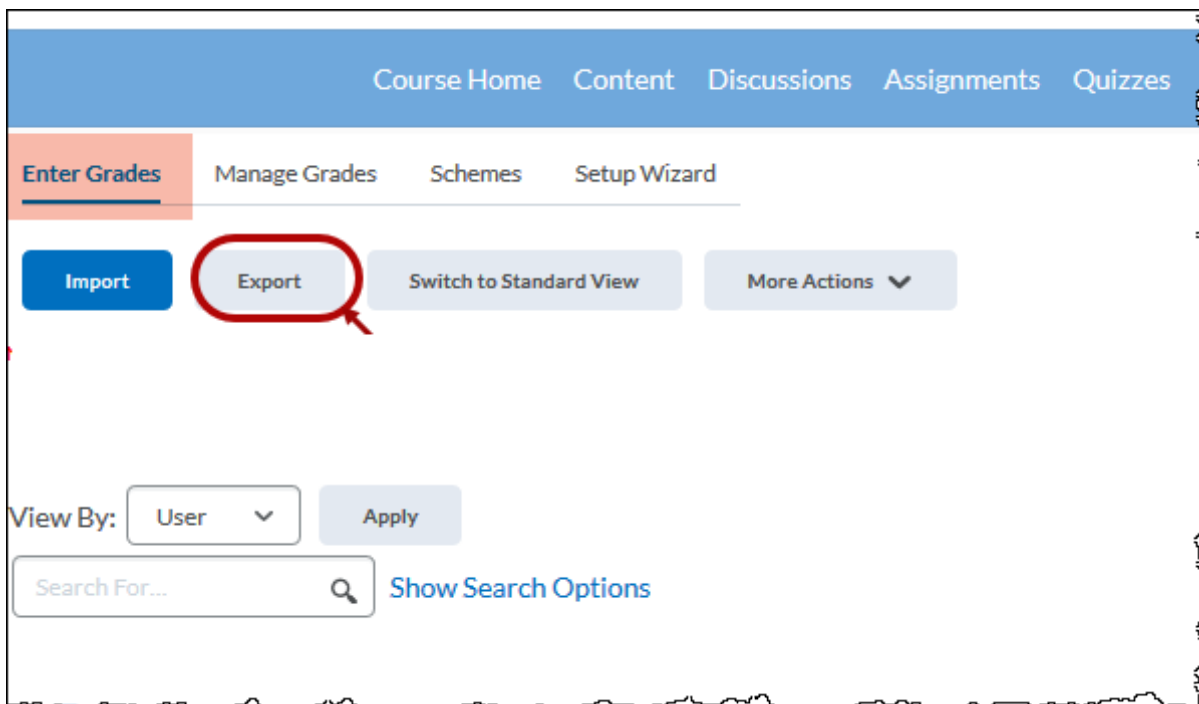


## Importing Grades using a .CSV file

If one wants to import scores into the Grade book, it is recommended that the Gradebook first be set up with grade items and categories (if used) and then exported to a .csv file for use as a template for importing grades.

### Creating the template file, as noted above:

1. Click on the “Export” button on the “Enter Grades” page:



## Importing Grades using a .CSV file


2. Select "Username" and all grade item and categories except the "Final Calc. and Adjusted Grades":

### Export Options

Export Grade Items For

All users



Key Field

Org Defined ID  
 Username   
 Both

Sort By

-- Default --


Grade Values

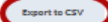
Points grade  
 Weighted grade   
 Grade Scheme 

User Details

Last Name  
 First Name  
 Email  
 Group Membership

### Choose Grades to Export

<input checked="" type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	CAN NOT DELETE	Numeric
<input checked="" type="checkbox"/>	Discussion - Shiloh	Numeric
<input checked="" type="checkbox"/>	Discussion - Vicksburg	Numeric
<input checked="" type="checkbox"/>	TestHolRub	Numeric
<input checked="" type="checkbox"/>	Quiz with Sections	Numeric
<input checked="" type="checkbox"/>	Module 3 BM Quiz	Numeric
<input checked="" type="checkbox"/>	TestHolRubric	Numeric
<input checked="" type="checkbox"/>	ChkHolText	Numeric
<input checked="" type="checkbox"/>	TestAnalPtsRubric	Numeric
<input checked="" type="checkbox"/>	Pass-Fail GI	Pass/Fail
<input checked="" type="checkbox"/>	Chk quiz	Numeric
<input checked="" type="checkbox"/>	Bentonville Discussion	Numeric
<input checked="" type="checkbox"/>	Test topic 3	Numeric
<input checked="" type="checkbox"/>	Sample Scoring Lesson	Numeric
<input type="checkbox"/>	Final Calculated Grade 	
<input type="checkbox"/>	Final Adjusted Grade	



