

# Export and Import Grades

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## 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)

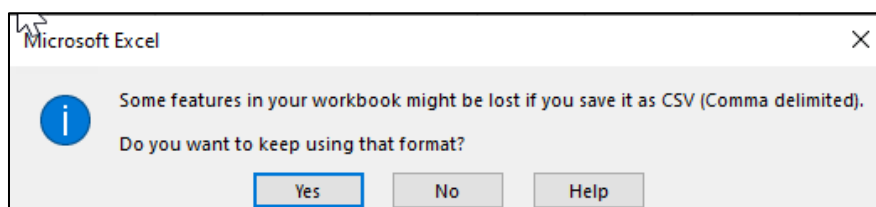
Part 5: Import Grades using CSV File (advanced: scores & new numeric column)

## 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

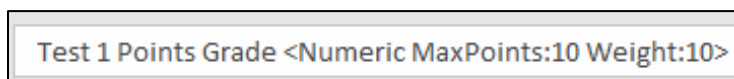
1. Open the CSV file.
2. IMPORTANT: Do not remove or change the Org Defined ID/Username columns.
  - a. Do not edit any of the column headings!
3. Add numeric scores (grades) in the appropriate cells as needed.
4. Save the edited CSV file. (Note: You can save the file with a different name.)
5. If you get the following message, click **Yes**.



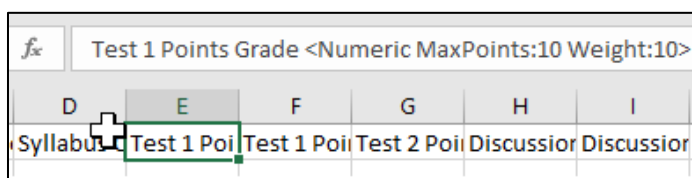
6. Note where you saved the file on your computer, then close the file.

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

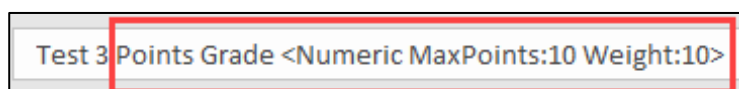
1. Open the CSV file.
2. IMPORTANT: Do not remove or change the Org Defined ID/Username columns.
3. Make sure that you already have at least one numeric column from Brightspace in the CVS file. (You will use this to copy the header text/code.)
4. Select the numeric column and insert a new column next 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:



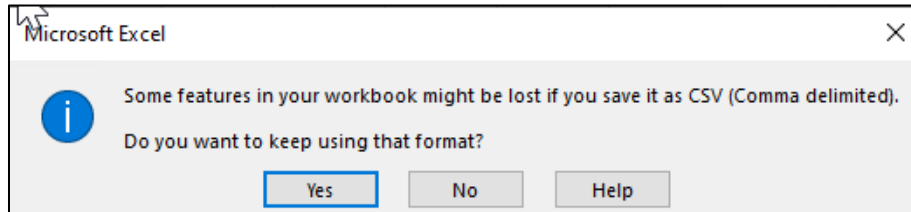
6. Click on the header cell (not the entire column) of the *new column* & paste the text/code.



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.
- Add numeric scores (grades) in the appropriate cells as needed.
- Save the edited CSV file. (Note: You can save the file with a different name.)
- If you get the following message, click **Yes**.

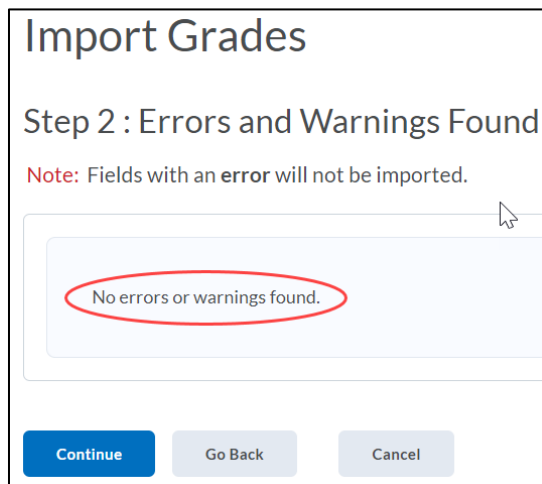


- Note where you saved the file on your computer, then close the file.

#### 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.

- Click **Grades**.
- Click **Enter Grades**.
- Click **Import**.
- Click **Choose File** and locate the file to import. (Import Grades Step 1)
- Click **Continue**.
- Confirm that no errors and warnings were found. (Import Grades Step 2)



- Preview the Import. (Import Grades Step 3)
- Click **Import**.

## 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.

**Import Grades**

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items.

**Step 1: Select File to Import**

Format  
.CSV, .TSV, .TXT

Sample  
[Grades Sample Import File.csv \(657 Bytes\)](#)

Import File \*  
Choose File new041420d\_...-16-59.csv

Item Creation  
 Create new grade item when an unrecognized item is referenced

Continue Cancel

6. Click **Continue**.

### Step 2: Create New Grade Items

7. Click **Continue**.

### 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).

Import Grades

Step 3: New Grade Item Properties

Test 3 (Numeric)

Category

None

Maximum Points \*

100

Weight \*

25

Can Exceed

Bonus

Continue Go Back Cancel

9. Click **Continue**.

### Step 4: Errors and Warnings Found

10. Confirm that no errors and warnings were found.

Import Grades

Step 4 : Errors and Warnings Found

Note: Fields with an error will not be imported.

No errors or warnings found.

Continue Go Back Cancel

11. Click **Continue**.
12. Click **Import**.