

Uploading Grades from Test Scanning to Brightspace

Part 1. Format grade file.

Before uploading grades to Brightspace, use these steps to edit the Roster NetID Excel file from Test Scanning Services so that it matches the screenshot below.

1. Rename the NetID column as **Username**. This must be column A.
2. Rename the student grade column as **Assignment Name + the words Points Grade**.
3. Delete the student name column.
4. Add a column named **End-of-Line Indicator** and add a # to each row of that column.
5. Save as a .csv file.

	A	B	C
1	Username	Assignment 1 Points Grade	End-of-Line Indicator
2			#
3			#
4			#
5			#


Part 2. Upload Grades to Brightspace.

1. Go to **Grades** in your Brightspace course.
2. Click **Import**.
3. Click **Choose File** and browse to import your file.
4. Check the box to the left of “Create new grade item when an unrecognized item is referenced” and click **Continue**.

Import File *

Sandbox - Dave Mamorella_GradesExport_2023-09-15-13-36_a.csv

Item Creation

Create new grade item when an unrecognized item is referenced 

5. Click **Continue** on the next screen.
6. Select a grade category if appropriate and enter point values and weight to match your grading scheme. Click **Continue**.
7. Click **Import**.