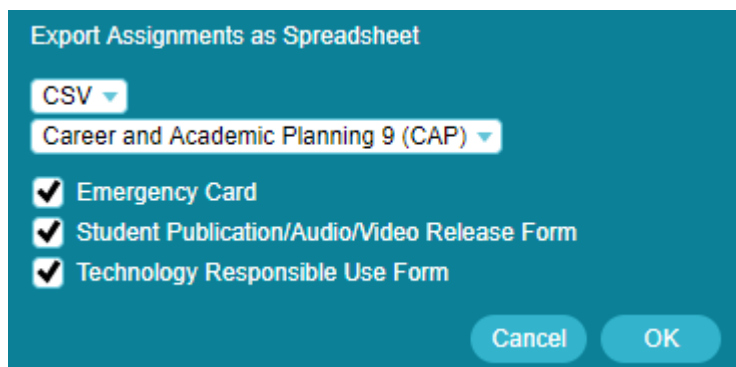


## Using Microsoft Excel to Input Scores into Jupiter Ed

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1. Create your assignment in Jupiter Ed.
2. Go to **Setup**, then **Import/Export**.
3. Select **Export Assignments as Spreadsheet**.
4. Select your class, and select your assignment(s). Click **OK**.



Export Assignments as Spreadsheet

CSV ▾

Career and Academic Planning 9 (CAP) ▾

☒ Emergency Card

☒ Student Publication/Audio/Video Release Form

☒ Technology Responsible Use Form

Cancel OK

5. Open the Excel file when prompted. Input scores as you normally would.

This file should be opened in a spreadsheet application.

To import back into Jupiter, save this file as CSV (comma delimited).

You may edit scores and add or remove assignment columns, but do not change anything else.

|             |                                      |                     |                                 |          |        |          |  |  |  |
|-------------|--------------------------------------|---------------------|---------------------------------|----------|--------|----------|--|--|--|
|             |                                      |                     |                                 |          |        |          |  |  |  |
| Class:      | CAREER AND ACADEMIC PLANNING 9 (CAP) |                     |                                 |          |        |          |  |  |  |
| Assignment: | Emergency Card                       | Student Publication | Technology Responsible Use Form |          |        |          |  |  |  |
| Date:       |                                      |                     |                                 |          |        |          |  |  |  |
| Possible:   |                                      |                     |                                 |          |        |          |  |  |  |
|             | Score:                               | Comment:            | Score:                          | Comment: | Score: | Comment: |  |  |  |
| Student, A  | +                                    |                     | +                               |          | /      |          |  |  |  |
| Student, B  | +                                    |                     | /                               |          | /      |          |  |  |  |
| Student, C  | +                                    |                     | +                               |          | +      |          |  |  |  |

6. Go to **Setup**, then **Import/Export**.
7. Select **Import Assignments from Spreadsheet**.

From here, you have two options on how to enter your scores into Jupiter Ed.

*Note: The following instructions are Windows-based. Adjust accordingly for Macintosh computers.*

## Option 1: Upload Excel File

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1. Save the Excel file (as a CSV file) to an accessible location (such as your Desktop).
2. If prompted, **Do you want to keep using that format**, select **Yes**.
3. At the Import screen, select the **Import .csv or .txt file** option.
4. Click **Select File**. Locate the file at the location you saved it. Select it, and press **Open**.
5. Click **Finish** to confirm.

## Option 2: Copy/Paste into Web Browser

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1. In Excel, highlight the cells containing the assignment(s) that you wish to enter into Jupiter Ed. Press **Ctrl+C** (or right-click, then Copy) to copy these cells.
2. At the Import screen, select the **Copy & paste from spreadsheet** option.
3. Click in the text box. Press **Ctrl+V** (or right-click, then Paste) to past the scores into the box. Press **OK**.
4. Click **Finish** to confirm.

|             |                                      |                     |                   |        |        |        |
|-------------|--------------------------------------|---------------------|-------------------|--------|--------|--------|
| Class:      | CAREER AND ACADEMIC PLANNING 9 (CAP) |                     |                   |        |        |        |
| Assignment: | Emergency Card                       | Student Publication | Technology Respon |        |        |        |
| Date:       |                                      |                     |                   |        |        |        |
| Possible:   |                                      |                     |                   |        |        |        |
|             | Score:                               | Commen              | Score:            | Commen | Score: | Commen |
| Student, A  | +                                    |                     | +                 |        | /      |        |
| Student, B  | +                                    |                     | /                 |        | /      |        |
| Student, C  | +                                    |                     | +                 |        | +      |        |