Upload Scantron results to Brightspace Grade Book

1. In your Brightspace course select **Grades** in the Nav bar.
2. In the **Enter Grades** tab select the **Import** button.
3. Under **Import File** click **Choose File** (Chrome)or **Browse** (Firefox), find the **.TXT** file that you were given and select it.



1. If you would like to create a new column in your Grade book while importing the Scantron report, check off the **Item Creation** option. If the desired column is already created, then leave this option NOT selected.



* 1. If you choose to create a new grade item, ensure the proper type has been selected (numeric or a pass/fail assignment) and fill out the proper settings for **Maximum Points** and **Weight** have been set. (Note: The Maximum Point set cannot be smaller than a Points Grade set within the Scantron i.e., setting the maximum points to 10 when, in the scantron above, there are grades given up to 42 points.)
1. Once all settings are set, a screen showing errors and warnings will appear. If no errors or warnings are found, then click continue to import the grades.



1. **Preview of Import** will be shown with all the student’s names and grades. Click **Import** to finalize the Scantron import.