



Uploading C4ELink Grades into the D2L Gradebook

This document provides detailed instructions to guide you through the process of exporting student grades from the C4ELink course site and importing them into your D2L gradebook.

If your course is integrated into your school's D2L learning platform using simple LTI integration, it is important to understand that this integration will only allow students' **grade totals** to be updated in the D2L Gradebook as coursework is completed. If you wish to transfer the grades for individual coursework items from C4ELink into D2L, you can utilize the steps outlined in this document to export the data from C4ELink and import it into D2L. This process can also be used if you are running a C4E hosted course and wish to transfer these grades into your D2L gradebook.

General Notes

In order to synchronize C4ELink data with D2L Gradebook data, it is necessary to match up the C4E gradebook data with the corresponding students/columns in D2L. The column heading format accepted by D2L during the import is very specific and **MUST** be exact. Additionally, the file cannot contain any commas, and headings cannot contain any numerical values. The file will be rejected by D2L if the column heading format is not exact or if any commas or numerical values exist. Please see the 'Configuring Your Document for Importing into D2L' section for additional details.

Depending on the requirements at your school, you may wish to upload the grades for your Connect For Education course work items to your D2L Gradebook only once at the end of the semester, or you may wish to upload grades multiple times in order to keep the gradebooks in sync as much as possible.

If you have any questions about these processes, please contact your D2L support team or the Connect For Education support team for additional instructions.

Exporting Your D2L Gradebook to Create Your Import Template

As the upload process requires a specifically formatted spreadsheet, you will need to first export your D2L gradebook to obtain a template document. This template document will be modified to create your D2L Import Template for use during the grade import:

1. From your navbar, click 'Assessments' and select 'Grades' to access your gradebook.
2. Select the 'Enter Grades' tab.
3. Click 'Export.'
4. Complete the following fields on the 'Export Grades' screen:

