# Bulk Upload of Marks to Grade Items

Usually the gradebook allows teachers to edit students' grades by graded item or by user (student) using Single View. However, grades can also be added in bulk based on empty grades or percentage scores. This article will demonstrate the process of posting grade items to the gradebook in bulk.

1) Access your course and turn edition on.

2) On the left side of the screen, in the **Administration** block, click on **Class Administration**, then click on **Gradebook Setup**.
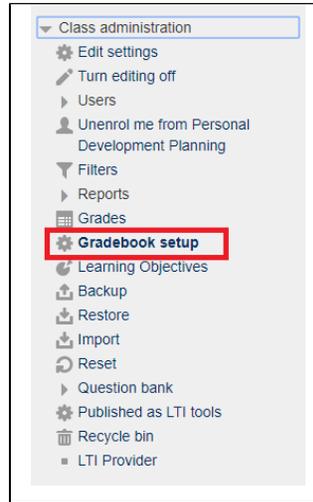
3) Assuming that you have previously specified the gradebook categories and have given them relevant weights, from the **Gradebook Setup** drop-down menu at the top of the screen select **Export > Open Document Spreadsheet**.

You can also download as Excel Spreadsheet if you would prefer
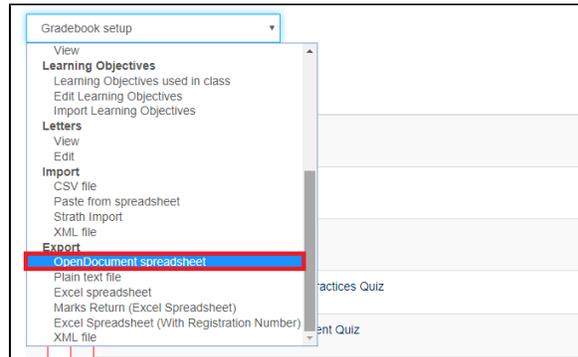
4) In the **Grade items to be included** section, you will be prompted to choose the grade items to be included in the spreadsheet. Tick those that you wish to upload the grade items for.
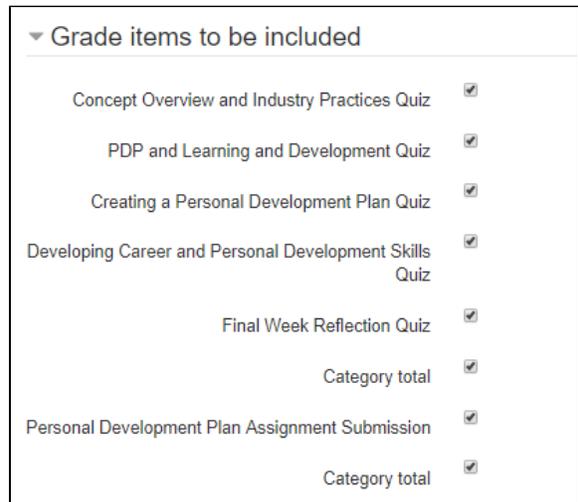
5) In the **Export format options** you can specify further file settings. In this section, you can indicate, whether you wish to include feedback in the export, exclude suspended users (i.e. only include students in the export whose enrolment is active and has not been suspended), specify the display types of the exported grades, and the decimal points of grade exports.
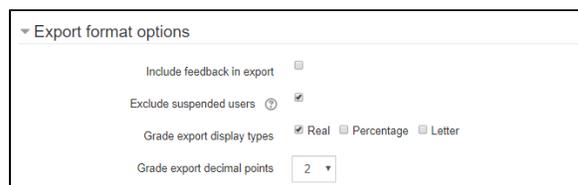
6) Once you have indicated all settings that apply, click on **Download** at the bottom of the screen, which will trigger an Excel file download.

> ⓘ It is best practice to import only spreadsheets that were derived from exports from the MyPlace Gradebook.

7) Open the Excel file you downloaded and insert the grades into the relevant columns and rows, corresponding with each assignment's and student's details, respectively.

|	F	G	H	I	J	K	L	M	N	O	P
	Email addr	Quiz: Con	Quiz: PDP	Quiz: Crea	Quiz: Deve	Quiz: Final	Practical to	Assignmer	Coursewo	Assignmer	Project tot
	ffox1@non	7	3	8	7	4	49	77	77	77	77
	ffox2@non	4	7	8	4	3	41	89	89	89	89
	something	8	8	4	6	4	50	79	79	79	79
	something	9	9	2	6	9	80	42	42	42	42
	abbb@abb	2	9	9	3	8	71	38	38	38	38
	testf6@no	4	10	9	9	9	86	68	68	68	68

> ⊘ Remember to save the created file in a .csv format to ensure a smooth data import.

8) Once you are finished, go back to MyPlace and from the same drop-down menu select import CSV file.
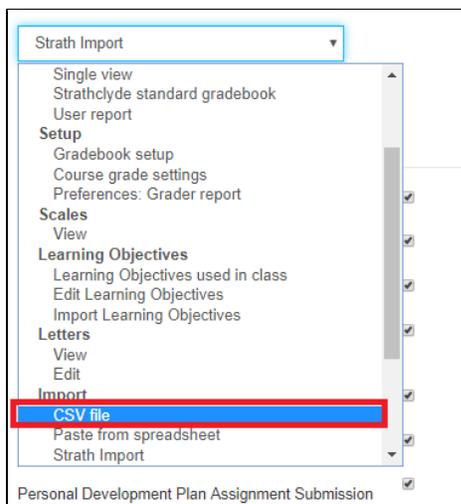
9) Use the drag and drop function or the **Choose a file** button to upload your file. Adjust other settings if relevant, then click **Upload grades.**

If you need to overwrite some existing grades you had already uploaded, tick '**Force Input'** otherwise leave it un-ticked
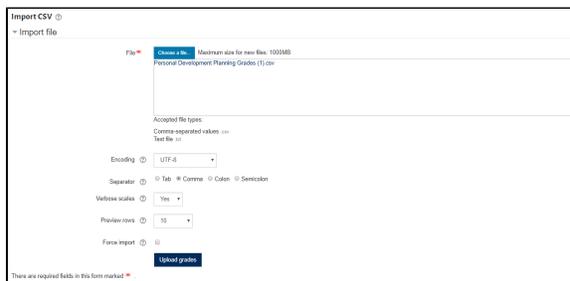
10) The next page will display a confirmation screen, where you can review your submission and adjust the grade item categories that you wish your grades to be inserted in to.

In the **Import preview** settings at the top of the page you can review the grades from the sheet you uploaded, making sure that they are the correct entries.

11) In the **Identify user by** category you can choose what to use to map the data from the spreadsheet with. Specifically, there are two options:

- map from - where you can select the column in the spreadsheet containing data for identifying the user, such as username, user ID or email address.
- map to - where you should select the same identifying data as selected for 'Map from'.
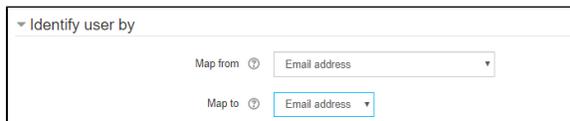
> **(!)** **Map from** and **Map to** choices should link to the same column from the spreadsheet.

12) In the **Grade item mappings** you can select the corresponding grade item to import the grades into. You should do this for each column of grades in the spreadsheet. Once you are ready, click on **Upload Grades** at the bottom of the screen.

13) The next screen should display a message that reads: 'Grade import success'. This tells you that the grades have been successfully loaded into the grader report. Click **Continue** to return to the Grade report and view the grades.