Import grades

You can import grades from outside the system in one of three ways:

- CSV files
- XML file
- Directly (pasting from a spreadsheet)

Import from CSV files

If you wish to import your grades from a CSV file then follow these steps:

1. From the course you want to upload them to go to *Grade administration > Import > CSV file.*
2. Upload the file and configure the settings.
3. Click **Upload grades**.

CSV import settings

When importing a CSV file there are a few settings you can configure.

Setting	Description	Notes
File	This is where you upload the CSV grade file.	-
Encoding	Select the character encoding used for the data. (The standard encoding is UTF-8.) If the wrong encoding is selected by mistake, it will be noticeable when previewing the data for import.	-
Separator	Select the separator used in the CSV file.	Normally this is a comma.
Verbose scales	A verbose scale uses words rather than numbers. Set to Yes if both numerical and verbose scales are to be imported. Set to No if only numerical scales are to be imported.	-
Preview rows	Data for import may be previewed before confirming the import. This setting determines how many rows are displayed in the preview.	-
Force import	Force import of grades even if the grades were updated after the import file was exported.	-

Import from XML file

If you wish to import your grades from a XML file then follow these steps:

1. From the course you want to upload them to go to *Grade administration > Import > XML file.*
2. Upload the file and configure the settings.
3. Click **Upload grades**.

XML import settings

When importing a XML file there are a few settings you can configure.

Setting	Description	Notes
Import feedback	Tick this if you wish to import feedback with the grades.	-
File	This is where you upload the XML grade file.	-
Remote file URL	The remote file URL field is for fetching data from a remote server, such as a learner information system.	-

Pasting from spreadsheet (direct import)

If you wish to import your grades by pasting them directly from a spreadsheet then follow these steps:

1. From the course you want to upload them to go to *Grade administration > Import > Paste from spreadsheet.*
2. Paste the grade data and configure the settings.
3. Click **Upload grades**.

Direct import settings

When importing grades directly there are a few settings you can configure.

Setting	Description	Notes
Data	This is where you paste the grade data.	-
Encoding	Select the character encoding used for the data. (The standard encoding is UTF-8.) If the wrong encoding is selected by mistake, it will be noticeable when previewing the data for import.	-
Verbose scales	A verbose scale uses words rather than numbers. Set to Yes if both numerical and verbose scales are to be imported. Set to No if only numerical scales are to be imported.	-
Preview rows	Data for import may be previewed before confirming the import. This setting determines how many rows are displayed in the preview.	-
Force import	Force import of grades even if the grades were updated after the import file was exported.	-