

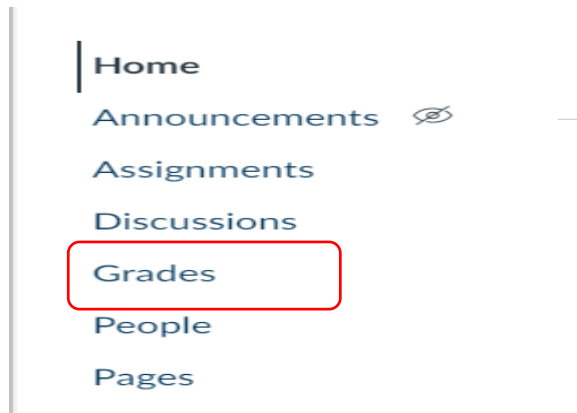


How do I import grades in the Gradebook?

You can use a CSV file to upload changes to the Gradebook. You can upload information for existing assignments, or you can also use a CSV file to create new assignments in the Gradebook. New assignments will automatically be published in your course. If you do not know how to save a file in a CSV format, please check the documentation for the program you are using to create your Gradebook changes (e.g., Excel).

If you don't want to create a new CSV file, you can always download the CSV from Canvas, change it, and re-upload the same file and the changes you made will appear in Canvas once you re-upload the CSV file.

Open Gradebook



1. To download CSV file, click on Actions then export

≡ Neo Petlele's Training Sandbox > Grades

Gradebook ▾ View ▾ **Actions ▾**

Student name		
Balitiye Monareng		
Antoinette Malgas		
Zandile Sityata		
Zandile Sityata		-
Test student		6.67

Import

Export

New export (11 Jun 2021 at 11:34)

View Example CSV File

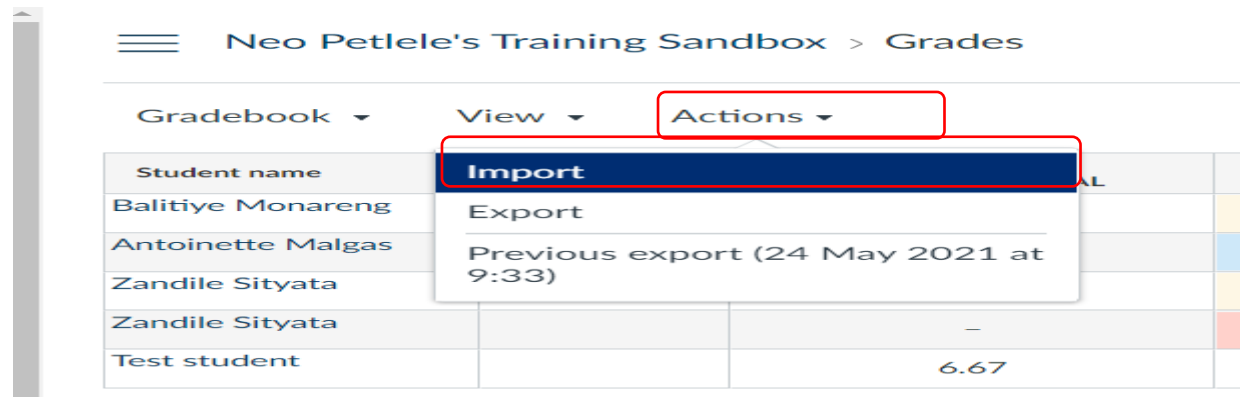
	A	B	C	D	E	F	G
1	Student	ID	SIS User ID	SIS Login ID	Integration ID	Section	Assignment 17
2	Points Possible						100
3	Balitiye Monareng	31112	479982@students.wits.ac.za	479982@students.wits.ac.za		Neo Petlele's Training Sandbox	50
4	Malgas, Antoinette	147	09101113@wits.ac.za	09101113@wits.ac.za		Neo Petlele's Training Sandbox	20
5	Sityata, Zandile	144	A0050627@wits.ac.za	A0050627@wits.ac.za		Neo Petlele's Training Sandbox	35
6	Zandile Sityata	63357	720519@students.wits.ac.za	720519@students.wits.ac.za		Neo Petlele's Training Sandbox	67

Required columns and order

- Student Name
- Student ID
- SIS User ID
- SIS Login ID
- Integration
- Section
- Assignment name

To import CSV file

2. Click the Actions menu and then click the Import button.



The screenshot shows a web interface for a gradebook. At the top, there is a breadcrumb trail: "Neo Petlele's Training Sandbox > Grades". Below this, there are three dropdown menus: "Gradebook", "View", and "Actions". The "Actions" menu is open, and the "Import" option is highlighted in a dark blue bar. Other options in the "Actions" menu include "Export" and "Previous export (24 May 2021 at 9:33)". Below the menu, there is a table with student names and scores. The "Import" button is highlighted with a red box in the original image.

