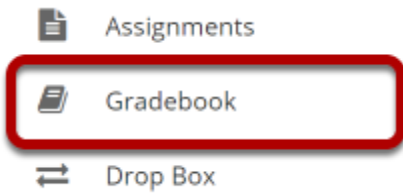


How do I import grades into Gradebook?

Go to Gradebook.



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

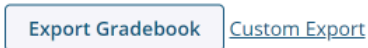
Click Import/Export.



Click Choose File.

Export

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



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.



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.

Click the **Choose File** button to browse for and select your import file.

Note: The import file must be in a specific format in order to import correctly. It should be a .CSV file and contain the appropriate student and Gradebook item data. See [How do I format my file for importing grades into Gradebook?](#) for more information.

Click Continue.

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

CONTINUE Cancel

After locating and selecting your import file, click **Continue** to import the grades.

Select the items to be imported.

Gradebook Item Import Selection

The system has analyzed the contents of your file upload and has identified new/updated information where applicable. Please select from the desired items below.

Note: Selecting "Update" items will override existing values for that item.

Hide items with no changes

Title	Points	Status
Assignment 2	10	No changes
<input checked="" type="checkbox"/> + comments		Update
Assignment 5B	10	External
+ comments		External
<input checked="" type="checkbox"/> Assignment 4	100	New
+ comments		No changes
Assignment 3	100	No changes
<input checked="" type="checkbox"/> + comments		Update
Assignment 1	100	No changes
<input checked="" type="checkbox"/> + comments		Update
Course Goals	10	No changes
+ comments		No changes

If selecting new items, you will need to confirm the settings on the following screen(s).

Back **NEXT** Cancel

A summary of changes will be previewed for you. Check the box next to each of the items you would like to create or update. Then, click **Next** to continue with the import. (If you notice any errors, click **Back** to abort the import process.)

New Item Options

New Item Creation (1 of 1)

* Title

* Point value

Extra credit

Grading Rubric

Do not use a rubric to grade this assignment

Use the following rubric to grade this assignment

Adjust individual student scores

Hide Rubric from student

Due date

Category

Items not assigned to a category will not count toward the course grade.

Release item to students?

Include item in course grade calculations?

[Preview Grades for 'Assignment 4'](#)

If you are creating new items as part of the import, you will be prompted to edit the item options for each new item. Select the desired options and click **Next** to continue.

Note: Item options may differ depending on your specific Gradebook settings (e.g., Grading Rubric and Category options).

Click Finish.

Confirmation

Upon clicking **Finish**, you will be completing the following actions:

Updating data for existing Gradebook Item(s):

Title	Points
Assignment 1	100
Assignment 1 (Comments)	
Assignment 2	10
Assignment 4	100
Course Goals	10

Import confirmation.

GRADEBOOK [Link](#) [? Help](#) [✕](#)

Grades Import / Export Permissions Settings

Gradebook items imported successfully!

[Add Gradebook Item](#) All Sections/Groups

Filter students Showing 3 students Showing 7 of 7 columns [View Columns](#) [Item Order](#) [Group By Category](#) [Bulk Edit](#)

Students	Course Grade	Assignment 2 Cat: Assignment [30%] Total: 10 Due: -	Assignment 5B Cat: Assignment [30%] Total: 10 Due: 02/27/2020	Assignment 3 Cat: Assignment [30%] Total: 100 Due: -	Assignment Cat: Assignme Total: 100 Due: -
Student 1, Demo (demostudent01)	B (85.24%)	9		95	7
Student 2, Demo (demostudent02)	A- (94.76%)	9		95	9
Student 3, Demo (demostudent03)	B (84.76%)	8		100	7

You should receive a confirmation message on the import screen once your spreadsheet has been imported successfully.