

Import Grades from Excel to ANGEL

Steps to Import a Gradebook

1. Enter categories and assignments into the ANGEL gradebook
2. Export the Gradebook
3. Choose the Manage tab, click Gradebook, and choose Export Grades
4. Select Comma Separated, Include Averages, Include Course ID and Points. Press Export.
5. Choose to Open or Save the file
6. Enter the grades into the spreadsheet and save the file in CSV format. Do not modify anything about the spreadsheet except for the addition of the grades.
7. Import the grades into ANGEL
8. Go to the Manage tab, click on the Gradebook, and choose Import Grades
9. Browse for the file, choose comma, press Next
10. Do not change any of the drop down menus for Columns, Choose Points, checkmark Lock Imported Grades, Press Finish