

How to Upload Grades to D2L

1. Before you can upload grades, first you must have conducted an iClicker polling session with your students

2. Open **iGrader.exe** from the "iClicker Win v6.1" folder

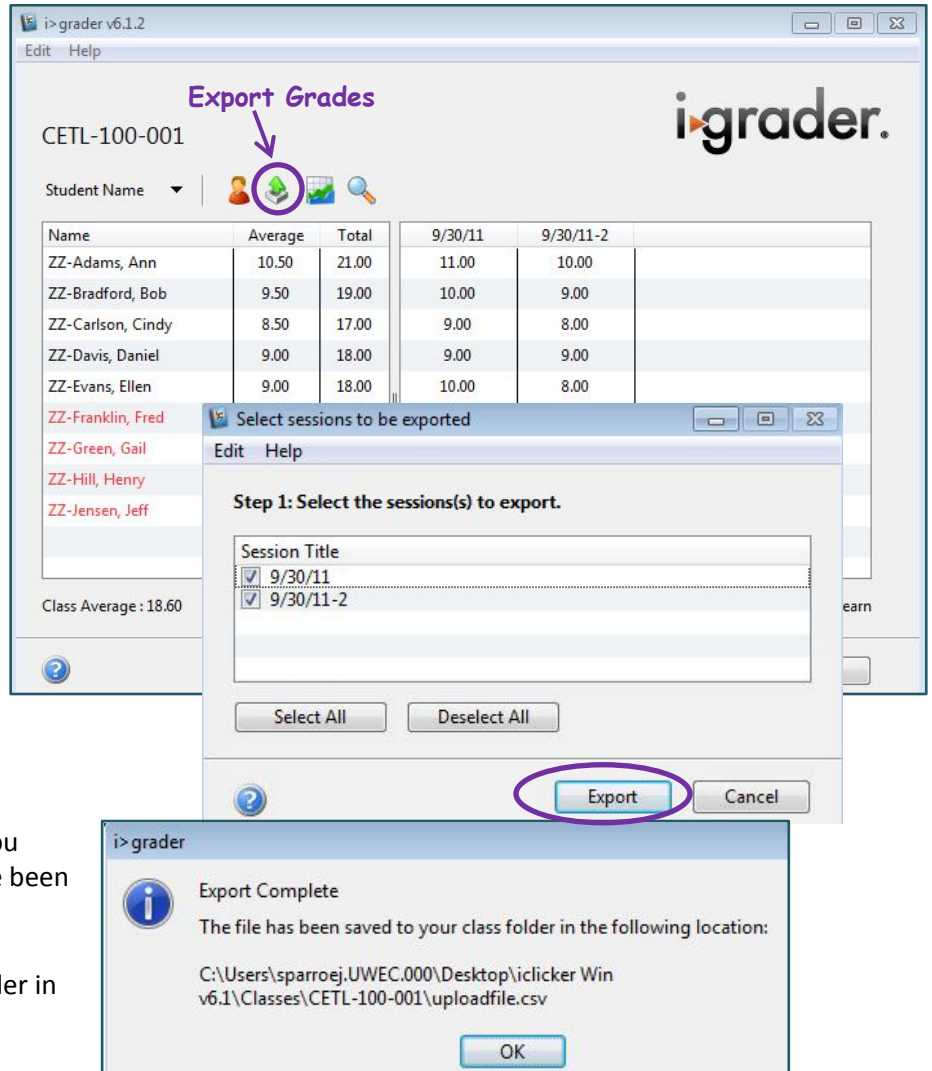
a. Here you will see columns with all of your polling sessions and results for each student

b. Select the export option above these columns

c. You may select the sessions you wish to export by checking the box for each session or you may **Select All** to export all sessions

d. Select **Export**

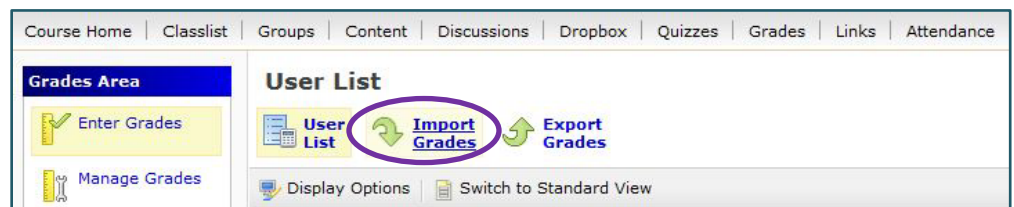
e. A screen will appear letting you know where your grades have been exported. Take note of this location. It will most likely be exported to your course's folder in the iClicker Classes folder



