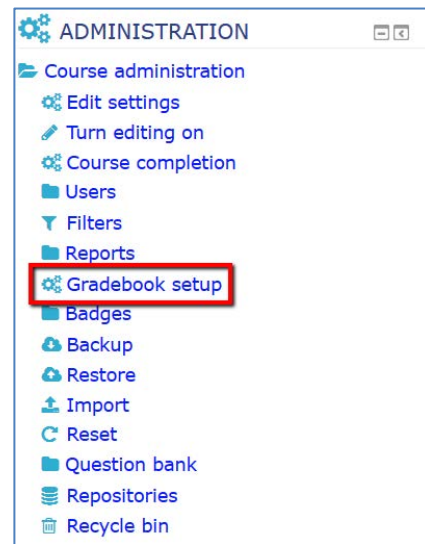


Why do this

Importing grades from Excel into your Cougar Course gradebook is quick and easy, and many instructors are simply more comfortable with Excel. If you are tracking student attendance or participation on a weekly basis, it is best to do this in Excel, and upload a weekly or monthly summary to a manually-created grade item in your Cougar Course, keeping the number of columns in the CC gradebook to a manageable level.

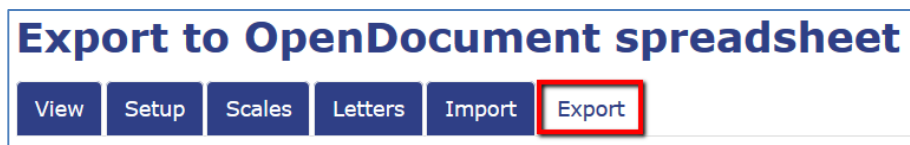
At the start of the semester, or before importing your grades, you will want to set up your gradebook with grade items for each of the assignments in CC. Export this gradebook as an Excel file and enter your grades into this file to ensure that the student information and gradebook columns in your spreadsheet match your CC gradebook.

1. In the *Administration* block, click **Gradebook setup**.



Export a template file

2. Click on the **Export** tab.



3. Click **Excel spreadsheet**.



4. Scroll to the bottom and click **Download**.
5. **Save** the file to your computer.

Use this file as your Excel gradebook.

Tip: Don't add columns to your Excel file because Moodle will reject the import if there are new columns that didn't exist in the exported file. If you need to add columns, do that in Moodle BEFORE you export your gradebook, or export a new copy.

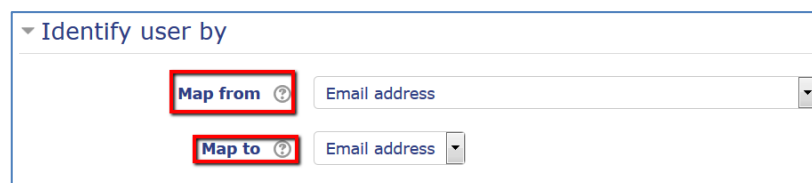
Import Grades

Your Excel file must be saved as a .csv file type and cannot not include any formulas. If your spreadsheet includes formulas, copy the entire spreadsheet into a new spreadsheet and PASTE as VALUES. Save this file as a .csv file and use this as your import file.

1. Click the **Import** tab in the gradebook.



2. Select CSV file (the default).
3. Select your import file and drag and drop the file into the file upload box, or use the **Choose a file** button to browse for your file on your computer and click the Upload this file button.
4. Select **Upload grades** at the bottom of the page.
5. Verify the Import preview is correct.
6. Change the "Identify user by" settings to:
 - Map from: "Email Address" and Map to: "Email Address"



7. Set the **Grade item mappings**

- You must map the Excel grade items/columns to the gradebook items/columns to ensure that grades are entered into the correct fields. More than one item can be mapped to the same grade item in your destination course so be mindful - if two or more fields are accidentally mapped to the same item, it will cause an error.
- a. Use the dropdown for each Excel item/column to select the corresponding CC gradebook item/column.
 - b. Select **Ignore** for any grade items/columns that you did not update.
 - c. Select **Ignore** for category and course totals. The gradebook will total these columns automatically.

Note: If you have category/course totals in your Excel spreadsheet that are the result of a formula other than the sum of items, you should create a column in the gradebook for these totals and ignore the gradebook total columns.

8. Click **Upload grades**.
9. If the import was successful, you will be prompted to click **Continue**.