

Importing Assignment Scores in Gradebook

Who: Administrators, Gradebook Managers, SIS Data Coordinators

[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel so we can get important information to the right persons.]

Teacher Requests—Many teachers have asked how to import assignment scores into Gradebook from their various sources such as spreadsheets or LMS's. The good news is that schools are set up in Gradebook with the ability to import files of assignment scores—though it must be done one assignment at a time. If a teacher has a csv file with assignment scores that they want to upload into Gradebook they can do this by following the steps below.

Procedure:

1. Set up your assignment normally in Gradebook Grid and Save.
 2. On the Gradebook Grid, click the header for an assignment.
 3. Click the “Import Scores” tab.
 4. Click the “Download Generic CSV Template” button.
- The resulting .csv template will open in Excel. There are three columns: Student Name, Student ID, and Total Points. Enter the points for each student into the corresponding cell.
 - Before you save, you have to make certain that the Student ID has **seven** digits. Most start with a leading zero in our SIS applications... but Excel strips that off. It's an unfortunate feature of Excel. The process would be easier if that weren't the case. We are researching options that will eliminate the issue. But until then, here's what to do:
 - a. Right-click on the header for Column B and select “Format Cells.”
 - b. From the Category options, select “Custom” at the bottom of the list.
 - c. Click on the single Zero in the “Type” drop-down.
 - d. In the example field, add six zeroes (for a total of seven) and click “OK.”
 - e. The spreadsheet should now show Student IDs like “0123456” in Column B.
 - f. Click “File”, “Save As.” Save the file to your Desktop as a .CSV type with whatever name you want.
 - g. You now have your assignment scores file ready to upload.
 - Go back to the Gradebook Grid and click the assignment header again.
 - Click “Upload Completed Score File.”
 - Select the file you just saved from your Desktop. Then click “Upload.”
 - You should now have scores in the Gradebook for that assignment!

Google Classroom Import Update—We are still working to find a way to simplify and automate a process to import assignment scores from Google Classroom to Gradebook. At this point the process is not available but we haven't given up, so stay tuned.

We are here to help

If you have any questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk.

As you've likely heard many times, we are all in this together. LBL's SIS team is here to help you succeed in these most challenging of times.