



How do I import grades from an Excel?

The Brightspace Grades tool is highly functional and easily allows instructors to grade student's work in multiple ways. However, if you still keep track of student grades in an excel sheet, Brightspace has an import function in the Grades tool that allows you to import your grades. Please follow these steps to do so:

1. Click **Course Admin** in the NavBar.

Content Activities & Assessments ▾ Class Progress Calendar **Course Admin** Media Gallery Help ▾

2. Click **Grades** under Assessment.

Assessment

 [Assignments](#)

 [Awards](#)

 [Competencies](#)

 **[Grades](#)**

 [Rubrics](#)

 [Self Assessments](#)

3. Click **Enter Grades**.

Enter Grades

Manage Grades

Schemes

Setup Wizard

4. Under the Grades menu bar, click **import**.

Import

 **Export**

More Actions ▾

5. Review the Grades Sample Import File and mirror your excel sheet to the file. Choose file to import and continue the prompts to import.

Import Grades

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

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

 [Grades Sample Import File.csv](#) (656 Bytes)

Import File *

No file chosen

Item Creation

☐ Create new grade item when an unrecognized item is referenced 

