

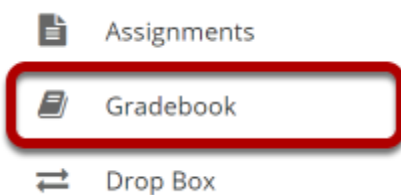
# How do I format my file for importing grades into Gradebook?

Instructors can manage grades offline in a spreadsheet and then import the file to update the course Gradebook. You can also import a file as a method for quickly creating several Gradebook items at once.

The easiest way to obtain a file in the proper import format is to export your Gradebook and use that file as a template. This way it will contain all of the student information in your site, as well as any existing Gradebook item information in your site.

*Note: You can only update graded items that have been created within the Gradebook. Graded items that come from other tools, such as Assignments or Tests & Quizzes, cannot be updated via file import.*

## Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

## Click Import/Export.



# Click Export Gradebook.

## Export

Export your Gradebook as a .csv file in order to enter grades/structure your Gradebook in the spreadsheet application of your choice.

**Export Gradebook** [Custom Export](#)

## Import

Selectively import new grades or gradebook items by uploading a spreadsheet (.csv, .xls, and .xlsx formats) below.

**Note:** The formatting of the uploaded spreadsheet must match the conventions detailed below.

Choose File No file chosen

CONTINUE

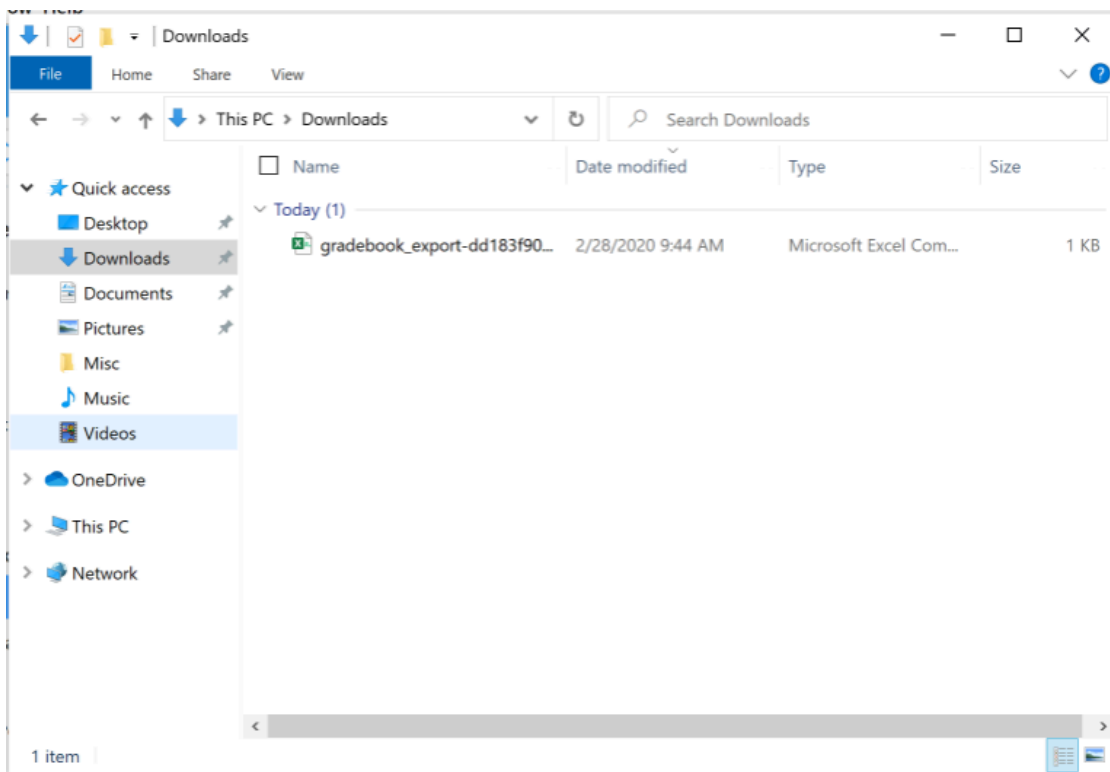
Cancel

## Conventions used

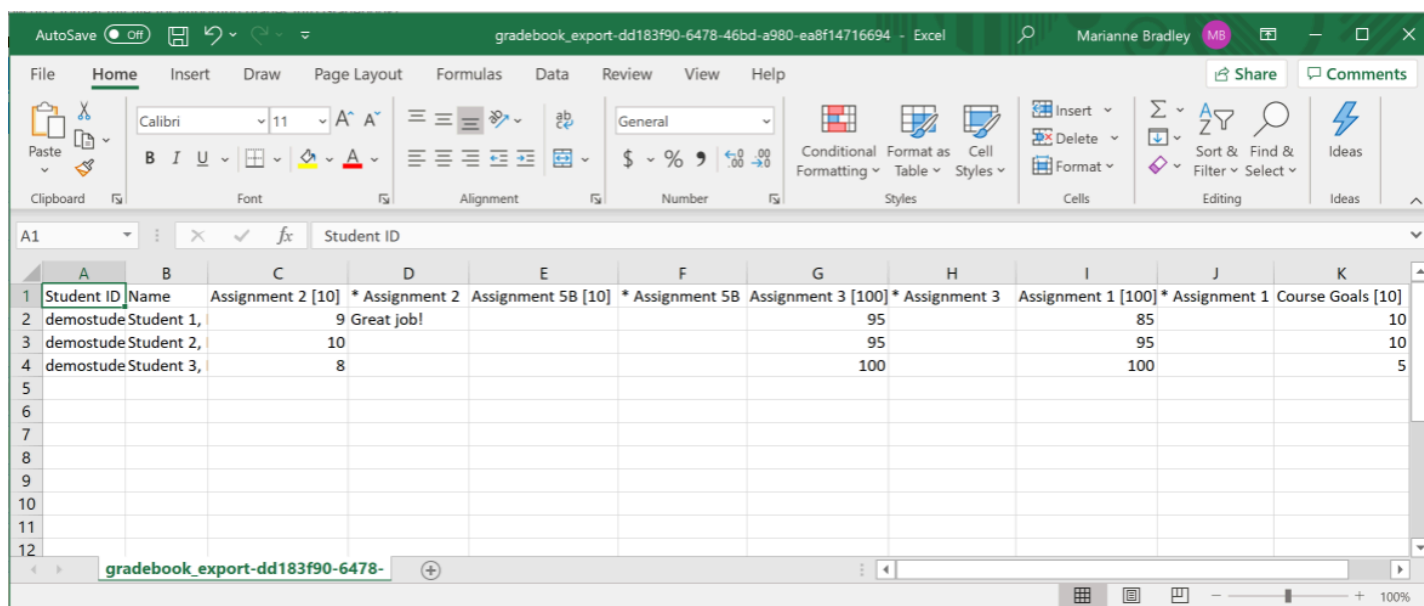
The Gradebook exports grades in CSV format only. For importing grades, CSV is recommended, but XLS, and XLSX files are also supported. The following conventions are used in the Import/Export process:

