Export and Import Grades

Overview

You can create and setup your gradebook as a CSV file on your computer and upload it to the gradebook. *NOTE:* The gradebook contains predefined values such as student *username; orgdefinedid,* etc. in the Grades tool. The gradebook will generate an error message if the CSV file import to Brightspace does not match existing student *usernames; orgdefinedid* etc. or if a column header is not saved properly.

As a best practice, first setup the gradebook in Brightspace, then export a CSV file. You can add scores (basic) and even add a new numeric grade column (advanced) to work offline on your computer, then upload it back to the Grades tool. This will save you a lot of time and help reduce potential errors. You will not be able to complete an upload if you have errors.

Objectives

By following the guide, you will be able to:

Part 1: Export Grades as a CSV File

Part 2: Add Scores to the CSV File

Part 3: Add a New Numeric Grade Column to the CSV File

Part 4: Import Grades using CSV File (basic: scores only)

Part 5: Import Grades using CSV File (advanced: scores & new numeric column)

Part 1: Export Grades as a CSV File

1. Click **Grades.**
2. Click **Enter Grades.**
3. Click **Export.**
   a. Leave the Key Field default (unless you have a preference).
   b. Determine which User Details to include in the downloaded file. (Example, you may not be interested in student emails in the spreadsheet.)
   c. Scroll down and confirm which grades to export. (Note: You can export all the items or just the one you are wanting to work with off-line.)
4. Click **Export to CSV**.
5. Click **Download**.

Part 2: Edit Grades in the CSV file

1. Open the CSV file.

2. IMPORTANT: Do not remove or change the Org Defined ID/Username columns.

   a. Do not edit any of the column headings!

3. Add numeric scores (grades) in the appropriate cells as needed.

4. Save the edited CSV file. (Note: You can save the file with a different name.)

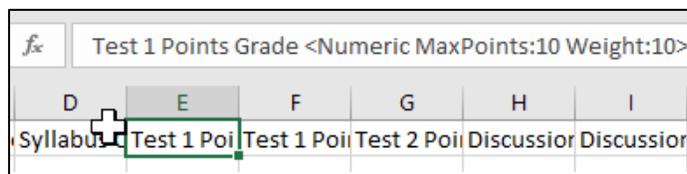5. If you get the following message, click **Yes**.
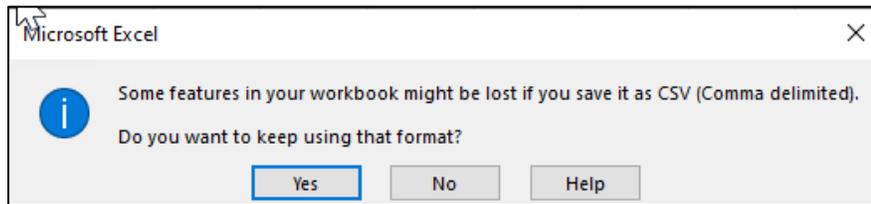
6. Note where you saved the file on your computer, then close the file.

Part 3: Add a New Numeric Grade Column in the CSV file

1. Open the CSV file.

2. **IMPORTANT:** Do not remove or change the Org Defined ID/Username columns.

3. Make sure that you already have at least one numeric column from Brightspace in the CVS file. (You will use this to copy the header text/code.)

4. Select the numeric column and insert a new column next to it.

5. Click on the header cell (not the entire column) of the *existing numeric column* and **copy the text/code** in the formula (fx) field. It will look something like this:

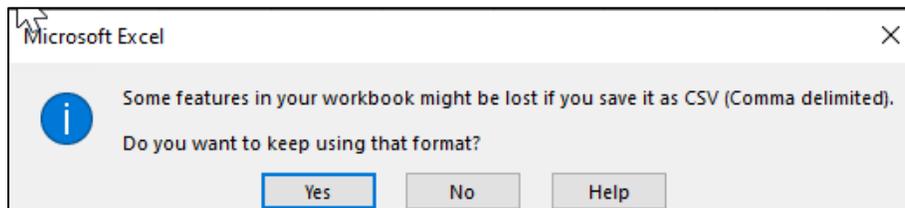6. Click on the header cell (not the entire column) of the *new column* & paste the text/code.

