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If you are using the Gradebook to track student grades throughout the semester, you have the option of entering grades directly into each Gradebook Item that you create. Alternatively, you may keep grades in a spreadsheet that you periodically upload for import into the Gradebook.

This guide assumes that you are using the Gradebook in your site to enter grades for individual gradebook items.

Although there are four options for importing grades into the Gradebook, this guide discusses just the first two options listed below:

1. Creating and importing grades for an individual new gradebook item from a spreadsheet – useful when you want to create new gradebook items from data in a spreadsheet;
2. Importing grades for one or more gradebook items (existing or new) from a spreadsheet – useful when you want to upload grades for one or more existing gradebook items;
3. Importing Scan&Score results (see Additional Recommended Resources); and
4. Importing final letter grades from a spreadsheet (see Additional Recommended Resources).

Except in the case of Importing Final Letter Grades, grades imported from a spreadsheet must be entered as either points, relative to the total possible points for a given gradebook item, or as percentages.

You’ll define your preference for grade entry on the Gradebook Setup screen in your Gradebook. Refer to the Gradebook User Guide for steps to configure your Gradebook Setup prior to using the features described in this user guide.

**ADDITIONAL RECOMMENDED RESOURCES**

- **Gradebook User Guide**: discusses how to set up and use your Gradebook.
- **Importing Scan&Score Results**: a companion to this user guide that explains how to create and import grades for a single new gradebook item from data exported from the Scan& Score system. Also see the Scan&Score documentation on ITSWeb for steps to export scores to UVaCollab.
- **Importing Final Letter Grades**: discusses how to import just final letter grades for export to SIS. This feature assumes you are not using the Gradebook to post and compute final grades throughout the semester.
GETTING STARTED

Regardless of which grade import option you intend to use, we recommend that you first download the spreadsheet template from your site's Gradebook to use for entering grades that you will import. This template ensures that student data is in the correct format for later import into the Gradebook.

DOWNLOAD THE SPREADSHEET TEMPLATE

1. In your site's left menu, click Gradebook.
2. On the Gradebook Items screen that first appears, click the link to Import an entire spreadsheet.

3. Under step #1 on the Import Grades screen, click either Download Spreadsheet Template for Excel or Download Spreadsheet Template as CSV.

4. Save the spreadsheet to a location on your desktop.

EDIT THE SPREADSHEET TO ENTER ITEM AND GRADE DATA

When you open the spreadsheet template on your desktop, you'll see that it is already populated with your students by name and User ID. Any existing gradebook items (and grades) will also appear in the spreadsheet. Column headings will reflect the title of each existing gradebook item (if any) and the total point value for each item in square brackets, e.g., HW 1 [100].

Use Excel or another editor on your desktop to edit the spreadsheet according to guidelines for the import feature you intend to use as described in the sections that follow.

If you are creating new gradebook items in the spreadsheet, the column heading for each new item must in the format of ITEM NAME [ITEM POINT VALUE], e.g., HW 1 [100].
Continue to the section on:

- Creating and importing grades for an individual new gradebook item from a spreadsheet.
- Importing grades for one or more gradebook items (existing or new) from a spreadsheet.
CREATING AND IMPORTING GRADES FOR AN INDIVIDUAL NEW GRADEBOOK ITEM

The *Import individual gradebook items* feature allows instructors to add items (one at a time) to the *Gradebook* from a spreadsheet instead of using the *Gradebook* interface to create items. At the same time, this process allows instructors to upload the grades (if available) that are associated with the gradebook item being created.

IMPORTANT GUIDELINES

- Download the spreadsheet template as described above to start with a file in the correct format.
- If you don’t use the spreadsheet template, be sure that the first row of your spreadsheet contains *column headings*. The first column must contain student computing IDs, one per row.
- When importing grades with gradebook items, the spreadsheet columns for the gradebook item must contain *point-based or percentage-based scores* only – letter grades will not be accepted.
- If you are creating new gradebook items in the spreadsheet, the *column heading* for each new item must in the format of *ITEM NAME [ITEM POINT VALUE]*, e.g., HW 1 [100].