Export Grades

Export Options

Key Field

Org Defined ID
 Username
 Both

Sort By

Last Name, First Name, Username, Org Defined ID ▾

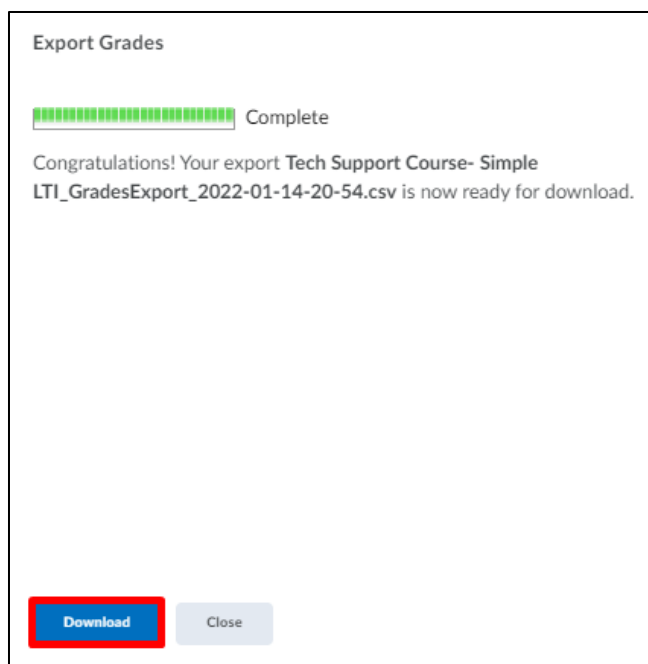
Grade Values

Points grade
 Grade Scheme ⓘ

User Details

Last Name
 First Name
 Email

- a. **Key Field:** Select 'Both' to include both the Org Defined ID and the Username.
 - b. **Sort By:** Select 'Last Name, First Name, Username, Org Defined ID.' *Note: This sort will match the sort on the Connect For Education grade export.*
 - c. **Grade Values:** Select 'Points grade.'
 - d. **User Details:** Select 'Last Name' and 'First Name.' *Note: These options will help you better identify the students in the export and will be removed later, prior to the import.*
5. In the 'Choose Grades to Export' area, all grade items will be selected by default. The current set up of your D2L gradebook will determine how to proceed:
- If **any/all** of the Connect For Education grade items exist in your D2L gradebook (i.e., from a previous import), select these items only. You do not need to include the 'Final Calculated Grade' or 'Final Adjusted Grade' columns.
 - If **none** of the Connect For Education grade items exist in your D2L gradebook, deselect all items as none will need to be added to your export.
6. Select the 'Export to CSV' button.
7. Once the file is ready, click the 'Download' button to save the .csv file to your computer.



8. To prepare for the remaining steps in this process, locate the downloaded file on your machine and open the exported document with Excel.

Exporting Grades from C4ELink Course Site

After you have exported your D2L gradebook to create your template, you will need to export your grades from C4ELink (these grades will later be added to your D2L Import Template):

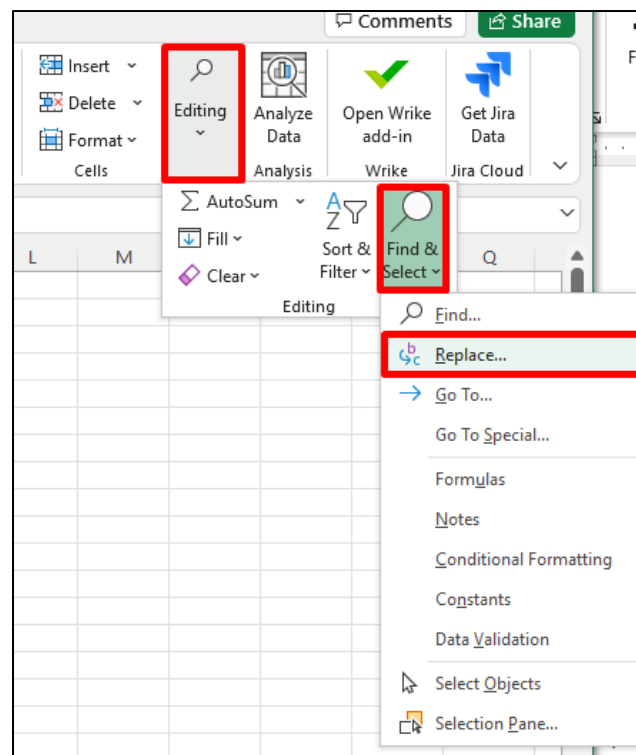
1. Access the 'Gradebook' option from your C4E course menu bar.
2. From the dropdown menu options, select 'Export' > 'Excel spreadsheet.'
3. You will be presented with a list of graded items to export. Be sure to uncheck all the 'Category total' columns, the 'Course total' column, and any other items that you do not wish to include in your export.
4. Click the 'Export' button when you are ready to export the data.

Note: The exported gradebook data will only contain grades. Feedback comments entered on the C4ELink course site will not be included in the export.

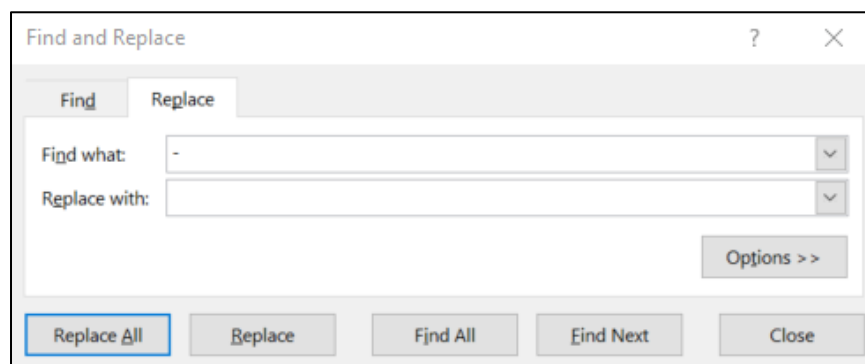
IMPORTANT! The C4ELink gradebook export data contains dashes where no grades exist. To prevent these dashes from creating false attempts in your D2L gradebook, you will need to remove these dashes from your file prior to importing into D2L:

