

Importing grades from Excel to myCourses

To use this method, you still need to create the categories & grade items properly in the gradebook. Please refer to “Create a grade category for each assessment tool” & “Create a grade item for each question/problem” in Instructions on gradebook setup in myCourses on <https://www.mcgill.ca/engineering/faculty-staff/accreditation/accreditation-resources>

Formatting your spreadsheet for importing grades into myCourses [IT knowledge base article 4220]

The spreadsheet must contain the following headings:

- OrgDefinedId (or Username) as the first column.
- [Name] Points Grade for numeric grades
- End-of-Line Indicator as the last column.

The spreadsheet must be saved as a **CSV** (Comma delimited) file (or Windows CSV on a Mac).

Formatting an existing Excel spreadsheet

Instructors often keep track of students’ grades on an external spreadsheet, typically made in Excel. These spreadsheets will not import into myCourses because they contain headings and formatting that are not compatible with myCourses. Only files saved as .csv (Comma delimited) can be imported into myCourses. It is recommended to create a completely new spreadsheet with the correct column headings and copy/paste the grades from the existing spreadsheet onto the new one.

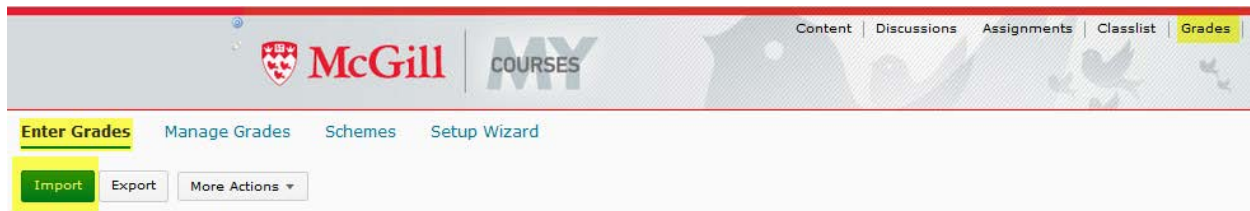
1. Enter the following column headings on the new spreadsheet:
 - a. **OrgDefinedId** for the column with your students’ McGill IDs.
 - b. **[Name] Points Grade** for columns with numeric grades (e.g. Exam Points Grade) or **[Name] Text Grade** for columns with letter grades (e.g. Midterm Text Grade).
 - c. **End-of-Line Indicator** for the final column of the spreadsheet. This column heading is required and may be left blank or contain number (#) symbols.

Copy and paste the McGill IDs and grades from your existing spreadsheet into the OrgDefinedId and Points Grade (or Text Grade) columns on the new spreadsheet. The example below shows a spreadsheet formatted for importing three numeric grades.

OrgDefinedId	Project-CS Points Grade	Project-KB Points Grade	Project-ET Points Grade	End-of-Line Indicator
Student 1	9.75	6	10	#
Student 2	9	4.5	9	#
Student 3	9	3.5	8.5	#
Student 4	8.5	4	9	#

Importing grades

1. Click **Grades** on your course navigation bar to access the **Enter Grades** page.
2. Click **Import** at the top of the page.



3. Click **Browse...** to locate and select your prepared **.CSV** file.
4. Select the checkbox beside **Create new grade item when an unrecognized item is referenced**.
5. Click **Continue**.

6. On the **Errors and Warnings** page, you may see information about unrecognized users (e.g. students who dropped the course) or incompatible grade values on your spreadsheet (e.g. you entered grades out of 100, but the grade item's Max Points value is 25). Review them before going forward.
7. On the final **Preview Import** page, review the grades that will be imported.
 - a. If you have more than 20 students, select **200** from the **per page** drop-down list at the top or bottom right to view all students.
 - b. If you have more than 200 students, click the arrow to go to the next page.

Grade changes to existing items are indicated by an arrow (->) in the grade column. New grade columns are marked with a yellow icon beside their name.

8. Click **Import** at the bottom left corner of the page.