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7. Edit the text in the formula (fx) field before "Points Grade...>" with the new title.

   IMPORTANT: Do not edit/remove the "Points Grade...>" part of the formula (fx) field.

   Test 3 Points Grade <Numeric MaxPoints:10 Weight:10>

8. Add numeric scores (grades) in the appropriate cells as needed.

9. Additionally, you need to add an End-of-Line Indicator column at the end of your spreadsheet. This lets Brightspace know when to move on to the next line. Below is a sample of what a potential .csv could look like. **Reminder:** There are three things needed for the .csv: OrgDefinedID, a column with Points Grade included in the title, and an End-of-Line Indicator. Without these three things, you will receive an error message.

A	B	C
OrgDefinedId	Collecting Feedback Points Grade	End-of-Line Indicator
hljung_student7	9	#
hljung_student1	8	#
hljung_student10	7	#
hljung_student2	6	#
hljung_student3	5	#
hljung_student6	7	#
hljung_student8	5	#
hljung_student9	6	#
hljung_student4	9	#
hljung_student5	10	#

10. Save the edited CSV file. (Note: You can save the file with a different name.)

11. If you get the following message, click **Yes**.

   Microsoft Excel   ×

   ⓘ Some features in your workbook might be lost if you save it as CSV (Comma delimited).

      Do you want to keep using that format?

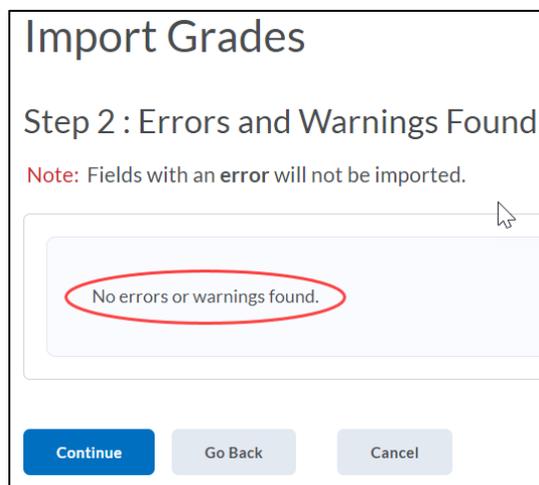   [Yes]   [No]   [Help]

12. Note where you saved the file on your computer, then close the file.

Part 4: Import Grades with the CSV File (basic: scores only)

The success of this part is dependent on following the steps and tips noted in Parts 1-3 above.

1. Click **Grades.**

2. Click **Enter Grades.**

3. Click **Import.**

4. Click **Choose File** and locate the file to import. (Import Grades Step 1)

5. Click **Continue**.

6. Confirm that no errors and warnings were found. (Import Grades Step 2)

7. Preview the Import. (Import Grades Step 3)

8. Click **Import**.

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Part 5: Import Grades with the CSV File (advanced: scores & new numeric column)

The following instructions are for uploading a **CSV file that includes a new numeric grade** column. The success of this part is dependent on following the steps and tips noted in Parts 1-3 above.

1. Click **Grades.**

2. Click **Enter Grades.**

3. Click **Import.**

Step 1: Select File to Import

4. Click **Choose File** and locate the file to import.

5. If you did Part 3 of this guide (Add a New Numeric Grade Column),

   Check the box under Item Creation.

6. Click **Continue**.

Step 2: Create New Grade Items

7. Click **Continue**.

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Step 3: New Grade Item Properties

8. As needed, edit the Maximum Points value for the new column Note: The default is 10 but your new column value might be greater (e.g., 100 points).

9. Click **Continue**.

Step 4: Errors and Warnings Found

10. Confirm that no errors and warnings were found.

11. Click **Continue**.

12. Click **Import**.

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