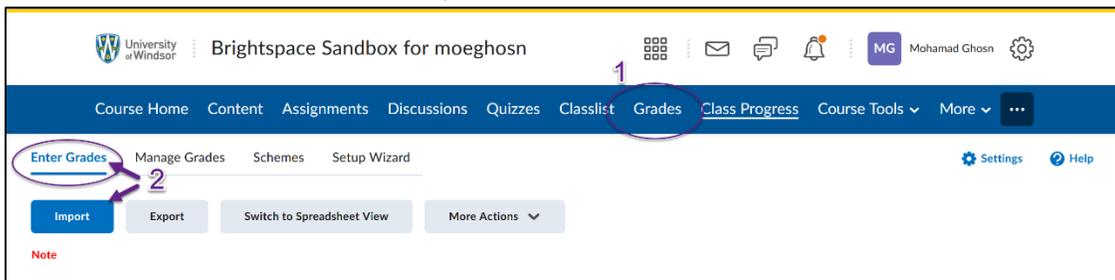
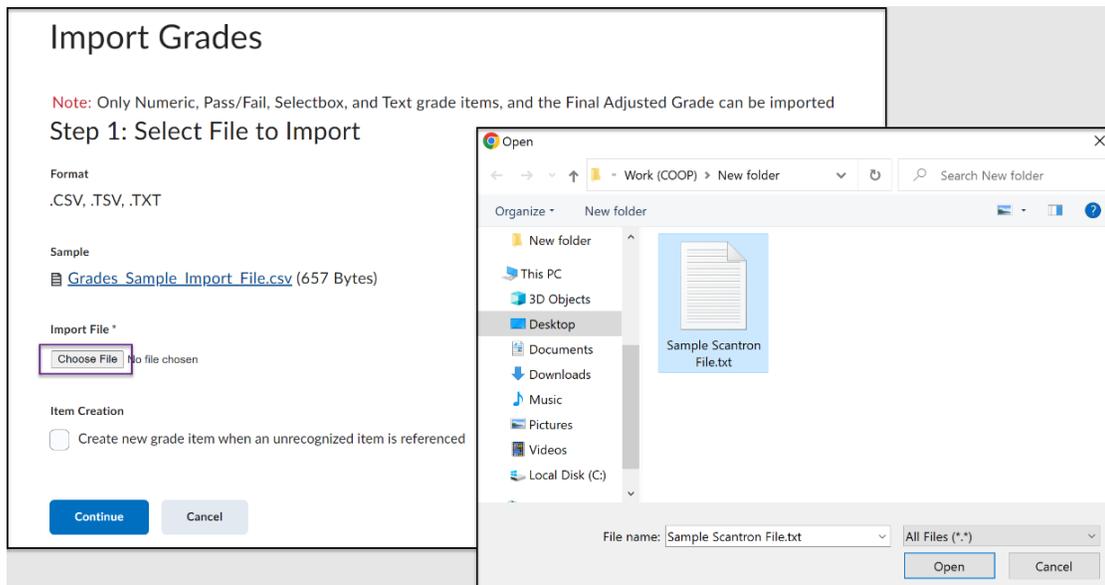


Upload Scantron results to Brightspace Gradebook

1. Prior to importing your Scantron results into your Brightspace Gradebook, open the Scantron file and look at the title row of the spreadsheet. If the word "Scantron" appears in the row, replace it with either:
 - a) the name of the column you have already created for this assessment in your Gradebook, or
 - b) if you have not already created a column in your Gradebook, the name you want for the column.
2. In your Brightspace course select **Grades** in the Nav bar.
3. In the **Enter Grades** tab select the **Import** button.



4. Under **Import File** click **Choose File** (Chrome) or **Browse** (Firefox), find the **.TXT** file that you were given and select it.



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

- a. **Note:** If the desired column is already created within your Gradebook, the Scantron file will have to be edited in order to upload successfully. You must change “Scantron” to the name of the existing column within your gradebook.

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, .TSV, .TXT

Sample
[Grades Sample Import File.csv](#) (657 Bytes)

Import File *
 Sample Scantron File.txt

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

- b. 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.)
6. 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.

Import Grades

Step 4 : Errors and Warnings Found

Note: Fields with an error will not be imported.

No errors or warnings found.

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