1. **Importing grades from Excel**

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

5. On the screen that opened make and match the fields below and press "upload grades".

   a. Map from → email adress

   b. Map to → email adress

   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.