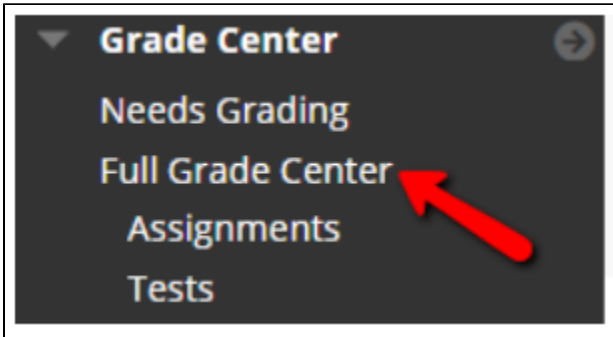


Edit Scholar Grade Center grades with Excel

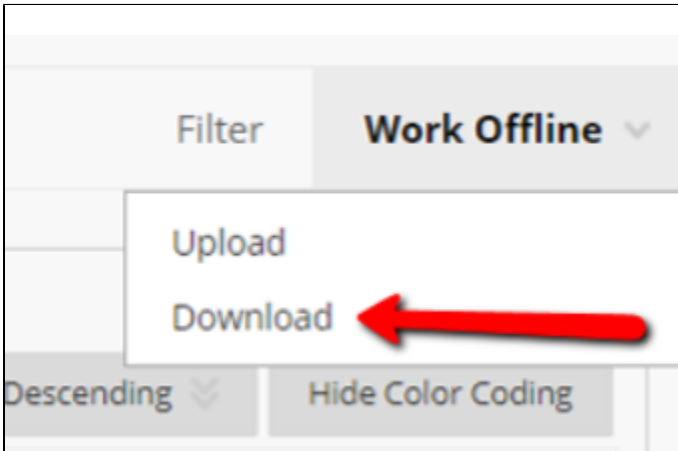
If you have a unique grading system, have class assignments in external sites, or just prefer a different grade editing environment, you may wish to download your Grade Center and work on it in Excel. These instructions will give you the information that you need to do so.

Downloading your Grade Center

To download your Grade Center, first go to the Full Grade Center in your course on Scholar.



From Work Offline, choose Download.



You'll be brought to a screen where you can choose some parameters for the download. First, choose what data you'd like to download:

DATA

Items with Anonymous Grading enabled will not be included in the download.

Select Data to Download

☒ Full Grade Center

☐ Selected Column Portfolio assignment ☐ Include Comments for this Column

☐ User Information Only

Next, you'll need to choose information about the file itself. Change Delimiter Type to "Comma". If you want to include columns that you've hidden from your view in the Grade Center, change Include Hidden Information to "Yes". Otherwise, leave it as "no".

OPTIONS

Choose either the tab delimited (.XLS) or comma delimited (.CSV) delimiter type to open the file directly in Microsoft Excel. Select support Excel.

Delimitter Type
☒ Comma
☐ Tab

Include Hidden Information
☐ Yes
☒ No

Hidden information includes columns and users that have been hidden from view.

Choose My Computer for the Download Location. You do not have to click the browse button when you do this.

[blocked URL](#)

Click Submit, and you'll be taken to a page with a download button. Click the button to download the file.

Editing your Grade Center

Once you've downloaded your Grade Center, it's time to edit it.

Do not change the column headers, or the file won't import correctly.

You can also add columns at the end and they'll be added to the Grade Center. However, they will be added as Text columns and not included in any calculations. You'll have to go in and change the column settings if you want them.

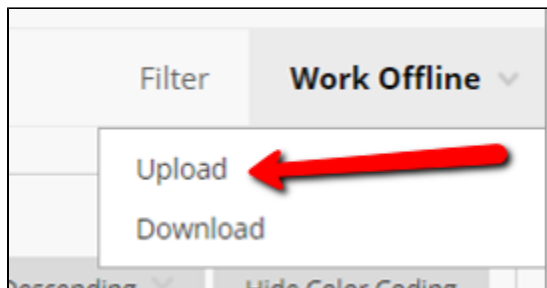
When you're done with your edits, save the file. In the Save as Type: dropdown, choose CSV or Comma Separated Values. You may get a couple of popups asking if you're sure; choose yes.

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Uploading your Edited File

Once you've saved your edited file, you can upload it to Scholar. Return to your Grade Center and choose Upload from the Work Offline menu.



Click Browse My Computer, and find the file.

[blocked URL](#)

Click Submit, and you'll be taken to a page where you can see how the grades will update.

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Click submit again, and the new columns will be created.

If you want to use any columns that you created in Excel in calculations within the Grade Center, you'll need to convert them to a Score or Percentage column. To do that, click the dropdown at the top of the column and choose Edit Column Information.

Change Primary Display to either Score or Percentage.

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Then enter the number of points possible.

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Click Submit, and your new column will now be included in the Grade Center calculations.