

Importing Grades to the Grade Center

In order for the file to be uploaded correctly you must first Save your grade book in Excel as a .txt file.

1. From File menu, select **Save As**.
2. Enter a name. From the Save as type drop down menu, select **Text (tab delimited)**. Click **Save**.
3. A message saying that the file type you selected does not support workbooks. Click **OK**.
4. A message saying your file may contain features that are not compatible with Text format. Click **Yes**.

Import the txt File

1. From the Grade Center, click on the **Work Offline** menu drop down menu, select **Upload**.

2. Browse for the file. From the File Manager, select the correct .txt file and click **Open**.

3. For Delimiter Type, select **Tab**.

4. Click **Submit** to upload the selected file.

5. Review the list of data from the file to be uploaded. Use the check boxes to de-select any data to be excluded from the upload. Using this method, it is possible to upload only the desired columns of data from the file. Notice how any columns you created in Excel will now be added.

6. Review the **Data Preview** Column to ensure the correct data is being uploaded. Data that appears incorrect can denote an improperly formatted file. The Data Preview will only show a sample of the data in each column in the file.

7. Click **Submit** to confirm and upload the file.

8. The Grade Center screen appears. Any columns that were just added will be upload at the end by default.

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

Cancel Submit

1. Choose File

When uploading grades, first download the Grade Center, and then edit the file with the data to be uploaded. This will help ensure that the data in the upload file is formatted correctly.

* Attach File

Selected File File Name
Name of link to file

Delimiter Type Auto Comma Tab

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

Cancel Submit

Upload	Uploading Column	Match	Grade Center Column	Data Preview	Messages
<input checked="" type="checkbox"/>	Exam 1				Add Column
<input checked="" type="checkbox"/>	Exam 2				Add Column
<input checked="" type="checkbox"/>	Exam 3				Add Column

Click Submit to proceed. Click Cancel to quit.

Cancel Submit