K	L	M	N	O	P	Q
Assignmer Quiz:	Unity Quiz:	Perf Quiz:	Struc Quiz:	Purp Quiz:	Type Quiz:	Folk
10	7	10	8	10	7	9
7	10	9	10	10	9	9
7	5	-	-	-	-	4
10	9	7	-	10	5	10

To remove these dashes, you simply need to perform a 'Find and Replace' to replace any dashes that exist with no value. Choose the 'Find & Select' function in Excel (located in the 'Editing' group on the 'Home' tab), and select 'Replace' (or press Ctrl + H on your keyboard):



On the Find and Replace window, enter a dash in the 'Find what:' field and leave the 'Replace with:' field blank (ensure that no blank spaces are in this field). Click 'Replace All' to perform this replacement:





Additionally, the C4ELink gradebook export data may contain commas in grade item column names. You will need to remove these commas from your file prior to importing this data into D2L. As in the previous step, to remove these commas, you simply need to perform a 'Find and Replace' to replace any commas that exist with no value.

Choose the 'Find & Select' function in Excel (located in the 'Editing' group on the 'Home' tab), and select 'Replace' (or press Ctrl + H on your keyboard). On the 'Find and Replace' window, enter a comma in the 'Find what:' field and leave the 'Replace with:' field blank (ensure that no blank spaces are in this field). Click 'Replace All' to perform this replacement. For any headings where commas existed, you can certainly adjust the text, if necessary, to ensure the grade item name is clear.

Finally, the C4ELink gradebook data export may contain numerical values in grade item column names (i.e., Lesson 2 Quiz, HTML5 Exercise). You will need to remove these numerical values from your file prior to importing this data into D2L. We recommend going through each column name and replacing any numerical values with textual numbers or Roman numbers (i.e., Lesson Two Quiz, HTMLV Exercise).

Add C4E Grade Items to the D2L Import Template

To prepare for importing into D2L, your exported grades from C4ELink will need to be compiled into the D2L Import Template you created in the first step of this document. Before adding any C4E grade item data, you must first:

- Verify that students are sorted in the **same order** on BOTH exported documents.
- Verify that the roster matches on both exported documents. Remove any students from the Connect For Education export that do not exist on your D2L Export.

Once the student rosters on both documents are identical and in the same order, you may proceed with adding the C4E grade items to the D2L Import Template document:

1. Copy all grade item columns from your C4E export spreadsheet. Include column headers when copying:

F	G	H	I	J	K	L
Email address	Assignment: Standard	Assignmer	Assignmer	Assignmer	Assignmer	Quiz: Unit
d2lstudent1@mailinator.com	10	10	10	10	10	7
supportstudent1@mailinator.com	10	7	8	7	7	10
d2lstudent2@mailinator.com	4	8	7	9	7	5
d2lstudent3@mailinator.com	8	9	8	7	10	9

2. Paste these columns into your D2L Import Template spreadsheet. Be sure to add these columns BEFORE the 'End-of-Line Indicator' column:



A	B	C	D	E	F	G
OrgDefinedId	Username	Assignment: Standar	Assignment: Standa	Quiz: Unity and Va	End-of-Line Indicator	
#d2lstudent1	#D2L1.Student1	10	5	10	#	
#SupportStudent2	#Support1.Student1	10	8	10	#	
#d2lstudent2	#D2L1.Student2	8	10	5	#	
#d2lstudent3	#D2L1.Student3	7	8	7	#	

Note: If you included C4E grade item columns in your D2L Import Template (i.e., from a previous import), you will need to copy and paste the grade values for these items into the corresponding columns on your D2L Import Template.