- Student ID and Name are the first two columns and must be retained for any future imports.
- Gradebook Items may include points by wrapping the points in [ ] after the title, e.g. "Assignment 1 [50]".
- Comments can be imported by prefixing the column with a \*, e.g. "\* Assignment 1".
- Columns that cannot be re-imported are prefixed with #.
- Item score must be a non-negative number with a maximum of 10 digits before and 2 digits after the decimal.

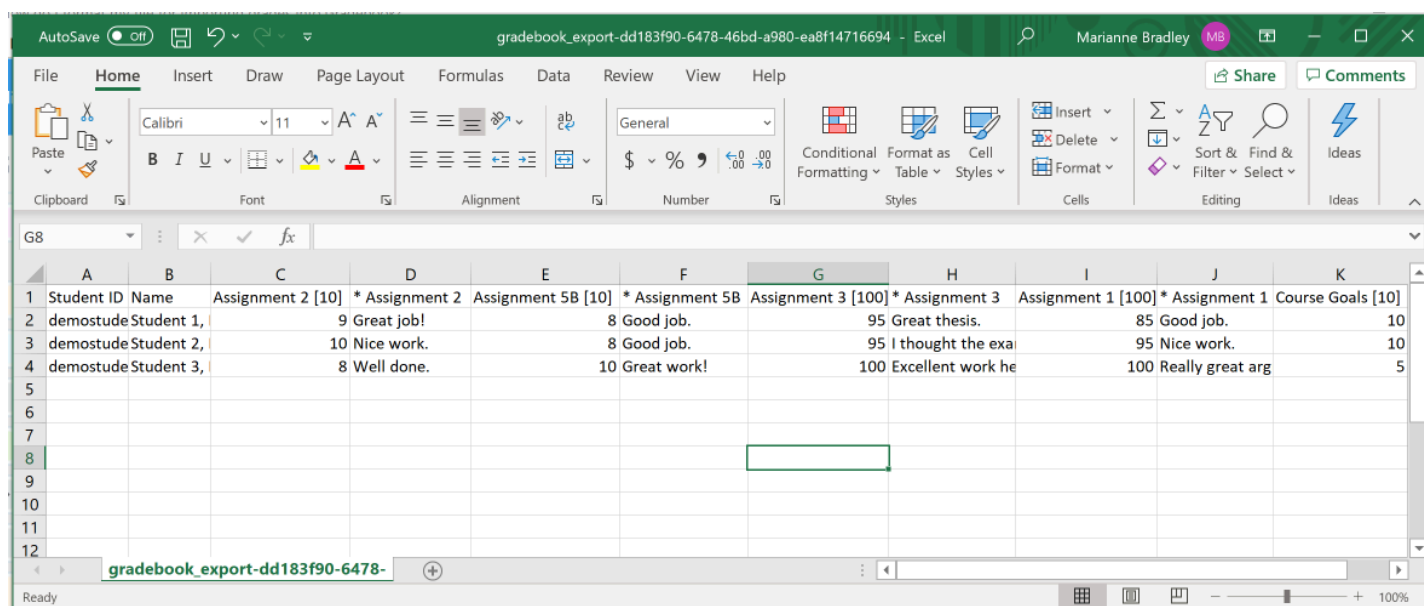
# The export will download as a .csv file.



# Open the file in your preferred spreadsheet application.



# Add columns, grades, and/or feedback as needed, and save your file.



The import file must be in .csv file format. Also, be sure to use the following conventions:

1. Student ID and Student Name are the first two columns and must be retained for any future imports.
2. Gradebook Items/Assignments may include points by wrapping the points in [ ] after the title (e.g., Assignment 1 [50]).
3. Comments can be imported by prefixing the column with a \* (e.g., \* Assignment 1).

4. Columns that cannot be re-imported are prefixed with #.

*Note: You may add new items to the gradebook by including new columns in your file. If you add any new columns without a point value in brackets, Sakai will prompt you to indicate the number of points upon import.*

## Return to Gradebook > Import/Export to browse for and select your import file.

 GRADEBOOK

 Link

 Help



Grades **Import / Export** Permissions Settings

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For more information on importing your items into Gradebook, see [How do I import grades into Gradebook?](#)