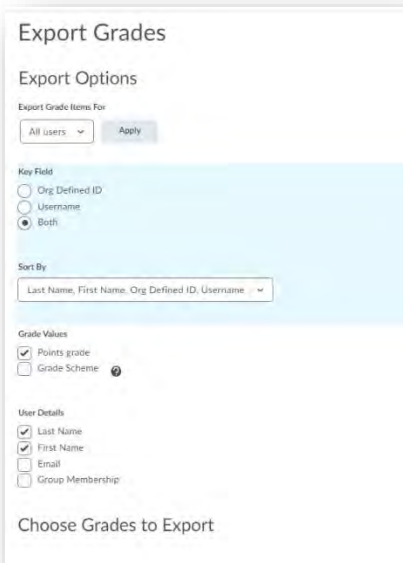## Before you begin this task

- Ensure that your grade book is set up with the necessary grade items
- Ensure that you have the Exam results spreadsheet with a <u>raw score column</u> (referred to in these directions as the "Originating Spreadsheet")
  - This spreadsheet should be sorted by *Last Name > First Name*

Export the Grade item from Brightspace

- Click on **Course Admin > Grades**
- On the Enter Grades tab, click Export
- A new dialogue box will pop up, <u>*use the settings pictured in Figure 1.*</u>
- Under "Choose Grades to Export" check the Grade Item that you wish to export.
- Export an EXCEL (.xlsx) file
- After Export, sort your spreadsheet by *Last Name, First Name*

Export Grades

Export Options

Export Grade Items For
[All users ∨] [Apply]

Key Field
○ Org Defined ID
○ Username
◉ Both

Sort By
[Last Name, First Name, Org Defined ID, Username ∨]

Grade Values
☑ Points grade
☐ Grade Scheme ⊘

User Details
☑ Last Name
☑ First Name
☐ Email
☐ Group Membership

Choose Grades to Export

Count & Compare the Names

Review both spreadsheets to be sure that you have the same number of rows, and that the names are in the same order on both spreadsheets.

Copy the Raw Score

After you have completed the name check and count, select the numbers in the Raw Score column on the originating spreadsheet, copy/paste them into the Grade Item column on the Brightspace Grades spreadsheet.

Then, **Save As** > no need to change the name > *change file type to .csv*

Import to Brightspace Grades

- Click on Course Admin > Grades
- From the **Enter Grades** Tab, click *Import*
- Click on the Choose File button, then continue.

The file will process, and you will see a preview. This preview gives you one more look before the grades are added to the gradebook.

Complete the import process after reviewing the Preview. If you see a mistake, click on cancel. Return to the spreadsheets to review and correct the error.

In the event an error is detected after the import is complete, the grade item entries can be manually corrected.