IMPORTANT! Please ensure that all commas have been removed from grade item column headers, as indicated in the start of this document.

Configuring Your Document For Importing Into D2L

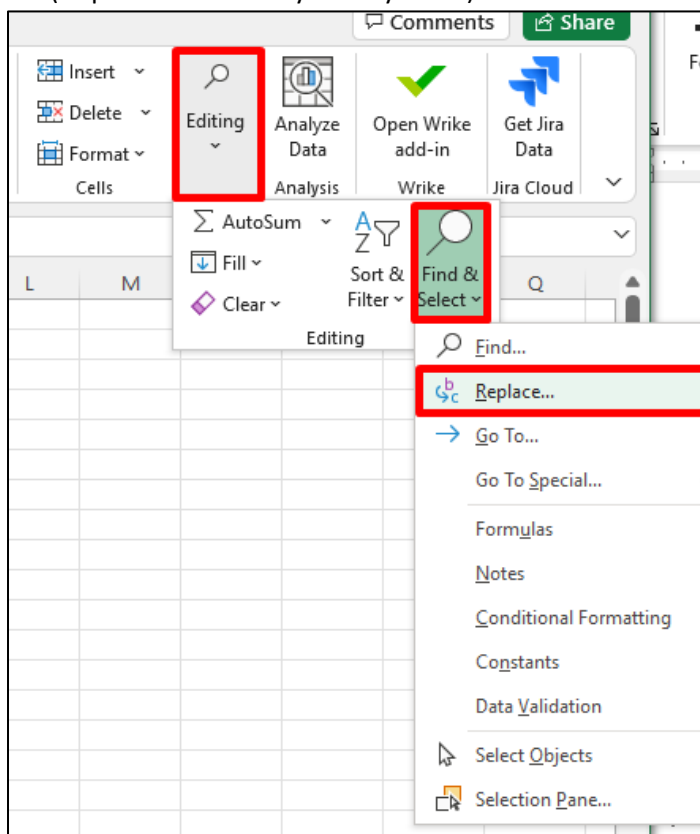
After adding the C4E grade values to your D2L Import Template, you will need to make the final adjustments below before importing your grades into D2L. The following grid explains each field on your template and demonstrates how each column should appear prior to the import process:

Field	Description	Column Heading Text Example	Column Data Example
OrgDefinedId	A unique number for identifying a user in Brightspace Learning Environment.	<i>OrgDefinedId</i>	20067930
Username	A unique name for identifying a user in Brightspace Learning Environment.	<i>Username</i>	Frank.Catcher
<Item> Points Grade	Numeric and Pass/Fail grade items should be labeled the grade item name, followed by Points Grade . Users' grades should be the Points Grade the learner received. For example, 44 points out of a possible 50 points.	<i>Lesson 1 Quiz Points Grade</i> <i>or</i> <i>Final Exam Points Grade</i>	44
End-of-Line Indicator	The last column must be labeled End-of-Line Indicator so the system knows when the next set of data begins. The end of each users' line should be indicated with the pound key #.	<i>End-of-Line Indicator</i>	#

