# Direct Input of Grades – Brightspace

There are two ways to input grades directly in Brightspace, one by one entry, using the *Enter Grades* option or by importing a .csv file to the grades area. Neither of these methods will allow you to enter feedback for the students, just the grade for the assignment.
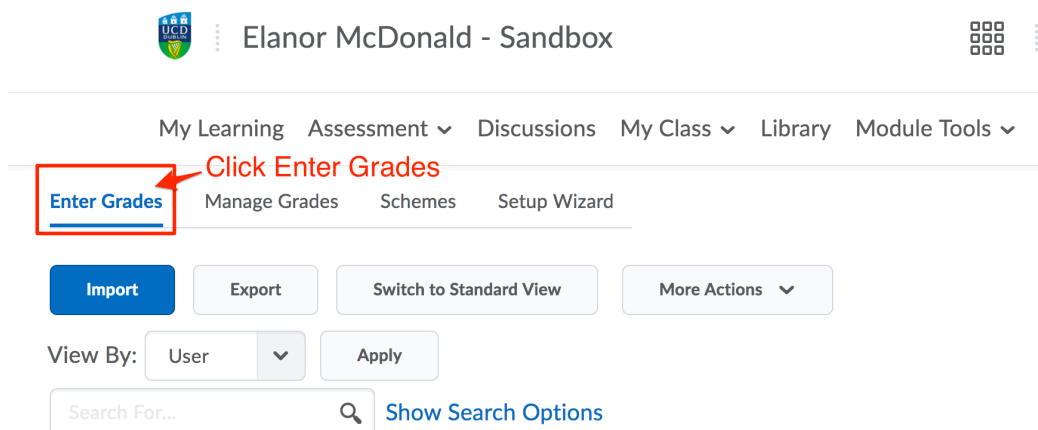
Enter Grades

The *Enter Grades* option allows you to input marks directly into the grades area in Brightspace. This option presents a list of the students in the module and you will input a mark against each student record. You do not have an on screen preview of the student submission using this method of grading.

Step 1 – Go to *Assessment* and *Grades* to access the Enter Grades option
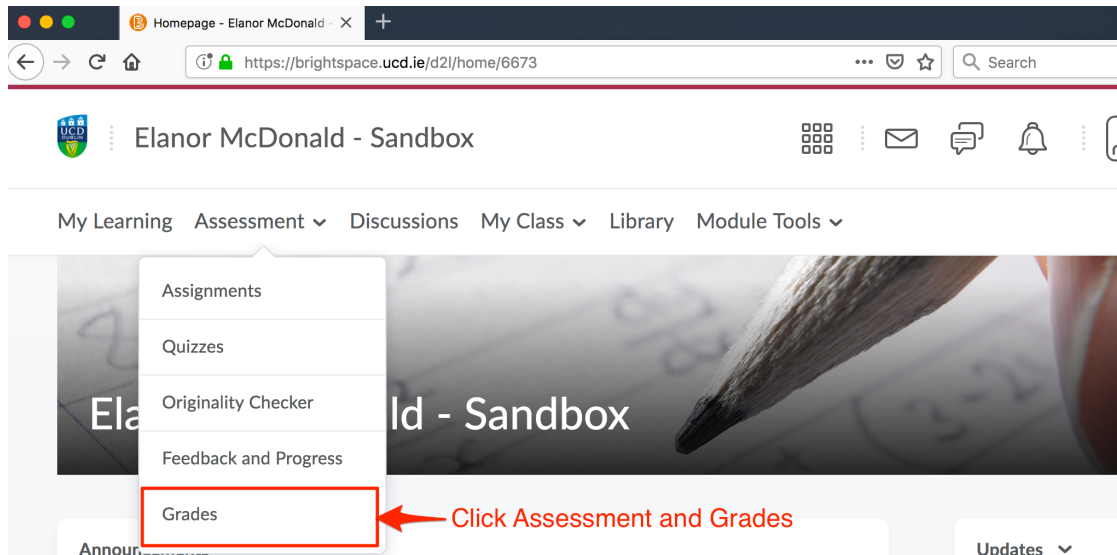
Step 2 – Click the *Enter Grades* tab

Step 3 – Ensure that Spreadsheet View is selected.

