

# 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 to a text editor such as Word or Excel. Desire2Learn's import/export feature uses a comma separated value (CSV) file format. With Excel or a similar program, instructors can easily open, work with, or create CSV files.

## 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 refer to Working with the Grades Tool.

Desire2Learn's import/export feature uses a comma separated value (CSV) 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 export the grade book *after* creating the grade items. This way, the column headings 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 (Backing Up Your Grade Book)

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

1. On the Course Home page red navigation bar, click the **Grades** link. The User List pane appears.
2. Click the **Import Grades** button . The Import Grades pane appears.
3. In the **Import File** text box type the location of the CSV file.  
OR to select the file:  
Click **Browse...**
  1. The "Choose file" 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 User List.

## Exporting Grades

Exporting grades to a Desire2Learn course produces a comma separated values file (.csv), with the students' information separated by commas. This file can then be opened with Excel and saved as an Excel file (.xlsx).

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. The User List screen appears.
2. Click the **Export Grades** button . The Export Grades pane appears.
3. In the **Export Options** section, select the desired options.
4. In the "Choose Grades to Export," sections, select the appropriate grade items.
5. Click **Export to CSV**. The "Export Grades" dialog box appears.
6. Click the grade link. The "File Download" dialog box appears.
7. Click the **Save** button. The "Save As.." dialog box appears.
8. Find and select the desired save location.
9. Click the **Save** button. The "Download complete" dialog box appears.
10. Click **Close**. The grades are exported.