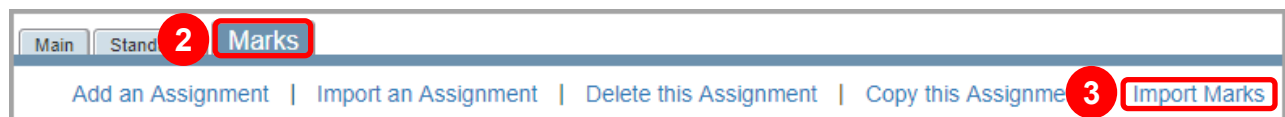




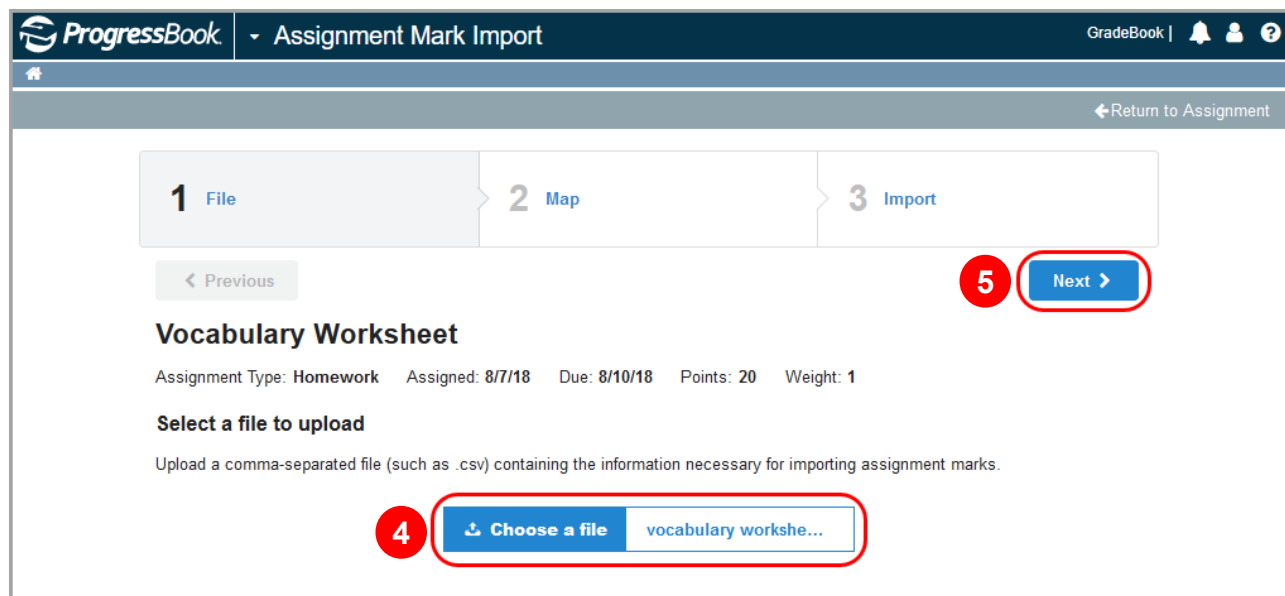
Importing Assignment Marks

Traditional/Secondary Classes

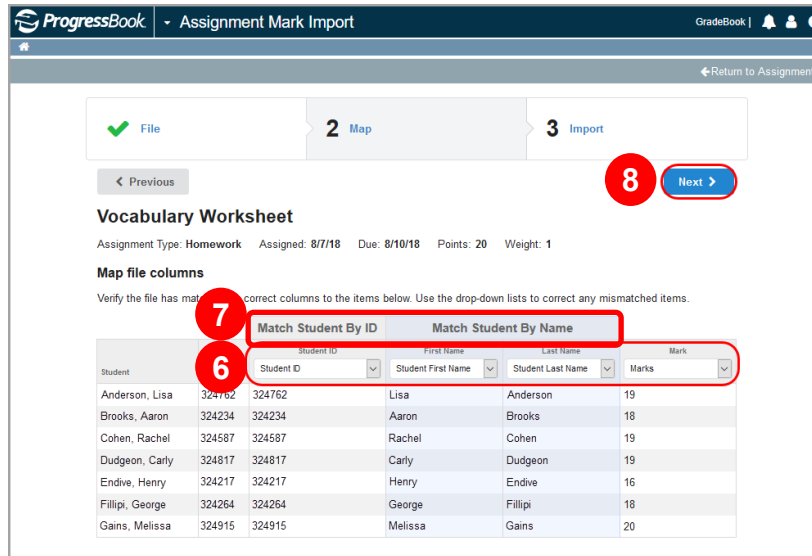
- 1 Create or ensure that you have a .csv file with the following necessary information for each student for the assignment for which you want to import marks:
 - Student ID (**Student Number** field on the **Edit Student Profile** screen **General** tab in StudentInformation without leading zeros)
 - First name
 - Last name
 - Mark
- 2 On the **Assignment Details** screen for the assignment whose marks you want to import, click the **Marks** tab.
- 3 At the top of the **Assignment Marks** screen, click **Import Marks**.



- 4 On the **Assignment Mark Import** screen **File** tab, click **Choose a file** and upload your .csv file.
- 5 Click **Next**.

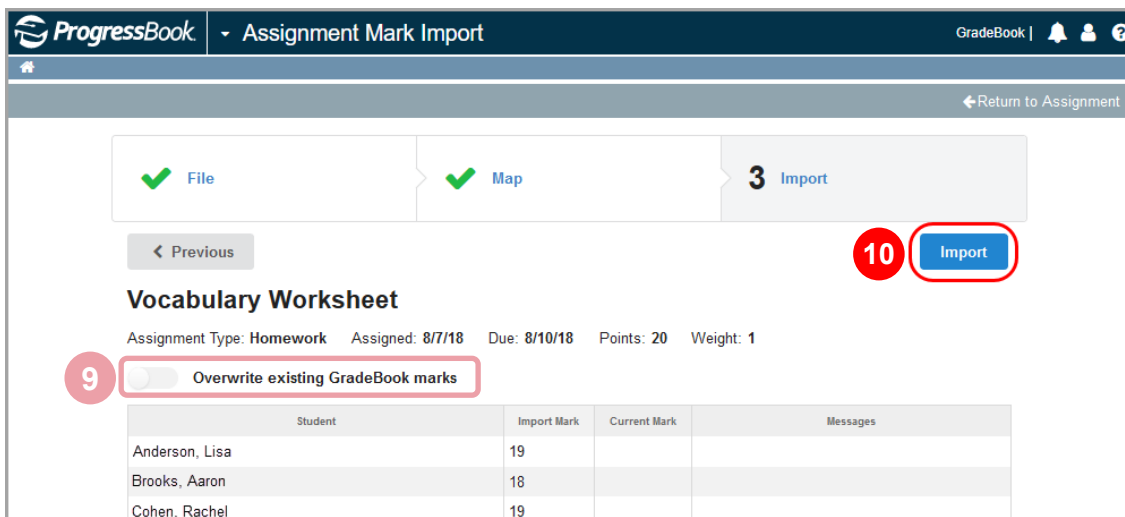


- 6 On the **Map** tab, verify that ProgressBook has matched the columns from your file to the correct items. Use the **Student ID**, **First Name**, **Last Name**, and **Mark** drop-down lists to correct any mismatched items.
- 7 Click **Match Student By ID** or **Match Student By Name** depending on how you want the import to match the students to your grade book.
- 8 Click **Next**.



9 (Optional) On the **Import** tab, select **Yes** beside the **Override existing marks?** option as desired. If an assignment was previously marked as Missing, when you save the imported marks file, the assignment is no longer Missing. Saving the imported marks file, however, does not overwrite an assignment that was previously Excluded or has comments associated with it.

10 After reviewing the information on the screen, click **Import**.



GradeBook checks the .csv file for the following requirements before the marks are successfully imported:

- *Valid student ID*
- *Student must be enrolled in the class*
- *Assignment mark must be valid for the assignment type*
- *Assignment mark cannot be longer than 100 characters*

If any requirements are not met, errors display in the MESSAGES column.