

IMPORTING a CSV gradebook into D2L

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Find your way to the red navigation bar, ASSESSMENTS and drop down to GRADES

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Import Export More Actions ▾

First click on ENTER GRADES, then second click on IMPORT.

Step 1: Select File to Import

Format
.CSV, .TXT

Sample
 Grades_Sample_Import_File.csv (656 Bytes)

Import File *
 D2L Sandbo...t_Test.csv

Click on CHOOSE FILE – locate the CSV file that you previously exported and saved. Select that file for import. Once uploaded, you will see it here.
NOTE: There is a SAMPLE of a file located above for your reference

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

Continue Cancel

Review that you chose the correct file, and click CONTINUE.

Import Grades

Step 2 : Errors and Warnings Found

Note: Fields with an error will not be imported.

20 per page

Error/Warning	Row # (in CSV file)	Org Defined ID	Grade Item	Value
Unrecognized user	1		N/A	N/A

20 per page

Continue Go Back Cancel

Should this box appear, record what information is provided (sometimes it's an error with the User ID) and bring that to your T/L coordinator who can assist with this. Either way, click CONTINUE as you can continue on despite this error message.

Step 3 : Preview Import

No items found.

Import

Go Back

Cancel

This is the communication box that is most likely to pop up after you click continue.

Continue by clicking IMPORT



Imported successfully



Once grades have been uploaded, this will appear at the bottom middle of the screen. Remember to SAVE and the grades import is done.