Inspera Data Converter

The data converter has been created to transform any data exported from Inspera into a user friendly, University-approved format.

- Inspera file downloads provide all dates and times in Universal Time Coordinated (UTC). The data converter will convert all downloaded files to Greenwich Mean Time (GMT) or British Summer Time (BST).
- Inspera file downloads show the length of any submissions extension in minutes. The data converter will calculate the actual date and time of the extension deadline according to the cohort deadline (primary submission deadline).

This guide will show you how to download files from Inspera, and how to use the data converter to make the data easy to interpret.

Create the required view in Inspera

Using the self-help tool in Inspera, run the **'Creating a standard list view for Monitor'** guide. Follow the steps to create the guide, naming the new view 'Submission view for export'.

Filter the view in Inspera

Using the view that you have created and saved, filter to the information you want to download. You can do this in two different ways:

- In the search bar, type the assessment unit code to get all information about a particular assessment, or
- Using the filter boxes, apply those that will be useful for you to gather the set of data you would like to download (e.g. showing all finished tests, or all candidates who have submitted).
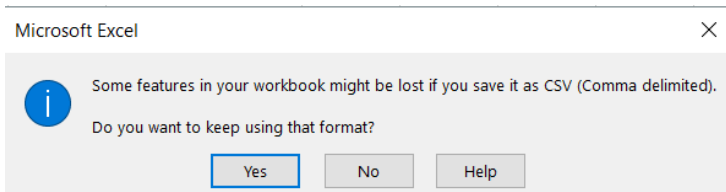
Download the file from Inspera

Use the 'down' button in the image below to show the options, then select 'Download as CSV':
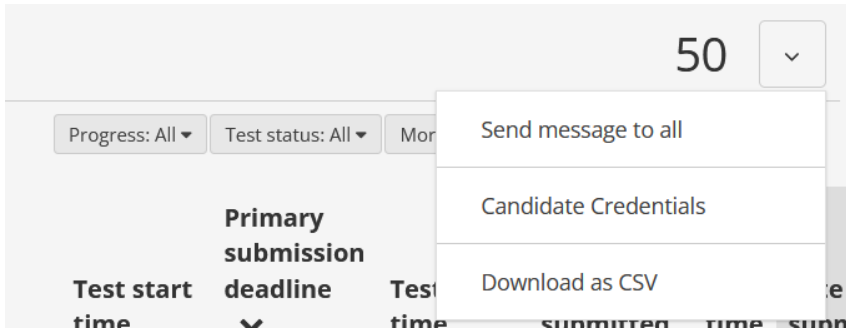
When the CSV file has downloaded and opened, save it to a local network drive and name it 'export_candidates.csv' (**please note: if the file has any other name, the data converter will not work**).

On saving, click 'Yes' on the prompt box that appears:

Close the file once you have saved it, and then click 'Don't Save' on the next prompt box that appears:
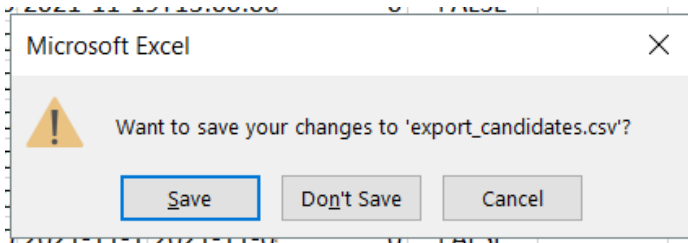

Use the Data Converter

1. Open the data converter from the online coursework submissions webpage. The webpage will always be updated with the most recent version of the file.
2. On the filepath tab, enter the folder location of the CSV file you have saved, ensuring that you put a \ at the end of the filepath, e.g.