Student name			
Balitiye Monareng			
Antoinette Malgas			
Zandile Sityata			
Zandile Sityata		-	
Test student		6.67	



Choose File

3. Click the Choose File or Browse button (depending on your browser).

Upload gradebook: Neo Petlele's Training Sandbox
























[? What should the CSV file look like?](#)

Choose a CSV file to upload:

Choose File No file chosen

Upload data

4. Select the csv file and click open

 Assignment grades	11 Jun 2021 11:40	Microsoft Excel Co...	1 KB
 2021-06-11T1134_G...	11 Jun 2021 11:34	Microsoft Excel Co...	5 KB
 2021-06-11T1134_G...	11 Jun 2021 11:34	Microsoft Excel Co...	5 KB
 2021-06-11T1102_G...	11 Jun 2021 11:01	Microsoft Excel Co...	5 KB
 submissions (28)	09 Jun 2021 09:55	Compressed (zipp...	16 KB
 Group Assignments	09 Jun 2021 08:16	Microsoft Excel Co...	1 KB
 tests	09 Jun 2021 08:11	Microsoft Excel Co...	1 KB
 cdec5197-af4c-451...	07 Jun 2021 18:08	Compressed (zipp...	876 402 KB
 3081734b-860f-44e...	07 Jun 2021 17:46	Compressed (zipp...	781 232 KB
 Greenshot-INSTALL...	07 Jun 2021 16:31	Application	1 742 KB
 meetingAttendance...	07 Jun 2021 14:59	Microsoft Excel Co...	2 KB
 meetingAttendance...	07 Jun 2021 14:59	Microsoft Excel Co...	2 KB
 Photos	07 Jun 2021 14:20	Compressed (zipp...	2 863 KB
 y2mate.com - FALS...	06 Jun 2021 13:13	MP4 File	185 976 KB
 y2mate.com - WHA...	06 Jun 2021 12:56	MP4 File	315 670 KB
 y2mate.com - SELF...	06 Jun 2021 12:54	MP4 File	135 379 KB
 POPI Act - Parent co...	04 Jun 2021 11:06	Adobe Acrobat D...	123 KB
 2021-06-03T0935_G...	03 Jun 2021 09:35	Microsoft Excel Co...	31 KB
 y2mate.com - Youre...	02 Jun 2021 23:36	MP4 File	138 009 KB
 y2mate.com - Xolly ...	02 Jun 2021 23:35	MP4 File	87 924 KB
 y2mate.com - Best ...	02 Jun 2021 23:20	MP4 File	653 339 KB
 The King's School_2...	31 May 2021 21:44	Adobe Acrobat D...	1 878 KB
 y2mate.com - Mich...	30 May 2021 21:31	MP4 File	202 249 KB

Select a file to preview.

All Files
Open



5. Click on load data once file attached.

Choose a CSV file to upload:

Choose File Assignment grades.csv

Upload data



6. choose the A new assignment option [1]. Then assign the number of points possible then click continue.

Upload gradebook: Neo Petlele's Training Sandbox

There was some stuff I couldn't figure out with the data that you uploaded:

You uploaded some assignments that don't appear to be in your gradebook before now. Please tell me if it is a new assignment, or if it represents an existing assignment.

Assignment in question	This assignment is	
Assignment 17	<input type="text" value="A new assignment"/>	Points possible <input type="text" value="100"/>

Continue →



7. Click the Save Changes button

Upload gradebook: Neo Petlele's Training Sandbox

Assignment 17		
Student	From	To
Balitiye Monareng		60
Antoinette Malgas		20
Zandile Sityata		35
Zandile Sityata		67

◀

8. Click ok to finish the process .

The screenshot shows a web browser window with a dialog box overlaid. The dialog box contains the following text:

ulwazi.wits.ac.za says
You will be redirected to Gradebook while your file is being uploaded. If you have a large CSV file, your changes may take a few minutes to update. To prevent overwriting any data, please confirm the upload has completed and Gradebook is correct before making additional changes.

At the bottom of the dialog box is a blue button labeled "OK", which is highlighted with a red rectangular border.


In the background, there is a table titled "Upload gradebook:" with the following data:

Student	From	To
Balitiye Monareng		60
Antoinette Malgas		20
Zandile Sityata		35
Zandile Sityata		67

9. A new grade item is created with imported grades

≡ Neo Petlele's Training Sandbox > Grades

Gradebook ▾ View ▾ Actions ▾

Student name	Notes	NQ - feedback se... Out of 3 MANUAL	 Assignment 17 Out of 100 MANUAL
Balitiye Monareng		-	60
Antoinette Malgas	test	-	20
Zandile Sityata		-	35
Zandile Sityata		3	67
Test student		-	-