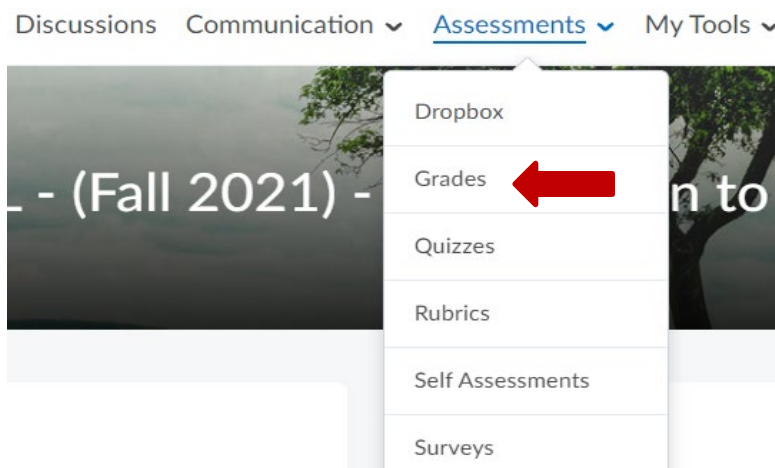


How to Import Grades to your Gradebook with a CSV File

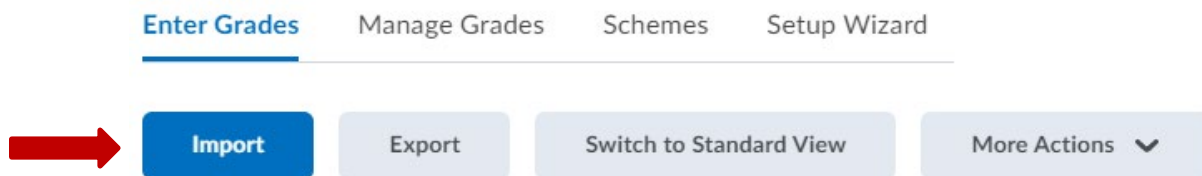
1. In your class's D2L site, click **"Assessments"** in the navigation bar and then in the drop-down menu select **"Grades"** to open the Gradebook



2. Click **"Enter Grades"** to open the Enter Grades page



3. Click on **"Import"**



- Click on **“Choose File”**, then – locate the CSV file that you previously exported and saved. Select that file for import. When your file has been uploaded then click **“Continue”**.

NOTE: There is a **SAMPLE** of a file located above the **“Continue”** button in D2L for your reference

Import Grades

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

Step 1: Select File to Import

Format

.CSV, .TSV, .TXT

Sample


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

Import File *



D2L Sandbo...8-20-02.csv

Item Creation

☐ Create new grade item when an unrecognized item is referenced 



- D2L will notify you of any errors found in your csv file. If there are no errors, click **“Continue”**.

Note: If errors were found in your csv file, record the information provided and reach out to your T & L Coordinator who can assist you with this.

Import Grades

Step 2 : Errors and Warnings Found

Note: Fields with an **error** will not be imported.

No errors or warnings found.

6. In the final step, please review that the information is accurate, then click **“Import”**

Import Grades

Step 3 : Preview Import

Last Name ▲ , First Name, Org Defined ID	Class participation	Journal Assignments		
		Journal #1	Journal #2	Journal #3
Ayers, Gillian, [REDACTED]	89 / 100	78 / 100	91 / 100	76 / 100
Gao, Alice, [REDACTED]	90 / 100	86 / 100	97 / 100	79 / 100
Gillis, Sarah, [REDACTED]	87 / 100	84 / 100	83 / 100	72 / 100
Pickering, Tammy, [REDACTED]	92 / 100	85 / 100	87 / 100	89 / 100
Reid, Victoria, [REDACTED]	88 / 100	92 / 100	80 / 100	93 / 100



Import Go Back Cancel

7. Once grades have been uploaded, this will appear at the bottom middle of the screen. Then click **“SAVE”** and the grades import is done.

Imported successfully X