

## Teachers: Export and Import Grades

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

**Accessing the Gradebook**

1. Log in to SuccessNet Plus.
2. Select a class.
3. Click **Student Performance** in the Products and Classes channel.

**Exporting Grades**

1. Scroll down to the bottom of the page.
2. In the Export drop-down menu, select **All Grades, Current Display,** or **Student Roster.**

The screenshot shows the SuccessNet Plus interface for a teacher named Cathy Wilson. The page title is "1st Period Sp 1:REALIDADES 1 ©2011 (7/07/10)". The navigation tabs include Overview, Content, Gradebook, and Preferences. The "Gradebook" tab is active, showing a table of student performance. The table has columns for Student Name, Course, eBook Audio, Group Project, Guided WB, eBook Act, and Comm. WB. A red arrow points to the "Export" button at the bottom left of the table. The export menu is open, showing options: "Current Display", "All Grades", "Current Display", and "Student Roster".

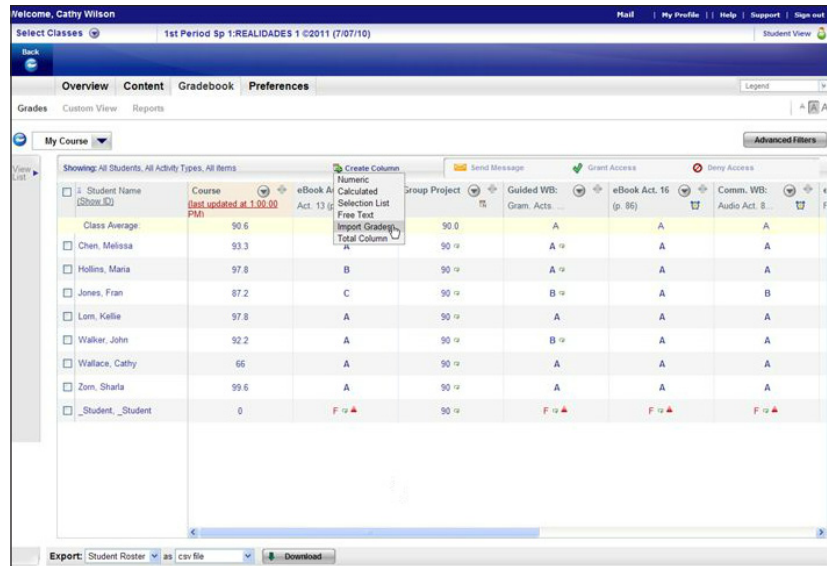
Student Name	Course	eBook Audio	Group Project	Guided WB	eBook Act	Comm. WB
Class Average	90.6	A	90.0	A	A	A
Chen, Melissa	93.2	A	90	A	A	A
Hollins, Maria	97.7	B	90	A	A	A
Jones, Fran	87.5	C	90	B	A	B
Lom, Kelle	97.7	A	90	A	A	A
Walker, John	92.1	A	90	B	A	A
Wallace, Cathy	65.9	A	90	A	A	A
Zem, Sharla	100	A	90	A	A	A
_Student_Student	0	F	90	F	F	F

3. Choose the export file type.
4. Click **Download.**
5. Open or save the file.

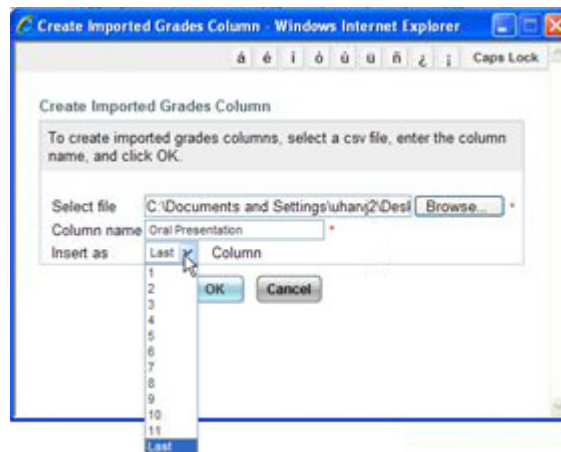
Exported grades can be uploaded to a third-party gradebook program or data warehouse.

## Importing Grades

1. Export and save the student roster as a CSV file.
2. Open the file and enter the score for each student in the Userscore column.
3. Enter the maximum score possible in the Maxscore column for each student as a number score not a letter grade.
4. Leave the UserId, LastName, and FirstName columns unaltered.
5. Resave the CSV file.
6. In SuccessNet Plus on the Gradebook tab, click **Create Column** and select **Import Grades**.



7. Click **Browse** and navigate to the saved CSV file.
8. Enter a name for the assignment and select where to insert the column.



9. Click **OK** and the imported grades now appear in Gradebook.

**Note:** If the score column is left blank for any student, the grades can still be imported. There may be an error message displayed onscreen. Just ignore the message.