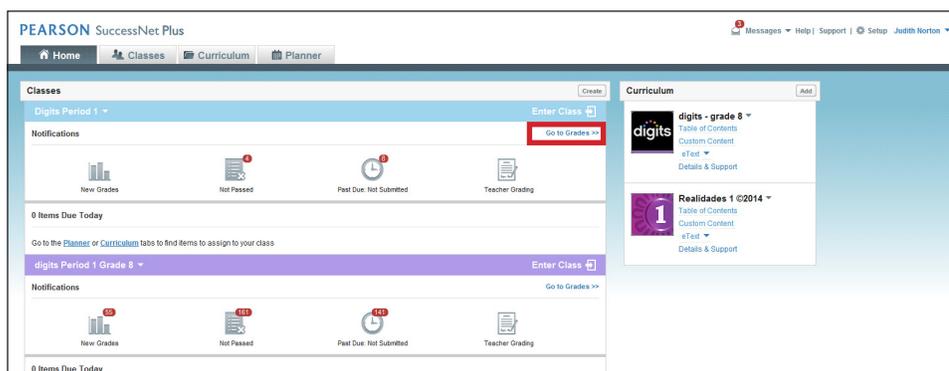


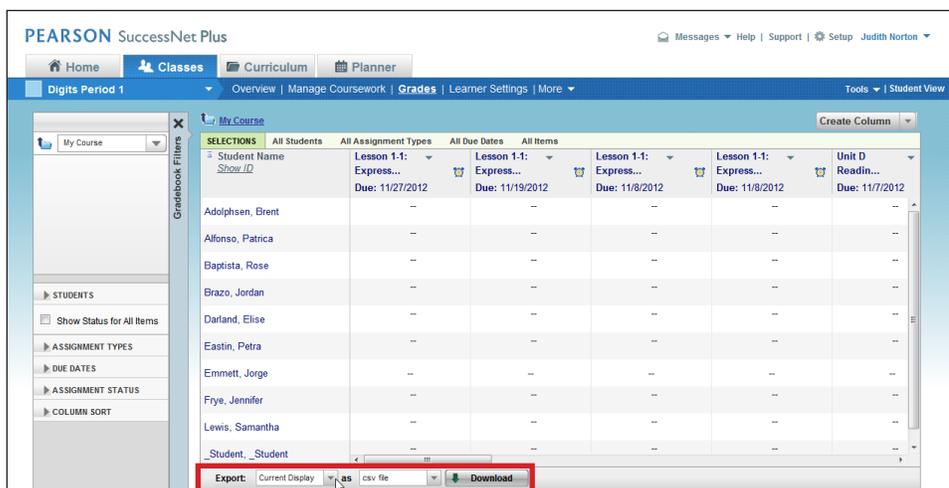
Teachers—Export and Import Grades

Introduction This guide explains how to export and import Class grades on SuccessNet Plus.

Export Grades After logging in to your SuccessNet Plus teacher account, you will be on the teacher Home page. The Classes dashboard provides quick access to new grades, items not passed or past due, and items that require grading. Click **Go to Grades** to enter the Gradebook for a class.



To export grades from the Gradebook, scroll down to the bottom of the page. In the Export drop-down menu, select **All Grades**, **Current Display**, or **Student Roster**. Next, choose the export file type, and click **Download**.



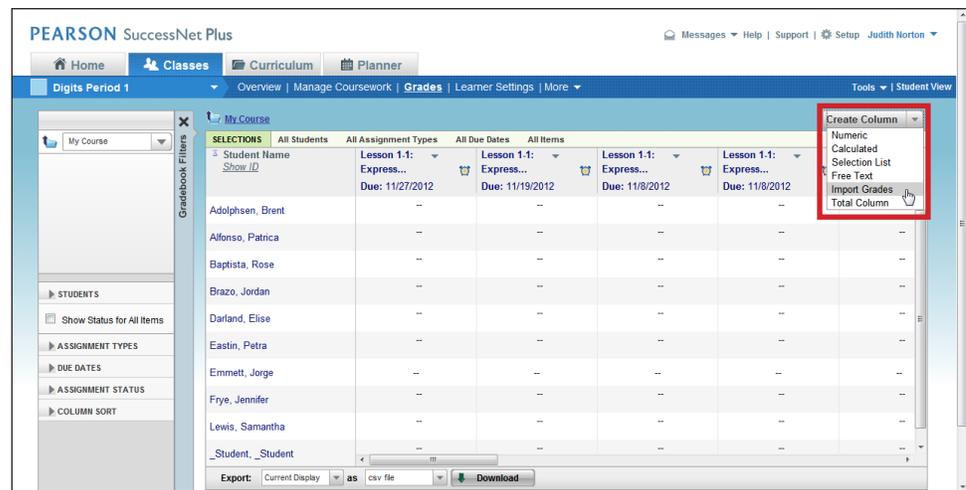
Now select the link to download the file. You can open the file or save it to your local computer. Once you have exported grades, you can upload them to a third-party gradebook program or data warehouse.

Import Grades To import grades, you will first need to export your student roster as a CSV file and save it to your computer. Open the file, and enter the score for each student in the Userscore column. Now enter the maximum score possible in the Maxscore column for each student. You need to enter a number score rather than a letter grade.

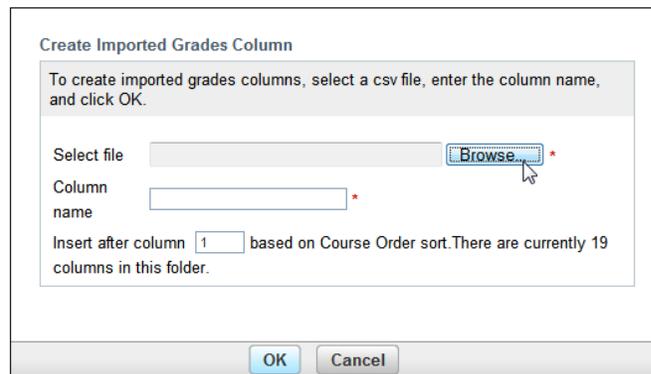
You can leave the score columns blank for any student and still import the grades. If you do this, be aware that you may see an error message when you import the file. Just ignore the message.

Also, do not alter the UserId, LastName, and FirstName columns. After you have entered the scores, resave the CSV file.

Now that you have the file ready, you can import the grades. Click **Create Column**, and select **Import Grades**.



Click **Browse**, and navigate to your saved CSV file. Enter a name for the assignment, and select where you want the column inserted. Now click **OK**.



Remember, if you left any score columns blank in the import file, you will get an error message. Just select **OK**.

Your imported grades now appear in your Gradebook.

Review This guide explained how to export and import grades on SuccessNet Plus.