



# Black Hills State University Instructional Design

## Upload Grades From Excel - csv format

### Remember:

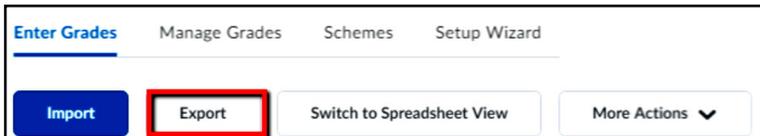
- ⇒ Always create 'Grade items' in D2L to Export grades in 'csv' format
- ⇒ Do not change the name or format of the file as it is needed to 'Import' into D2L

### Two Steps

1. Export a 'csv' file to manually enter / update grades
2. Import the downloaded 'csv' file after manually entering / updating grades

### Step 1: Export a 'csv' file to manually enter / update grades

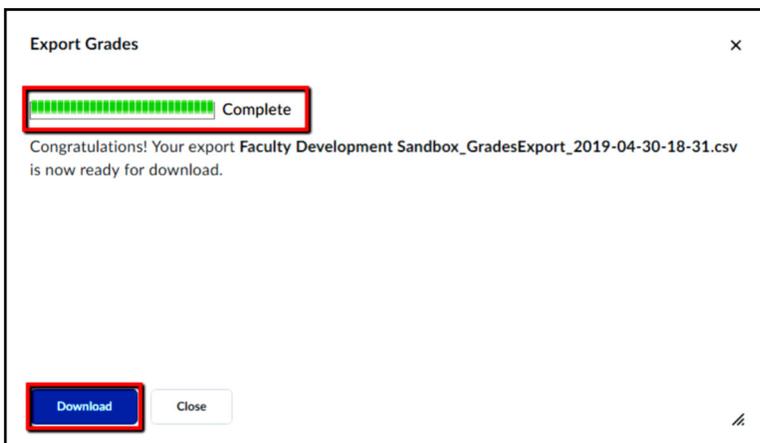
- Click 'Grades' from the dropdown menu of 'Assessments' to go to the 'Enter Grades' page
- Click 'Export' to go to the 'Exports Grade' page



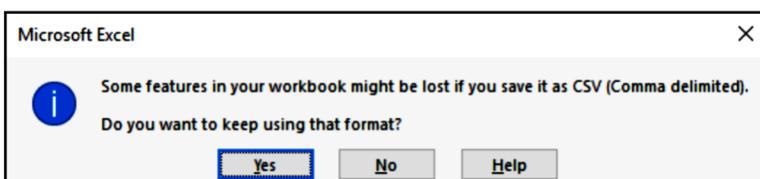
- Select 'Export Options' and 'Choose Grades to Export'
- Click 'Export to csv' button for 'Export Grades' window to open up to process



- Wait for 'Complete' status to be displayed
- Click 'Download' when the 'Download' button is highlighted to download the file



- Manually enter / update the grades.
- To save - when a message pops-up 'Some features in your workbook might be lost if you save it as CSV (Comma delimited). Do you want to keep using that format?', select 'Yes'.





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### Step 2: Import the downloaded 'csv' file after manually entering / updating grades

- Click 'Grades' from the dropdown menu of 'Assessments' to go to the 'Enter Grades' page
- Click 'Import' to go to the 'Imports Grade' page
- Click 'Choose File' and follow the steps to select the updated and saved 'csv' file
- Click 'Continue' to follow the next steps and for the process to begin and complete

Import Grades

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

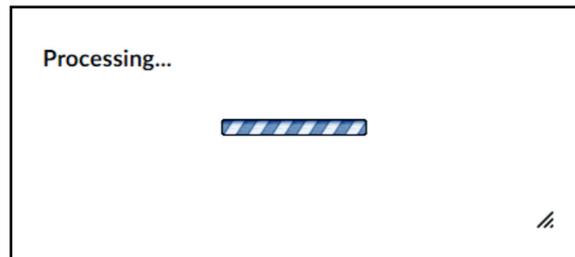
Format  
.CSV, .TXT

Sample  
Grades\_Sample\_Import\_File.csv (657 Bytes)

Import File\*  
Choose File | No file chosen

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

Continue Cancel



- When the process is completed
  - the 'Enter Grades' page opens up
  - 'Imported Successfully' message pops-up