This workflow has three parts:

1. Uploading an Excel or CSV file to the *Gradebook* loading dock; and
2. Use the loading dock's *Import wizard* to preview and select the grades to be imported; and
3. Create a new *Gradebook Item* into which the grades will be imported.

PART I: UPLOADING A FILE TO THE LOADING DOCK

1. In your site's left menu, click *Gradebook*.
2. On the *Gradebook Items* screen that first appears, click the link to *Import individual gradebook items*.
3. On the Import Gradebook Item screen, click the link to *Upload spreadsheet (csv or xls format)* to Loading Dock.
4. On the Upload Spreadsheet screen, click Choose File to advance to the next screen.
5. On the next screen, click Browse to select and upload a file from your desktop, and then click Continue.
6. Enter a Title for the file, and then click Save.
7. On the Verify Upload screen, review the file contents. If the content is correct, click Ok. If you need to select another file, click Back.

Once a file is uploaded to the Loading Dock, its contents become available to import as a new Gradebook Item. To import an uploaded file's contents as a new Gradebook item, proceed to the next section.

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**PART II: PREVIEW AND SELECT SCORES TO BE IMPORTED**

1. In the loading dock, click Import next to the file that contains new gradebook items to add to your Gradebook.
2. On the Import Preview screen, click the radio button to select the column that represents the Gradebook item and corresponding scores you want to import.
3. Click Import Selected at the bottom of the screen.

**Caveats:**
- Student names will appear as unknown. This is normal and will be mapped later during the import.
- Grades for any students not present in the site participants list will be ignored.
• Grades for any students represented by a university ID or an identifier other than a computing ID will be ignored.

PART III: CREATE A GRADEBOOK ITEM AND IMPORT THE GRADES

On the Import Gradebook Item and Scores screen, enter the following information:

1. **Title**: The title you provided in the steps above is automatically filled in.
2. **Gradebook Item Point Value**: Enter a total point value for the Gradebook item. This should be equal to the maximum possible points for the item. Decimal values are permitted to two decimal places.
3. **Due Date (optional)**: In mm/dd/yy format, indicate the item's due date, or click the "calendar" icon to select a date using the pop-up calendar tool.
4. **Comments (optional)**: If a column in your file contains comments, use the drop-down list to select the appropriate column, and add the comments to the import. Comments will appear next to the grades in the Gradebook.
5. To make this item's scores available to students, select the **Release this Item to Students** option.
6. To include this item when calculating the course grade, select the **Include this item in course grade calculations** option.
7. When you’re finished entering details for the item, click **Submit**.
8. Click the **Gradebook Items** link in the breadcrumb navigation to return to the main screen and view the newly added item.
IMPORTING GRADES FOR ONE OR MORE EXISTING GRADEBOOK ITEMS

This workflow allows instructors to import grades for one or more existing gradebook item(s) included in the downloaded spreadsheet template.

IMPORTANT GUIDELINES

- Download the spreadsheet template as described above to start with a file in the correct format for importing later.
- If you don’t use the spreadsheet template, be sure that the first row of your spreadsheet contains column headings. The first column must contain student computing IDs, one per row.
- Spreadsheet columns for gradebook items must contain point-based scores only – letter grades will not be accepted.
- If you are creating new gradebook items in the spreadsheet, the column heading for each new item must in the format of ITEM NAME [ITEM POINT VALUE], e.g., HW 1 [100].

IMPORT GRADES FOR EXISTING GRADEBOOK ITEMS

1. Return to the Gradebook > Import an Entire Spreadsheet screen in your site and click Choose File.

2. Click the Browse button your desktop to select and upload the file, and then click Continue.
3. Click Import Spreadsheet to import the file.
4. Verify grades on the Verify Grade Import screen.
5. To accept the grades for import, click OK.
Note: Grades imported using the Import an Entire Spreadsheet option will overwrite any pre-existing grades for all imported gradebook items.
LEARN MORE

BUILT-IN HELP

For additional documentation on using these features in UVaCollab, refer to the built-in HELP. HELP is accessed from each site’s left menu.

GET HELP

If you have questions or encounter problems using features in UVaCollab, please contact collab-support@virginia.edu for assistance.