Enter the grade against the student user or users (1) and click *Save* (2) to commit the grade. You will enter points values against numeric grade items and letter grades against selectbox grade items.

Step 4 – If you make the grade visible to the student, they will see it in the *Grades* area of their account. The grade will be displayed according to the display settings and grade scheme you have chosen for the module.
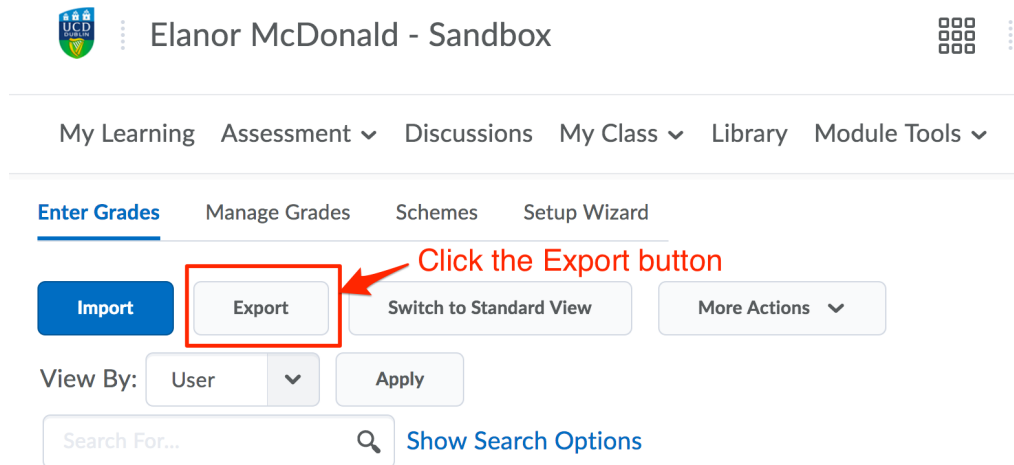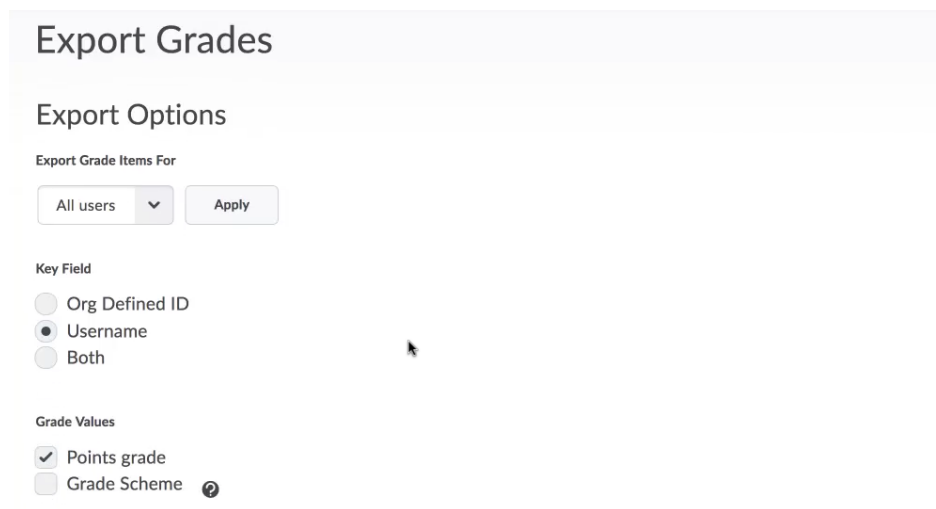
Importing Grades

You can use a .csv file to import grades to your module on Brightspace. Importing grades allows you to work offline and mark in bulk. However, using this method does not allow you to import feedback in bulk.