   O:\EXAMSCH\Submissions\

3. Depending on the version of Excel you are using, you will need to follow slightly different instructions as below:

For Excel 2016:

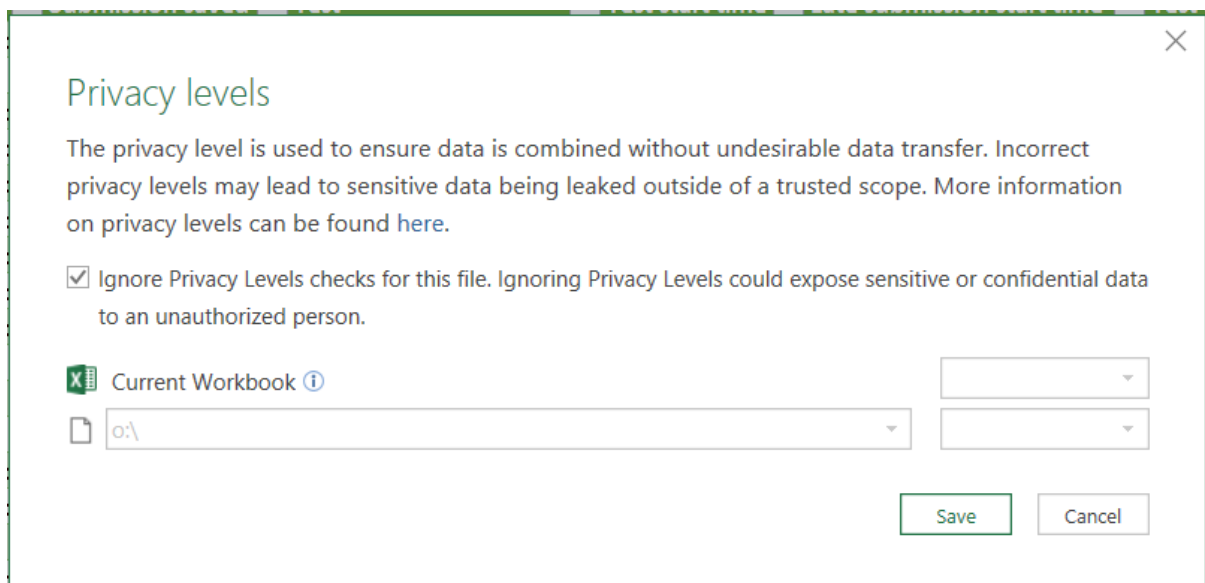Click on **Data** in the ribbon, followed by *Show Queries*
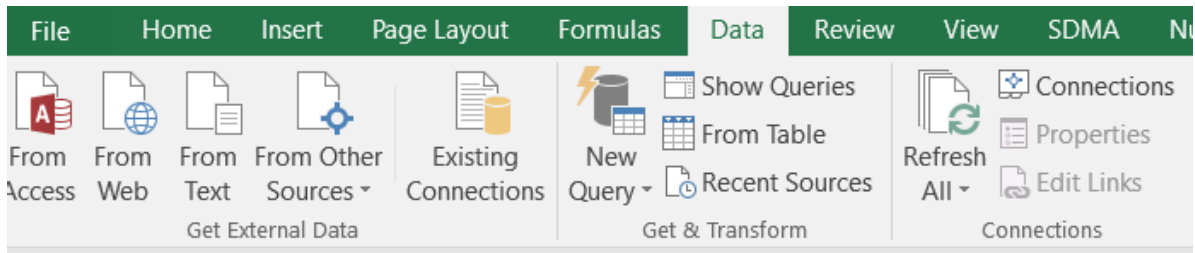
On the right of the screen the *Workbook Queries* bar should appear, looking like this:
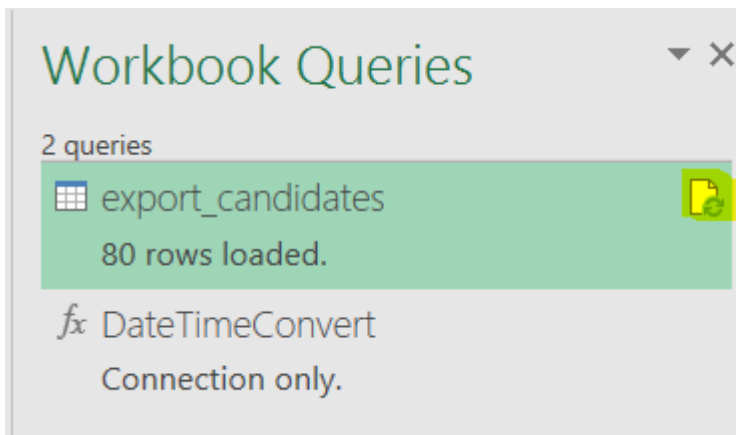
Hover the mouse over **export_candidates** and click on the refresh icon (highlighted yellow above)

