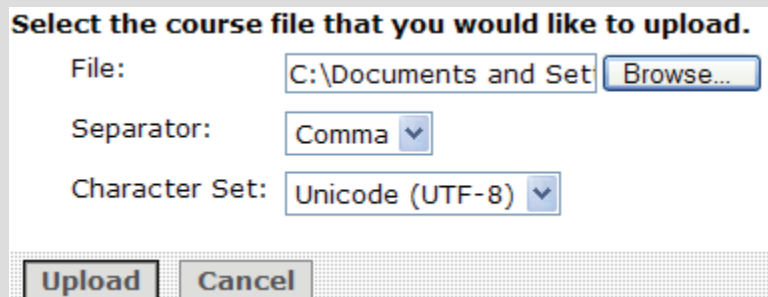
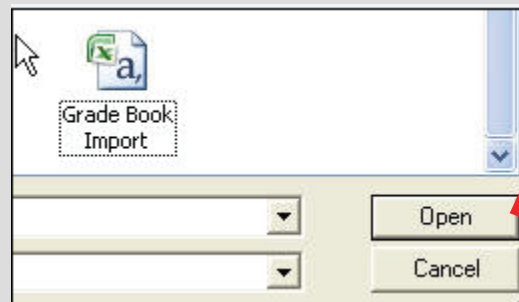
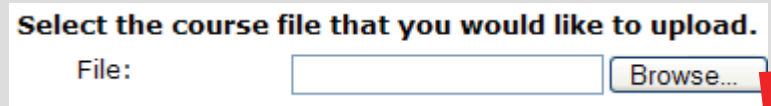
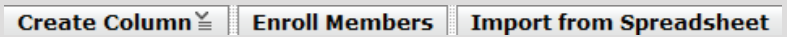
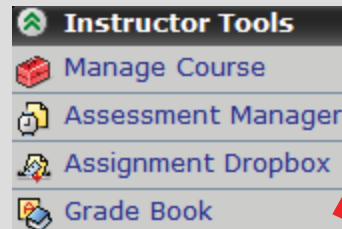


Import from a Spreadsheet

Directions

1. From the **Teach** tab,
2. Click on **Grade Book**
3. Select **Import from Spreadsheet**
4. Click **Browse...**
5. Find properly formatted Comma Delimited file (csv) on your computer (see preparing Spreadsheet for Import Step by Step)
6. Click Open
7. Leave the Separator (comma) and the character set (unicode (UTF-8) unchanged
8. Click **Upload**

Diagram



Import from Spreadsheet

Directions

8. Choose which columns you wish to import, and how to import them (add new column/add in existing column)

9. Click **Import**

Diagram

< Your location: [Grade Book](#) > **Import File**

Import File

Match the columns in the file with the columns in the Grade E
Select "Do not import" for any columns you do not wish to im
The User Name column is a required column for matching purp

| Import Column | Match | Grade Book Column |
|---------------|-------|-----------------------|
| User ID | ✓ | User ID |
| Last, first | ! | - Add as new column - |
| HW 1 | ! | - Add as new column - |
| Exam I | ! | - Add as new column - |

Comment:

Import

