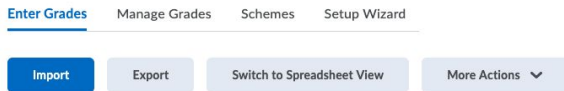


How to import/export grades from Excel?

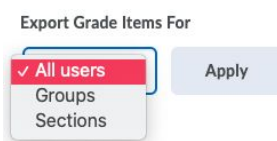
Whether you are importing or exporting grades your starting point is the same. Go to Assessment > Grades > Enter Grades.

Exporting Grades to Excel

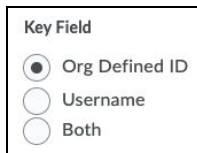
Once you are in grades click on the Export button, this will open the Export Options window.



Export Grade Items For will allow you to select if you are exporting grades for all users, sections or groups. Don't forget to click on the Apply button once you've made your selection.

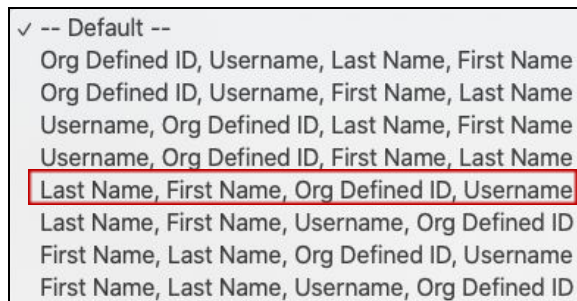
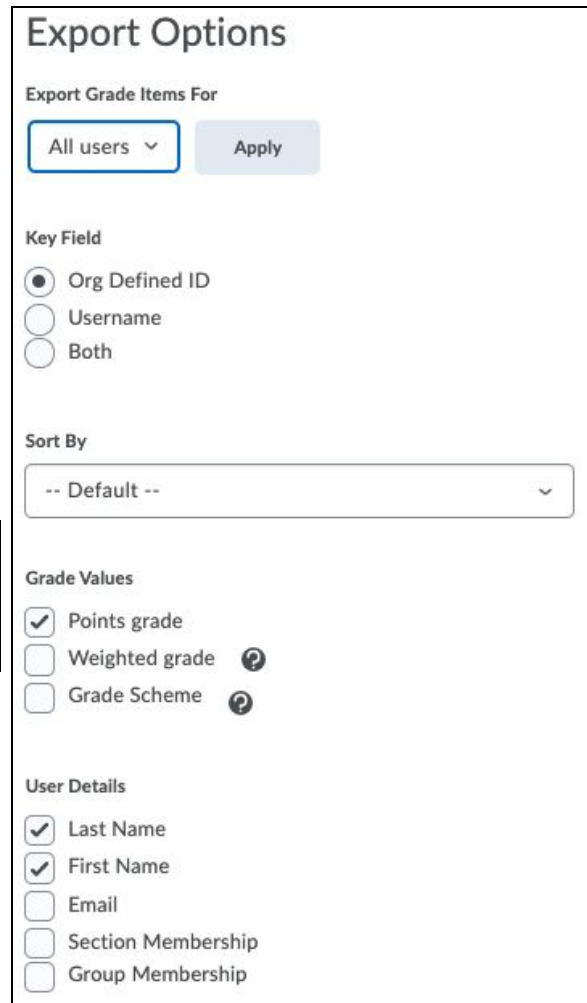


Key Field will identify what key field you want to export. It is either the Org Defined ID (ID number), Username, or both.



Sort By gives you the ability to organize the grades you are exporting. By default it will appear sorted using the Org Defined ID, which is not the way we usually prepare our gradingsheets.

Select the sort sequence that is appropriate for you. I would highly recommend this: Last Name, First Name, Org Defined ID, Username. This sequence means less editing on your part later on excel.



Tick one or all of the boxes under **Grade Values** to determine which kind of grade you want to display in the exported grades. *Note: you have to pick at least ONE of the options provided.*

Grade Values

Points grade

Weighted grade ?

Grade Scheme ?

Choose the grades to export

This is the part where you select the grade items by clicking on the checkboxes provided. *Note: the image below is just a sample.*

<input type="checkbox"/> Grade Item	Type
<input type="checkbox"/> Activities	
<input type="checkbox"/> MT Class Participation	Numeric
<input type="checkbox"/> S1: Domain registration and hosting (Bonus)	Numeric
<input type="checkbox"/> S2: Self-Introduction (Bonus)	Numeric
<input type="checkbox"/> S3: Design conversion	Numeric

- Click on the **Grade Item** checkbox located above to select all grade items.
- Click on a **Category** (ex. *Activities*) to select all grade items in that category.
- Click on individual **Grade Items** within a category to pick and choose only the specific grade items you want to export.

Exporting your grades

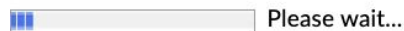
At the bottom of the screen are three buttons: export to CSV, export to excel, and cancel.



CSV is an acronym for comma separated value. This is a file that can be opened by either a text editor, numbers, or Microsoft Excel. In a CSV file all the information in each row is separated by a comma. When opened in Excel an extra step is needed for the information to appear in separate columns as is usually what we want.

If your intention is to open the grades in Excel anyway you may as well just Export to Excel. Once you click the button your screen will display this information:

Please wait, we will display a download button when your file is ready.



Wait for it to display this message:



Congratulations! Your export **SUBJECT SECTION (YEARTERM)_GradesExport_Date of Export.xlsx** is now ready for download.

Click on the DOWNLOAD button at the bottom of the page and wait for your download to complete.

Importing Grades from Excel

When importing grades from Excel there are some things you will need to consider:

- All the grade item names have to match what you have written in your course, no shortcuts! Otherwise, Bigsky will either ignore that criteria and all the corresponding grades or create new grade items for each one it does not recognize if you tick the box.
- Bigsky can only import grades that are in CSV, TSV, or TXT format. This means that you will have to convert your XLS or XLSX file before importing it.

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, .TSV, .TXT

Sample

 [Grades_Sample_Import_File.csv](#) (657 Bytes)

Import File *

No file chosen

Item Creation

Create new grade Item when an unrecognized item is referenced 

Once you have made sure your file matches the criteria above:

1. Click on Import File and select the CSV, TSV, or TXT version of your Excel file.
2. Wait for the file to upload then click on Continue.