Import grade items

1. On the navbar, click **Grades**.
2. On the **Enter Grades** page, click **Import**.
3. Click **Browse**.
4. Locate the file you want to import and click **Open**.
5. Select **Create new grade item when an unrecognized item is referenced** if you want to be able to create new grade items from the import file.
6. Click **Continue**.
7. If you are creating new grade items:
    a. Select the **Create New Grade Item** check box beside each of the items you want to create.
    b. Select a grade item **Type**.
    c. Click **Continue**.
    d. Fill in the grade items' properties.
    e. Click **Continue**.
8. View error and warning messages associated with the import, and click **Continue**.

https://documentation.brightspace.com/EN/le/grades/instructor/import_grade_items.htm?Highlight=Import%20new%20grade%20item

File format for importing grades

The import file must follow a standard format. We recommend that you set up your grade book in Brightspace Learning Environment even if you want to enter grades in a CSV, TSV or TXT file. That way, you can use the Export Grades option to create an appropriately structured file.

The file format is as follows:

Field	Description	Example
Username	A unique name for identifying a user in Brightspace Learning Environment. You must provide a username or org defined ID (or both).	Frank.Catcher
Org Defined ID	A unique number for identifying a user in Brightspace Learning Environment. You must provide a username or org defined ID (or both).	20067930
<Item> Points Grade	Numeric and Pass/Fail grade items should be labeled the grade item name followed by **Points Grade**. Users' grades should be the Points Grade the learner received. For example, 44 points out of a possible 50 points.	44

<Item> Text Grade	Text grade items should be labeled the grade item name followed by **Text Grade**. Users' grades can be any text value. Text grade items do not count towards users' final grades.	Perfect Attendance!
Adjusted Final Grade Numerator	The total points a user achieved in a course. You can enter a user's percentage grade (without the % sign) if you enter the denominator as 100. For example, 84 points out of 100 points or 230 points out of 285 points.	84
Adjusted Final Grade Denominator	The total possible points available in a course. Enter 100 if you want to record users' percentage grades. For example, _ / 100 points available or _ / 285 points available.	100
End-of-Line Indicator	The last column must be labeled **End-of-Line Indicator** so the system knows when the next set of data begins. The end of each users' line should be indicated with the pound key **#**.	#

NOTES

- If you enter a grade value that is greater than the value for the grade item, the grade is capped at the value unless you select the **Can Exceed** check box when setting up the grade item.
- Do not import other options, such as a user's first name, email, or weighted grade.
- To improve performance when importing grades for large classes, only import grade items that have changed and import by group or section when possible.

https://documentation.brightspace.com/EN/semester_start/-/instructor/file_format_for_importing_grades.htm

Some more notes …

1. The sample upload file is helpful in understanding how to set up columns for new grade items.
2. Leading zeros are needed on items such as Team IDs so that they can be displayed in alphanumeric order in Grades.