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:

	C	ourse Home	Content	Discussions	Assignments	Quizzes
Enter Grades	Manage Grades	Schemes	Setup Wiza	rd		
Import	Export	Switch to Stand	ard View	More Actions	~	
View By: Use	r 🗸 Ap	рІу				
Search For	۹	Show Search	Options		~~v~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	••••••····

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

Export Options	
Export Grade Items For	ļ
All users 💙 Apply	
Key Field	<u>{</u>
Org Defined ID	, ,
Username	ł
O Both	
Sort By	
Default 🗸 🗸	Ş
Grade Values	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Points grade	۲ ۲
Weighted grade	ţ
Grade Scheme	Ş
licer Details	2
Last Name	Ş
First Name	>
Email	}
Group Membership	Ś
Choose Grades to Export	
Grade Itam	Туре
CAN NOT DELETE	Numeric
Discussion - Shiloh	Numeric
Discussion - Vicksburg	Numeric
TestHolRub	Numeric
Quiz with Sections	Numeric
Module 3 BM Quiz	Numeric
TestHolRubric	Numeric
ChkHolText	Numeric
TestAnalPtsRubric	Numeric
Pass-Fail Gi	Pass/Fail
Chk quiz	Numeric
Bentonville Discussion	Numeric
Test topic 3	Numeric
Sample Scoring Lesson	Numeric
Final Calculated Grade	
Final Adjusted Grade	

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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:

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Course Home	Content	Discussions	Assignments	Quizzes	Classlist	Grades	Resource
Enter Grades	Manage Gra	des Scheme	s Setup Wizar	rd			1
Import	Export	More Act	ions 🗸				<
View By:	ier	 Apply 					(
Search For	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Sh	ow Search Opti	ions	~~~~~	~	: ^

2. Set up your upload of the import file:

Import Grades	
Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and Step 1: Select File to Import	Note the grade item types that can be imported.
Sample Grades_Sample_Import_File.csv (656 Bytes) Import File* Browse No file selected. Import file button	Sample file, USE NOT RECOMMENDED
Item Creation Create new grade item when an unrecognized item is reference Check this box if adding a new grade item.	ed @

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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.