

Importing and Exporting Grades

Instructors can import grades by adding a list of students and grades from outside the online course, as well as export online course grades. Desire2Learn's import feature uses a comma separated value (CSV) file or a plain text (TXT) file. The export feature uses a comma separated value (CSV) file or an Excel (XLSX) file format. With Excel or a similar program, instructors can easily open, work with, or create CSV and XLSX files. With Word or another text editor, instructors can open, edit, or create TXT files.

NOTE: IDWT recommends the CSV format for importing and exporting grades, since it is supported by both functions in D2L.

About Importing Grades

Imported grades can be any items that the instructor has been tracking outside of Desire2Learn (e.g., attendance or extra credit). Before importing grades, the grade items must be added to the Desire2Learn grade book. For more information on adding grade items, refer to Grades Overview.

Desire2Learn's import feature uses a comma separated value (CSV) file format or a plain text (TXT) file format. **Getting the file in the correct format is critical for a successful grade import.** Since grade items must be added to the Desire2Learn grade book **prior** to importing grades, it is best to create a template by exporting the grade book as a CSV **after** creating the grade items. This way, the column headings in the CSV file for each grade item will be accurate.

The column headings in the CSV file consist of the name of the grade item and the grade type. In the example shown here, "Assignment 1" is the name of the grade item and "Points Grade" is the grade type. Both pieces of information must be part of the column heading.

	A	B	C	D
1	Username	Assignment 1 Points Grade	Assignment 2 Points Grade	Participation Text Grade
2	Vickie.Bre	42		38 Your comments were foc
3	Frank.Cat	44		37 Perfect Attendance!
4	Danielle.F	36		29 You had great ideas wher

Importing Grades

1. On the Course Home page red navigation bar, click the **Grades** link.
2. Click **Enter Grades** to access the **Enter Grades** area, if it's not set as the default view.
3. Click the **Import Grades** button . The Import Grades page appears.
4. Click the **Browse...** button
 1. The "File Upload" dialog box appears.

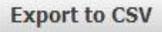
2. Find and select the desired file.
3. Click **Open**.
4. After entering the information in the correct places, click the **Continue** button. The grades are imported to the Enter Grades area.

IDDS recommends that you back up your grade book every time you update it.

Exporting Grades

Exporting grades from a Desire2Learn course produces an Excel file (.xlsx) or a comma separated values file (.csv), with the students' information separated by commas. The .csv file can then be opened with Excel and saved as an Excel file (.xlsx). **It is important to back up the Grades area frequently.**

NOTE: To maintain an up-to-date backup, export a Grades List several times during the semester as well as at the end of the semester.

1. On the Course Home Page navigation bar, click the **Grades** link.
2. Click **Enter Grades** to access the **Enter Grades** area, if it's not set as the default view.
3. Click the **Export Grades** button . The Export Grades page appears.
4. In the **Export Options** section, select the desired options.
5. In the **Choose Grades to Export** sections, select the appropriate grade items.
6. Click **Export to CSV**  or **Export to Excel** . The "Export Grades" dialog box appears.
7. Click the grade link. The "File Download" dialog box appears.
8. Click either the **Open with** or **Save File** option, then click **OK**.
9. Follow the browser prompts to open the file or save it to a specific location.
10. After opening or saving the file, click the **Close** button in the "Export Grades" dialog box.