

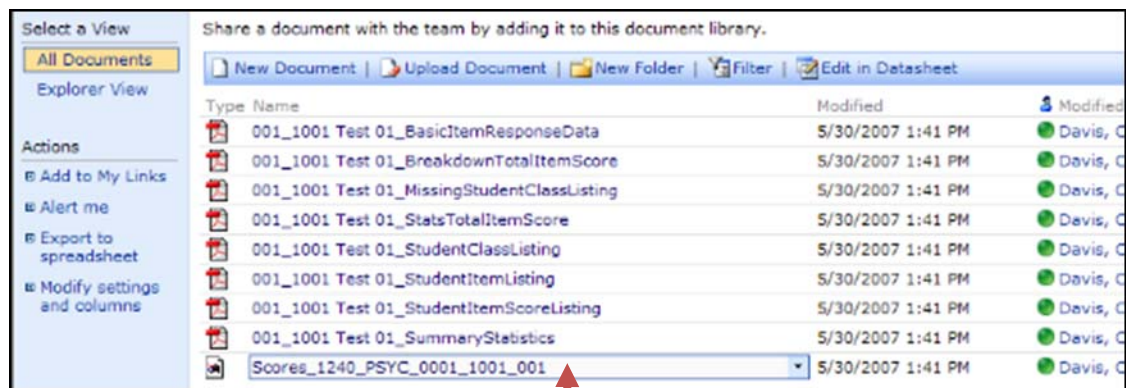
Importing Grades from SharePoint to D2L

Follow these steps to import your grades for optically scanned tests from SharePoint into D2L

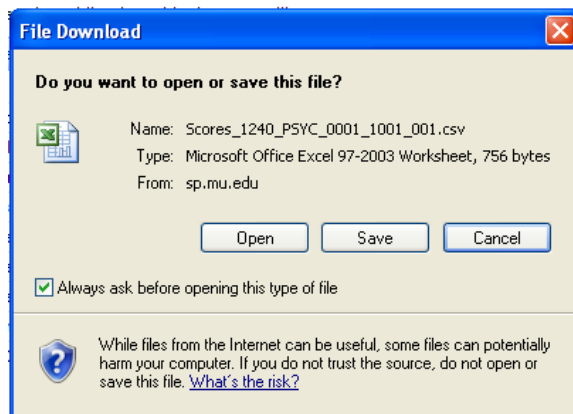
When an optically scanned test has been scored, the scores are automatically posted to a SharePoint site. After the site has been created, you receive an email notification with a link to the SharePoint location where the scoring files are stored.

(If you lose this web address, you can email the IT Services Help Desk, to request it again: helpdesk@marquette.edu)

1. Click on the link to open the SharePoint web page, and then open the **Shared Documents** folder.
2. Double-click on the file to open it. It will have a similar name to the one shown below, *Scores_1240_PSYC_0001_1001_001*



3. When you click on it to open it, a dialog box below will open up, asking if you want to open or save the file. Click on **Save**, and save the file on your Desktop or in MyDocuments.



4. After you have saved it, locate it on your computer and open it. It has a **.csv** extension and opens like an Excel file.

5. IMPORTANT

You need to check that the enrollment for the class on the CSV file exactly matches the enrollment for the class in D2L where you want to insert the grades.

If there is a student on the CSV file who is no longer a member of the D2L list, delete that row in the CSV file:

Click on the row heading to select the row, right-click and click on **Delete**.
(Or use the **Delete** icon on the **Home** Tab on the **Ribbon**)

If there is a student on the D2L list whose name has been added and they are not listed on the CSV file, insert a row and add their name exactly as it appears in your D2L grade book.

Click on the row heading to select the entire row, right-click and click on **Insert**.
(Or use the **Insert** icon on the **Home** Tab on the **Ribbon**)
Type in the name of the student exactly as it appears in your D2L grade book.

Click on **Save** to save the changes you have made to the CSV file.

6. Check again that the list of student names matches exactly your saved scores file (.csv).

7. Open **D2L** and click on **Grades**.

Add a **New Item** with the name of the test in the CSV file, minus "Out Of Grade".

For example, the test shown above was called "001 Out Of Grade". In D2L it is added as 001.

8. Click on **Import/Export**.

Student names must match the names on the .csv file exactly

Click on Grades to access your D2L grade book

The name of the test must match exactly the name of the CSV file. You can change this later.

Last Name ▲, First Name	Test #1	Test 2	Test 3	Test #4	Extra Credit	Paper	001	Final Grade
Bellomy, Bryn	48	49	-	-	-	-	0%	
Butterbaugh, Austin	37	36	-	-	-	-	0%	
Carlson, Lyndsev	37	27	-	-	-	-	0%	

- Click on **Import into Grades from CSV**.

My Home Locker Schedule

MARQUETTE UNIVERSITY **Desire2Learn** PSYC 1 1001 General Psychology

Course Home Content Discussions Dropbox Quizzes Classlist Grades Chat Links Email Journal

Instructions

- Export Option**
Select the user details and the type of grade values that you want included in the export.
Select the **Grade Items** that you want to export and select whether or not you want to export the **Adjusted Final Grade**.
Press the **Export to CSV file** button to complete the export process.
- Import Option**
Browse for the import **File**.
Press the **Preview Import** button to begin the import and to view a preview of the

Grades : Import / Export

Grades List

What would you like to do?

Import into Grades from CSV
 Export to CSV from Grades

Import Grades

The import format for grades is CSV (comma separated values). Each field should be separated by a comma, and each row by a line break.

The first row defines user information fields that are provided as well as the the Grade Items that are to be Imported -- it is recommended that you first perform an Export, ensuring that this first row is in the proper format.

If you would like to include the Final Adjusted Grade Numerator in the Import, include it under a heading called 'Adjusted Final Grade'.

Only Numeric, Checkbox, Selectbox, and Text Type Grade Items can be Imported.

Sample Import Format (boxes indicate individual lines)

StudentId,Test #1 Out Of Grade,Test 2 Out Of Grade,Adjusted Final Grade
User1 StudentId>User1 Test #1 Out Of Grade>User1 Test 2 Out Of Grade>User1 Adjusted Final Grade
User2 StudentId...

- Click on **Browse** to find the file on your Computer.

Marquette University - Windows Internet Explorer

http://134.48.29.59/d2l/orgTools/ouHome/ouHome.asp?ou=645

Choose file

Look in: My Computer

My Recent Documents Desktop My Documents My Computer IBM_PRELOAD (C:) DVD-RAM Drive (D:) My Network Places Symantec Client Security

File name: Files of type: All Files (*.*)

Open Cancel

Import file: **Browse** Preview Import Express Import

- Click on **Express Import**.
- Click on **Grades** at the top of the D2L page to view the scores that have been inserted in your Grade book.