E. Importing an iclicker Session into the D2L Gradebook

a. Exit out of the iclicker toolbar, this will navigate you back to the iclicker home menu. From there, click Open Gradebook. From here you can see your entire roster, if they were absent or not, and relevant statistics.

b. Click on Export and select the session(s) that you want to import into the D2L Gradebook. Click Next.

c. A new window will pop up, select the following:

   Click Export.

 d. It will prompt you to save a .csv file, choose your destination (ex. the class folder) and then click Save.
e. Access the grades tab in D2L and click **Import**.

![Import Grades](image1.png)

f. **Step 1:** Under **Import File**, click **Choose File** and select your .csv file. Make sure to check the box under **Item Creation** to have the item registered as a new grade item. Click **Continue**.

g. **Step 2:** This page will appear:

![Import Grades Step 2](image2.png)

Make sure **Create New Grade Item** is checked and the **Type** is set to **Numeric**. Click **Continue**.
h. **Step 3:** This page will appear:

![Import Grades GUI](image)

Adjust the boxes to the desired category/values. Click *Continue*.

i. **Step 4:** The next page will alert you if there are any errors or warnings found with imported files. It will state if there are no errors or warnings, and if there are none you can click *Continue*. If an error is found there is an option to *Go Back* to correct the importing process.

j. **Step 5:** Click *Import*