Step 1 - You must first export the .csv template from the grades area. To do this select *Export* from the module grades area.

Step 2 – Be sure to select *Points grade* for the grade value, even if you are entering letter grades to a selectbox grade item.

Step 3 - Select the Assignment(s) that you wish to grade and then select *Export to CSV.*

☐ Email
☐ Group Membership

Choose Grades to Export

	Grade Item ① Select the Assignment(s) that you wish to grade
✓	Assignment 1
☐	Assignment 2 (Group)
☐	Final Calculated Grade ❓
☐	Final Adjusted Grade

② Select Export to CSV

| Export to CSV | Export To Excel | Cancel |

Step 4 – Select *Download* once the export is complete. This will save the .csv template to your local machine.

Export Grades ✕

▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮ Complete

Congratulations! Your export **Elanor McDonald - Sandbox_GradesExport_2019-01-15-10-25.csv** is now ready for download.

Select Download once the export is complete

| Download | Close |

Step 5 – Enter the marks into the relevant column(s) and save the file, ensuring that it retains the .csv extension. Be sure to retain the *End of Line Indicator* column.
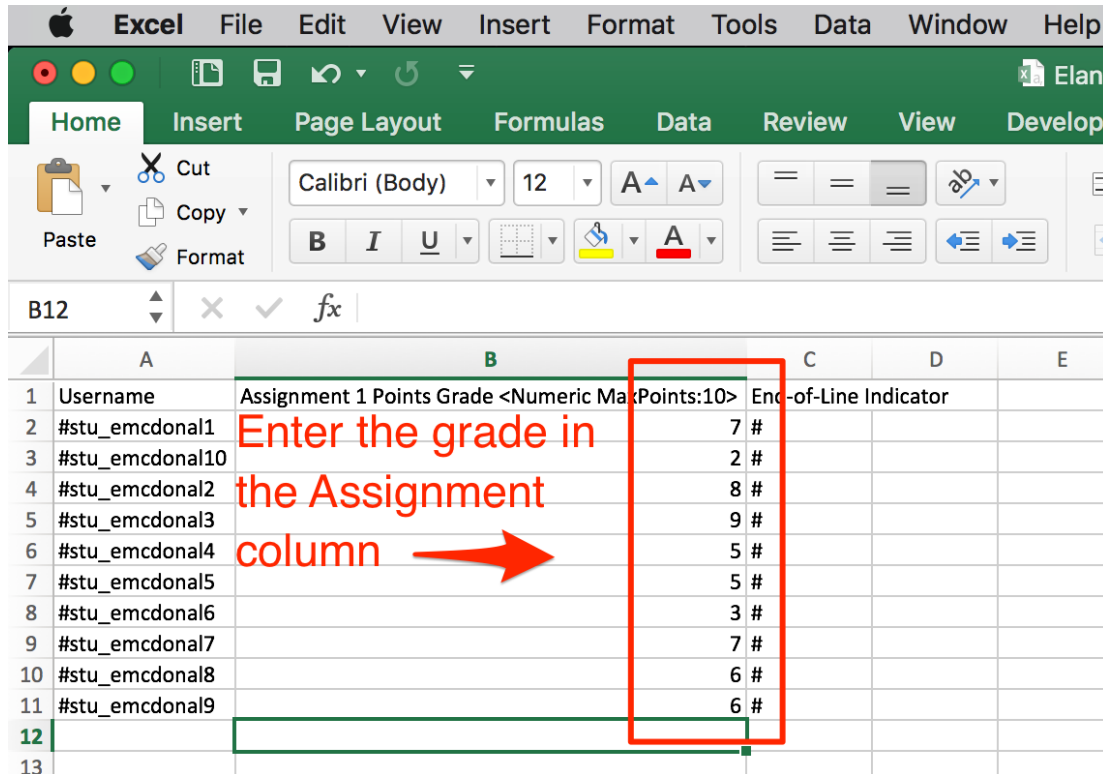
Step 6 – Return to the module on Brightspace and click *Import* in the grades area.

