Importing Grades from SCANTRON

1. Open Excel file emailed from UTS (Make sure you have saved original)

2. Delete Columns A and B so that 810 numbers appear in Column A, Row 1

3. Change Header in Column A, Row 1 to **OrgDefinedID**

4. In Row 1, Column B insert **Points Grade** after grade item name (for example **Quiz 5 Points Grade**)

5. Delete columns after grade item score

6. In last column header, type **End-of-Line-Indicator** with # as data for that column (or just copy End-of-line indicator column from a recent grades export into last column).
7. Under file, click Save As.

8. Type in file name (Quiz 5), select (.csv) or Windows CSV if you are on a Mac, and click save.

Now you have the file ready to import.

9. Log into eLC and navigate to your course. Click Grades in your course navigation.

10. Go to the Enter Grades screen. Click Export.


12. Select file, click Open.

13. If you have already created a grade item for this item it will self populate. If you have not created a Grade Item for this item, select Create new grade item when an unrecognized item is referenced.

14. Click Continue.

15. If no errors, click Continue (if errors occur, review sample import)

16. Preview imported grades and click Import.

Note: To move new grade item to a grade category, use Manage Grades to move item to correct category.
FAQs

What if I get an error message?

- Check all headings in Row 1 for accuracy including OrgDefinedID. Make sure all spaces, caps and symbols are accurate.
- Check all grade item headers for Points Grade suffix.
- Check last column for End-of-Line indicator and #.
- Review the sample import on the import grades page.