

Importing Grades Into Sakai

The .csv format grade report is available to faculty for importing grades into Sakai's Gradebook or Gradebook 2 tool. When opened with a text editor such as Notepad in Windows or TextEdit in MacOS, the .csv file is in the following format:

```
Student ID,Student Name,Scores [100]
100012345,,73
100067890,,67
100098760,,76
```

To import the .csv file into Sakai, follow the steps below.

1. Open the .csv file in Excel. The file is formatted into three columns; the first row displays column titles.
 - The first column is the **Student ID**.
 - The second column is the **Student Name**. It is left blank intentionally to prevent the official student name in Sakai Gradebook from being overwritten by an incorrectly entered name on the scanner sheet. Leave the entry blank.
 - The third column, **Scores**, (a default title) is for the student's grade. Next to the title are square brackets surrounding the maximum point value.

If you have a large class, you will see more than one row of column titles. Remove all rows of column titles except the first row. Remove any blank rows.

2. Check that the student IDs are correct.
 - A correct student ID has 9 digits. The first three digits are **100**. A blank or incorrect entry in a student's response scanner sheet for the Student ID field will result in a value of 999999999, which Sakai Gradebook will reject. If the ID is incorrect, make a correction if you can.
 - Remind students to enter their ID carefully!
3. Change the default title **Scores** to something of your choice for your gradebook.
4. Save the file as a .csv file again and import into Sakai.
 - If Sakai rejects the import due to an incorrect student ID, open the .csv file in Excel, correct the ID(s) or remove the row(s) with the incorrect ID. Then save and import to Sakai again.