How to import grades to Brightspace

In order to import grades to Brightspace, you must have a file of the grades in an acceptable format. See three options in steps 2, 3, and 4.

1. Navigate to your course site on Brightspace and click **Grades in the Nav bar.**
2. Select the **Enter Grades tab**. (Here you can **Export** the existing Gradebook to make adjustments offline, if you want.)
3. Click **Import**. (Here you can download the **Grades\_Sample\_Import\_File** to use as a template to create your own file, if you want.)
4. Click **Choose File** and browse and select the file to import. (Here you can select a file created from an export or from the sample file, or a file exported from Blackboard.)
5. Check the **Item Creation** checkbox to create new columns that are not automatically recognized by Brightspace.
6. Click **Continue**.

arrow 1 points to grades tab
arrow 2 points to enter grades tab
arrow 3 points to import buttonarrow 4 points to choose file button
arrow 5 points to checkbox for item creation option
arrow 6 points to continue button

1. If there are no errors, click **Continue** again.
2. Review the import preview to ensure there are no errors and then click **Import** to finalize the process. The grades should now be visible on the **Enter Grades** page.

