

## 1. Importing grades from Excel

Download the "gradebook" template file from SUCourse by following the steps "grades --> export --> Excel spreadsheet --> download".

**Export to Excel spreadsheet**

View Setup Scales Letters Import **Export**

OpenDocument spreadsheet Plain text file **Excel spreadsheet** XLS with Groups and Dates XML file

Separate groups All participants ▾

▾ Grade items to be included

- Github Classroom
- new turnitin
- Github Class 1
- ssss
- Assignment
- quiz
- deneme
- test1
- Course total

[Select all/none](#)

▸ Export format options

**Download**

2. Add student grades to Excel file without changing the file format.
3. Save the file as csv.

4. Select your csv file and the following settings from the steps "Grades → import → csv file"
  - a. Encoding (Choose UTF-8 or ISO-8859-9)
  - b. Select Separator (when you open csv, you will see semicolons or commas as separators. At this stage, you should choose whichever you see).
  - c. Click the "Upload grades" button at the bottom. "Grades → import → csv file" adımlarından csv dosyanızı ve aşağıdaki ayarları seçin

### Import CSV <sup>?</sup>

View Setup Scales Letters **Import** Export

**CSV file** Paste from spreadsheet Sync Pearson MyLab & Mastering Grades XML file

Separate groups All participants <sup>?</sup> v

▼ Import file

File \* **Choose a file...**

 You can drag and drop files here to

Accepted file types:  
Comma-separated values .csv  
Text file .txt

Encoding <sup>?</sup> UTF-8 <sup>?</sup> v

Separator <sup>?</sup>  Tab  Comma  Colon  Semicolon

Verbose scales <sup>?</sup> Yes <sup>?</sup> v

Preview rows <sup>?</sup> 10 <sup>?</sup> v

Force import <sup>?</sup>

**Upload grades**

5. On the screen that opened make and match the fields below and press "upload grades".
- a. Map from → email address
  - b. Map to → email address
  - c. For which activity you will "import" a grade, choose the relevant item under "grade item mappings". If you are going to create a new item in gradebook; select "new grade item". If you are going to import to old item, select "item name" from the dropdown list.

The screenshot shows a configuration interface for importing grades. It is divided into two main sections: "Identify user by" and "Grade item mappings".

**Identify user by:**

- Map from:** A dropdown menu with "Email address" selected. This field is highlighted with a red box.
- Map to:** A dropdown menu with "Email address" selected. This field is also highlighted with a red box.

**Grade item mappings:**

- Surname: Ignore
- First name: Ignore
- ID number: Ignore
- Username: Ignore
- Email address: Ignore
- Grade (Real): Ignore
- Quiz: 1 (Real):** A dropdown menu is open, showing a list of options. The "New grade item" option is highlighted with a red box.
- Course total (Real):
- Last downloaded from this course:

The dropdown menu for "Quiz: 1 (Real)" contains the following items:

- Ignore
- Others
- Ignore
- New grade item** (highlighted with a red box)
- Grade items
- Grade
- Quiz: 1** (highlighted with a red box)
- Feedbacks
- Feedback for Grade
- Feedback for Quiz: 1