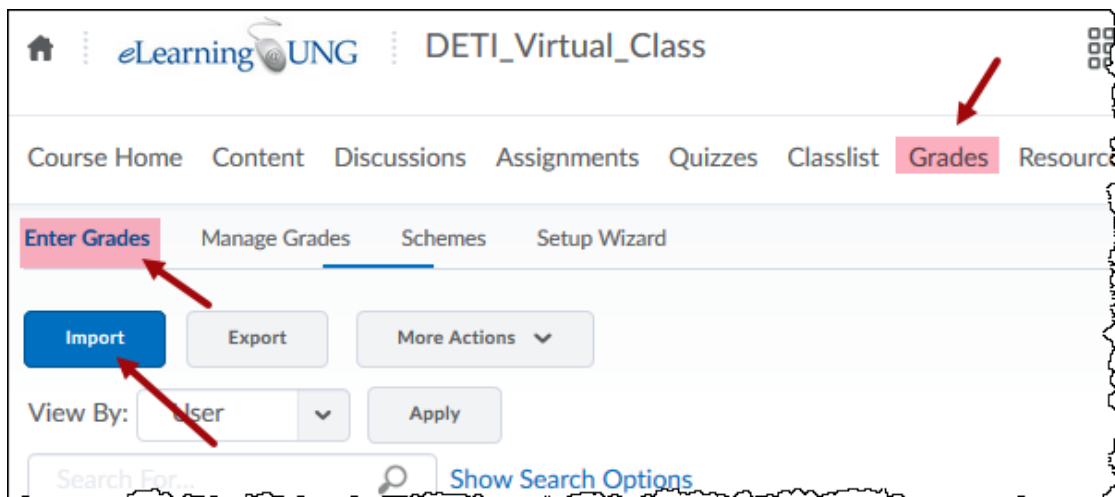
## Importing Grades using a .CSV file

3. You can then use this to fill in grades in the saved .csv spreadsheet for import.

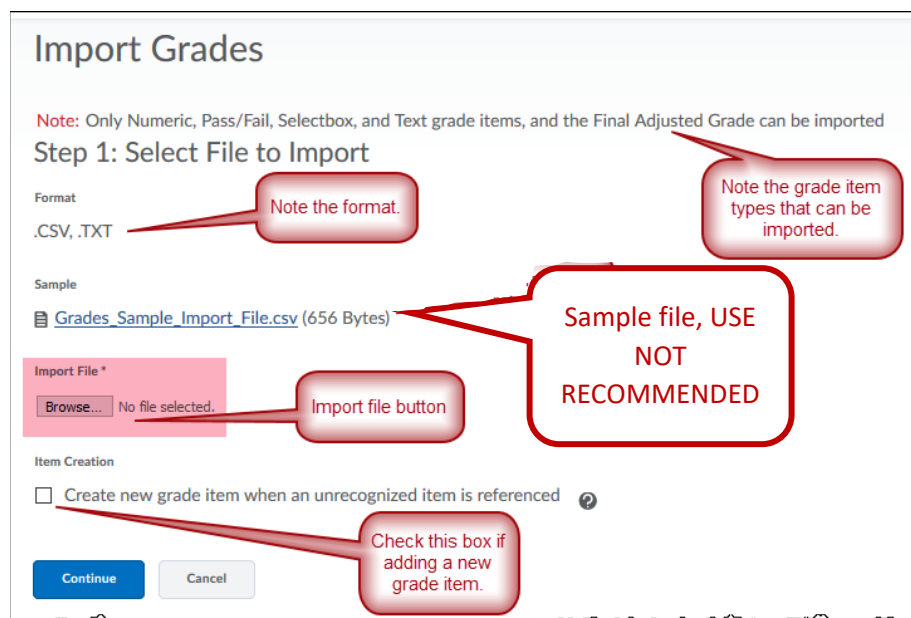
### Importing the .csv file:

NOTE: There is also a template file provided by D2L that can be used as a template for import. However, it is not recommended for use as the formatting is not specific to our UNG eLearning (D2L) gradebook field data. The above template created from an export will contain the proper UNG eLearning (D2L) gradebook field data format.

1. Enter the Grade tool through the **Grades** button link on the Navbar; click on the **Enter Grades** tab and then the **Import** button:

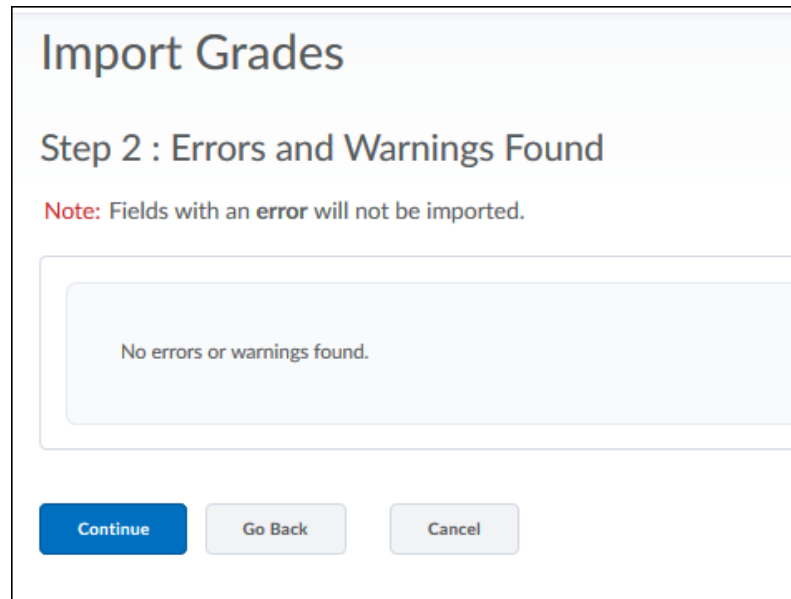


2. Set up your upload of the import file:



## Importing Grades using a .CSV file

After selecting your file through the “Import File” button, click “Continue” and follow the directions given to complete the import.



**Import Grades**

**Step 2 : Errors and Warnings Found**

**Note:** Fields with an error will not be imported.

No errors or warnings found.

**Continue**   **Go Back**   **Cancel**

**This screen means the file is good and has no issues.**