Step 7 – Locate the file that you want to import (1) and click *Continue* (2).

Import Grades

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adj

Step 1: Select File to Import

Format

.CSV, .TXT

Sample

📄 Grades_Sample_Import_File.csv (657 Bytes)

Import File *

Browse…   No file selected.

① Click to browse
    and attach the .csv
    file

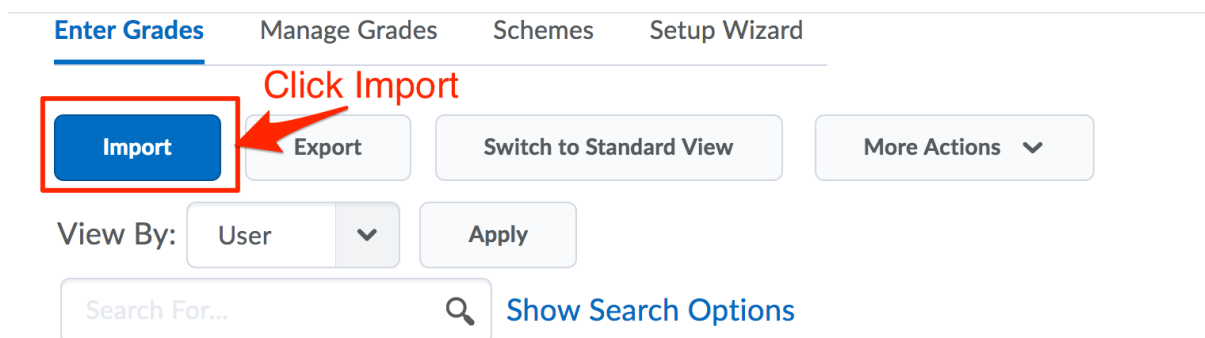**Item Creation**

☐ Create new grade item when an unrecognised item is referenced ❓

② Click continue

[Continue]   [Cancel]

Step 8 – You will be notified if any errors occurred on import. Click *Continue*.

⋮ Elanor McDonald - Sandbox   ⊞

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Import Grades
You will be notified if
any errors are found

Step 2 : Errors and Warnings Found

Note: Fields with an **error** will not be imported.

No errors or warnings found.

Click continue

[Continue]   [Go Back]   [Cancel]

Step 8 – Review the import preview. If everything looks correct, click *Import*.

Import Grades

Step 3 : Preview Import

Last Name ▲ , First Name, Username	Assignment 1
Student1, Elanor Test, stu_emcdonal1	8 / 10 -> 7 / 10
Student10, Elanor Test, stu_emcdonal10	- / 10 -> 2 / 10
Student2, Elanor Test, stu_emcdonal2	6 / 10 -> 8 / 10
Student3, Elanor Test, stu_emcdonal3	8 / 10 -> 9 / 10
Student4, Elanor Test, stu_emcdonal4	3 / 10 -> 5 / 10
	- / 10 -> 5 / 10

Preview the import and click Import if all is in order

[Import] [Go Back] [Cancel]

Step 9 – The grades are now viewable in the grades area. Click *Save* to commit the grades.

	Last Name ▲ , First Name, Username	Final Grades — Final Calculated Grade ⌄	A1 ⌄
☐	⚐ 📈 Student1, Elanor Test, stu_emcdonal1 ⌄	B	7 / 10
☐	⚐ 📈 Student10, Elanor Test, stu_emcdonal10 ⌄	D-	2 / 10
☐	⚐ 📈 Student2, Elanor Test, stu_emcdonal2 ⌄	D-	8 / 10
☐	⚐ 📈 Student3, Elanor Test, stu_emcdonal3 ⌄	A-	9 / 10
☐	⚐ 📈 Student4, Elanor Test, stu_emcdonal4 ⌄	FM	5 / 10

The grades are viewable in the Grades area

Click Save

[Save] [Cancel]

Grades will be available to the student in the *Grades* area of the module once you are happy to release them.