3. Log on to **Desire2Learn**

4. Choose the correct course and access the **Enter Grades** tool under the Grades Area.

5. Select **Import Grades**



6. In the first step you will need to select the file to import by browsing for the file that was exported from iGrader (this will be in your Course folder under Classes in the “iClicker Win v6.1” folder)
 - a. Make sure you have checked the box next to “Create new grade item when an unrecognized item is referenced.”
 - b. Click **Next**

Import Grades

Note: Only Numeric, Pass/Fail, Selectbox, and Text grade items, and the Final Adjusted Grade can be imported

Step 1: Select File to Import

Format: .CSV
 Sample: Grades Sample Import File.csv (606 Bytes)

* Import File: **Browse...**

Item Creation: Create new grade item when an unrecognized item is referenced

Cancel **Next**

7. In step two keep the box under “Create New Grade Item” checked and ensure that the type is Numeric
 - a. Click **Next**

Import Grades

Step 2: Create New Grade Items

The following unrecognized items have been found.
 To create a new grade item for an unrecognized item, select the Create New Grade Item check box.

Unrecognized Item	Create New Grade Item	Type
Total	<input checked="" type="checkbox"/>	Numeric
9_30_11	<input checked="" type="checkbox"/>	Numeric
9_30_11-2	<input checked="" type="checkbox"/>	Numeric

Cancel **Back** **Next**

8. In the next import grades step ensure that the following are selected:

Category: None

Maximum Points: This should match the maximum number of points you set in your grade book

You can also allow the grade to exceed your maximum limit by checking “Can Exceed.”

If you are treating iClicker scores as a bonus item, check the box next to “Bonus.”

Import Grades

Step 3: New Grade Item Properties

9_30_11 (Numeric)

Category: **None**

* Max. Points: **10**

Can Exceed:

Bonus:

Cancel **Back** **Next**

9. The next "Import Grades" step is an alert of errors or problems with the upload.
 - a. In step 6.a of this import guide, if you did not check "Creat New Grade Item when an unrecognized item is referenced" you will receive a warning. So you MUST make sure you select that box (see step 6.a above) in order to avoid import problems.
 - b. Select **Next** if there are no errors

10. The next "Import Grades" step is a preview of your imported data.

If everything looks adequate, click **Import**

Import Grades

Step 5 : Preview Import

20 per page

First Name ▲, Last Name	Total 📊	9_30_11 📊	9_30_11-2 📊
Ann, ZZ-Adams	21 / 20	11 / 10	10 / 10
Bob, ZZ-Bradford	19 / 20	10 / 10	9 / 10
Cindy, ZZ-Carlson	17 / 20	9 / 10	8 / 10
Daniel, ZZ-Davis	18 / 20	9 / 10	9 / 10
Ellen, ZZ-Evans	18 / 20	10 / 10	8 / 10
Fred, ZZ-Franklin	0 / 20	- / 10	- / 10
Gail, ZZ-Green	0 / 20	- / 10	- / 10
Henry, ZZ-Hill	0 / 20	- / 10	- / 10
Jeff, ZZ-Jensen	0 / 20	- / 10	- / 10

20 per page

Cancel
Back **Import**

11. You will be returned to your grade book where you can see your new iClicker scoring data

User List

User List
Import Grades
Export Grades

Display Options
Switch to Standard View

Cancel
Save

View By: User Apply

Search For: Search [Show Search Options](#)

20 per page

	First Name ▲, Last Name	Total 📊	9_30_11 📊	9_30_11-2 📊	Final Grades 📊	
					Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>	Ann, ZZ-Adams	21 / 20	11 / 10	10 / 10	0 %	
<input type="checkbox"/>	Bob, ZZ-Bradford	19 / 20	10 / 10	9 / 10	0 %	
<input type="checkbox"/>	Cindy, ZZ-Carlson	17 / 20	9 / 10	8 / 10	0 %	
<input type="checkbox"/>	Daniel, ZZ-Davis	18 / 20	9 / 10	9 / 10	0 %	
<input type="checkbox"/>	Ellen, ZZ-Evans	18 / 20	10 / 10	8 / 10	0 %	

12. Repeat the above steps each time you wish to import iClicker scores into Desire2Learn