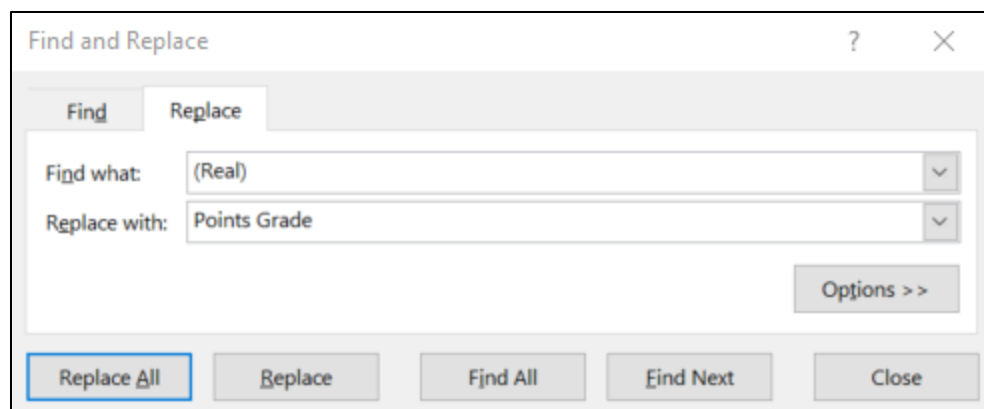
REMINDER: The column heading format accepted by D2L during the import is very specific and MUST be exact. Additionally, the file cannot contain any commas. The file will be rejected by D2L if the column heading format is not exact or if any commas exist. Please see below for additional details.

To prepare the column headings for import, all grade item column header labels must be cleaned up and appended with 'Points Grade' to ensure they match the D2L file specification. To do so, you can perform a 'Find and Replace' to replace the '(Real)' indicator with 'Points Grade.' The '(Real)' indicator is default text that appears when exporting grades from C4E, but is not necessary for importing grades into D2L.

1. Choose the 'Find & Select' function in Excel (located in the 'Editing' group on the 'Home' tab), and select 'Replace' (or press Ctrl + H on your keyboard):



2. On the Find and Replace window, enter '(Real)' in the 'Find what:' field, and enter 'Points Grade' in the 'Replace with:' field (ensure that no blank spaces are in this field):



3. Click 'Replace All' to perform this replacement.

Lastly, if you included the 'Last Name' and 'First Name' columns on your D2L Import Template, please note that these columns were intended only to help you identify students more easily and are not necessary for the import process. **You will need to remove these columns prior to proceeding with the import.**

Backup D2L Gradebook

***These steps only need to be performed if grades already exist in your D2L Gradebook prior to this upload.**

As a precaution, it is always recommended that you export and save a backup copy of your current D2L gradebook prior to making any major changes (i.e. grade upload).

1. From your navbar, click 'Assessments' and select 'Grades' to access your gradebook.
2. Select the 'Enter Grades' tab.
3. Click 'Export.'
4. Under 'User Details,' select 'Last Name,' 'First Name,' and 'Email' if you would like your export to contain comprehensive user details.
5. Select the grades you wish to export.
6. Choose your preferred export option (CSV or Excel) to download the file to your machine. This file will serve as a backup of any pre-existing grades in your D2L Gradebook.

Uploading Grades Into D2L

Once you have finalized your D2L Import Template and no further changes are needed, you are ready to upload your grades into D2L.

1. From your navbar, click 'Assessments' and select 'Grades' to access your gradebook.



2. Select the 'Enter Grades' tab.
3. Click 'Import.'
4. Select 'Choose File' to browse and locate the D2L Import Template you created.
5. Once you have selected your file, click 'Open.'
6. Select 'Create new grade item when an unrecognized item is referenced' to create new grade items from the import file.
7. Click 'Continue.'
8. If you are creating new grade items, all unrecognized items will display on the 'Step 2: Create New Grade Items' page. Be sure to:
 - a. Select the 'Create New Grade Item' check box beside each of the items you want to create.
 - b. Select 'Numeric' as the grade item 'Type.'
 - c. Click 'Continue.'
 - d. On the 'Step 3: New Grade Item Properties' window, fill in the properties for each grade item. 'Maximum Points' should match the 'Max grade' for the item in the Connect For Education gradebook.
 - e. Click Continue.
9. Review any error and warning messages associated with the import, and click 'Continue.'
Note: Fields with errors are not imported.
10. Preview your import and click 'Import' when you are ready to proceed. Once the import is completed, the page will refresh and display your updated gradebook.