

Gradebook: Importing & Exporting Items

Instructors can import grades in csv files or export grades to a csv file that can be opened in a spreadsheet.

Formatting the file to be imported

You can import csv files directly to the Gradebook. In order for the import to be successful:

- The spreadsheet must be saved in csv format.
- The first row should contain headings.
- If you're uploading an entire spreadsheet, the headings in the first row should contain the title and point value or item weight (in brackets) for each gradebook item.
- The first column should contain individuals' usernames, with the heading "Student ID".

See Figure 1 to view an example.

Student ID	Student Name	Essay 2 [100]	Class attendance [100]
demo17	Olium, Lynne	83	90
demo18	Out, Jill	97	80
demo22	Plane, Dee	100	100
demo23	Pole, Tad	89	70
demo19	Port, Dee	66	60

Figure 1

To get a file with the correct format you can either create it yourself or download a spreadsheet template.

1. To download the template from Oncourse, **click Import Grades**.
2. **Click Download Spreadsheet Template**.
3. **Save the file to a convenient location**.

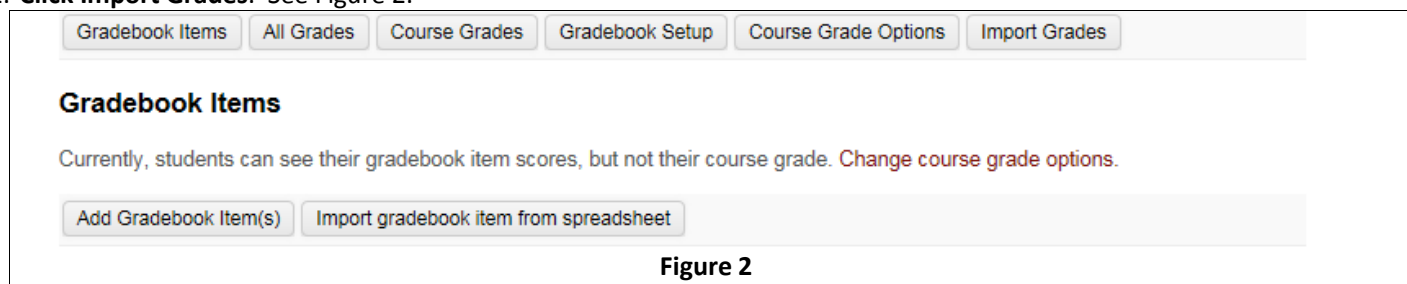
Note: The first column of the template will show a legend for noting non-calculating grade items. You may choose to delete this column before uploading. Any items that were already in the Gradebook will appear as column headers.

Importing an Entire Spreadsheet

The Import Grades feature in Oncourse enables instructors to import an entire spreadsheet into the Gradebook. You can only import grades using this method; you cannot import comments as well. If you wish to import comments you must import the individual items. See the next section of this document for instructions.

1. From the menubar on the left, **click Gradebook**.
You see the Gradebook Items screen.

2. **Click Import Grades**. See Figure 2.



3. **Click Browse**.
4. **Navigate to the saved CSV file**.
5. Double-click the file.
6. To import the file into the Gradebook, **click Import Spreadsheet**.
7. To confirm the import, **click OK**.

You should see a message stating that the import was successful.

8. To view the modified gradebook, **click Gradebook Items**.

Note: You cannot import grades for Gradebook items that were added from Tests & Surveys.

Importing Individual Gradebook Items from a Spreadsheet

Instructors may also import new gradebook items including comments from a spreadsheet. You cannot import any columns with the same name as existing gradebook items.

1. From the menubar to the left, **click Gradebook**.
2. **Click Import gradebook item from spreadsheet**. See Figure 2.

You will see a loading dock, which is a holding place for the spreadsheet (csv format) that has been uploaded from your local computer. See Figure 3.

Gradebook Items > Import Gradebook Item

Below is the loading dock, a holding place for spreadsheets (csv format) that have been uploaded from your local computer. Once loaded here, the data in the spreadsheet can be imported in part or whole into your gradebook.

[Upload spreadsheet \(csv format\) to Loading Dock](#)

Loading Dock

Title	Creator	Date Created
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Figure 3

3. Click **"Upload spreadsheet (csv format) to Loading Dock."**
You see a list of steps for downloading a template and uploading a spreadsheet of grades.
4. In the Title box, **type a unique name to be displayed in the Loading Dock.**
5. To select a file for upload, **click Browse.**
6. **Find and double-click the csv file.**
7. **Click Save.**
8. To verify that this is the correct spreadsheet and to verify the upload, **click OK.**
9. On the Import Grade Item screen, find the newly uploaded file in the Loading Dock, and next to it, **click Import.**
10. To import the columns one at a time, **click the radio button** of the appropriate Gradebook item and corresponding scores that you want to import.
11. **Click Import Selected.**
12. On the Import Gradebook Item and Scores screen, for the gradebook item, **Enter the following:**
 - a. **Grade Entry Type**
 - b. **Title**
 - c. **Enter a Gradebook Item Point Value/Relative Weight:**
 - For points, **enter a total point value.**
 - For percentages, **enter a relative weight for the item.**
 - d. **Due Date** – this field is not required.
 - e. **Select a category**, if applicable.
 - f. **Select Release this Item to Students**, if applicable
You can deselect this option later, if necessary.
 - g. **Select "Include this item in course grade calculations,"** if applicable.
You can deselect this option later, if necessary.
 - h. If the imported spreadsheet includes comments for this gradebook item, **select the column containing the comments.**
13. **Click Submit.**
You are returned to the Loading Dock.
14. **Repeat steps 11-13 for additional gradebook items.**

Exporting Course Grades

Once you have entered grades in a Gradebook, you can easily export the grades to use in a spreadsheet program.

1. From the site's menubar, **click Gradebook.**
2. **Click All Grades.**

You will see a list of students, their scores or grades on all graded items, and cumulative scores, if applicable. If you filter your roster or sort by column before exporting, it will be reflected in the output. See Figure 4.


Student Name 	Student ID	Course Grade**	Homework 1 <i>Details</i>	Homework 2 <i>Details</i>	Homework 1 [10.0] <i>Details</i>	Homework 3 <i>Details</i>	Homework (30%)
Olium, Lynne	demo17	69.6%	-	2	4	10	60%
Out, Jill	demo18	72.6%	-	4	2	9	65%

Figure 4

3. If necessary, next to View, **click the drop-down list** to view the roster by section, group, or category.
4. To begin the export in csv format, **click Export Gradebook** in the upper right corner.
5. If prompted to open or save the file, **click Save.**
6. **Save the file to a convenient location.**
7. When you are finished, **click Gradebook Items** to return to the main Gradebook screen.