It will briefly say *Loading…* then once again the number of loaded rows, at which point it will be finished.
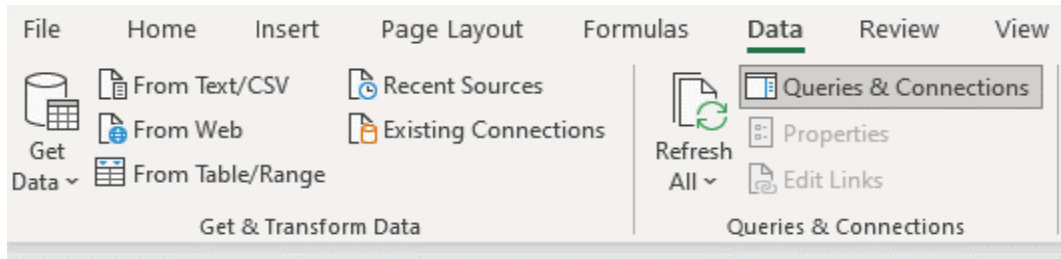
You may see a prompt like the one below; tick the *Ignore privacy levels* box and then click *Save*
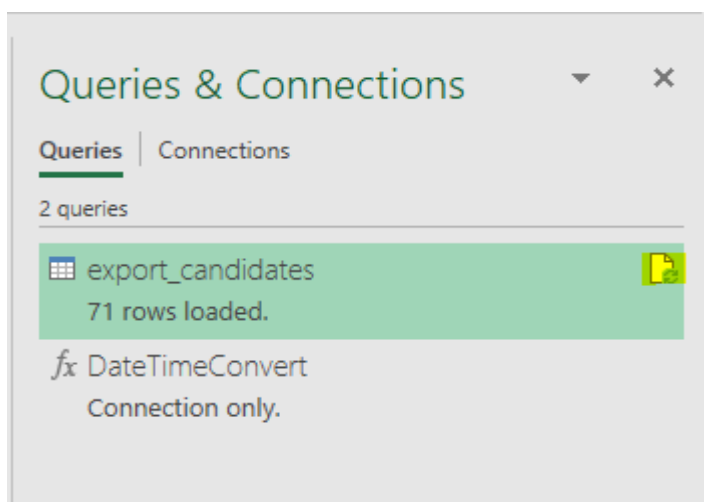
The **export_candidates** tab should now hold the re-worked data.

For Excel 365:

Click on **Data** in the ribbon, followed by *Queries & Connections*

On the right of the screen the *Queries & Connections* bar should appear, looking like this:

Hover the mouse over **export_candidates** and click on the refresh icon (highlighted yellow above) It will briefly say *Loading…* then once again the number of loaded rows, at which point it will be complete.

The **export_candidates** tab should now hold the re-worked data.

Transferring the converted data

When the data has been converted, it will need to be copied from the data converter into a file to be saved on a local network drive, where it can then be manipulated and used as required.

When pasting the data into a new document, it is best to use the regular 'Paste' function, as this will retain the formatting of the cells with dates and times. If you use 'Paste values' any cells with dates and times will need to be formatted as it is not a standard Excel view.