

Add Feedback File

Instructions:

Your feedback file must be saved in .csv format.

The first column of your .csv file must contain usernames of individuals in your site.

The first row of your .csv file must contain headings.

Title

Choose a file

Browse...

Feedback Availability

☐

Release feedback to participants?

Save

Cancel

Notes:

- If a user attempts to save a file that is not in .csv format, the user should receive the following error:

'The file you are attempting to save is not in .csv format. Please save the file in .csv format and try again.'

- If a user attempts to save a file where the first column does not contain usernames of individuals in the user's site, the user should receive the following error:

'The first column of your .csv file must contain usernames of individuals in your site. Please add the usernames to the first column of your .csv file and try again.'

- Please note that any error messages should display directly below 'Add Feedback File'

- If a user attempts to save a file where the first row does not contain headings, there is really no way for us to know this has occurred, so the user will need to use the update link next to the item to make any changes.

- Release feedback to participants should not be checked by default.

- Save should be the default button if a user presses <Enter> on the keyboard.