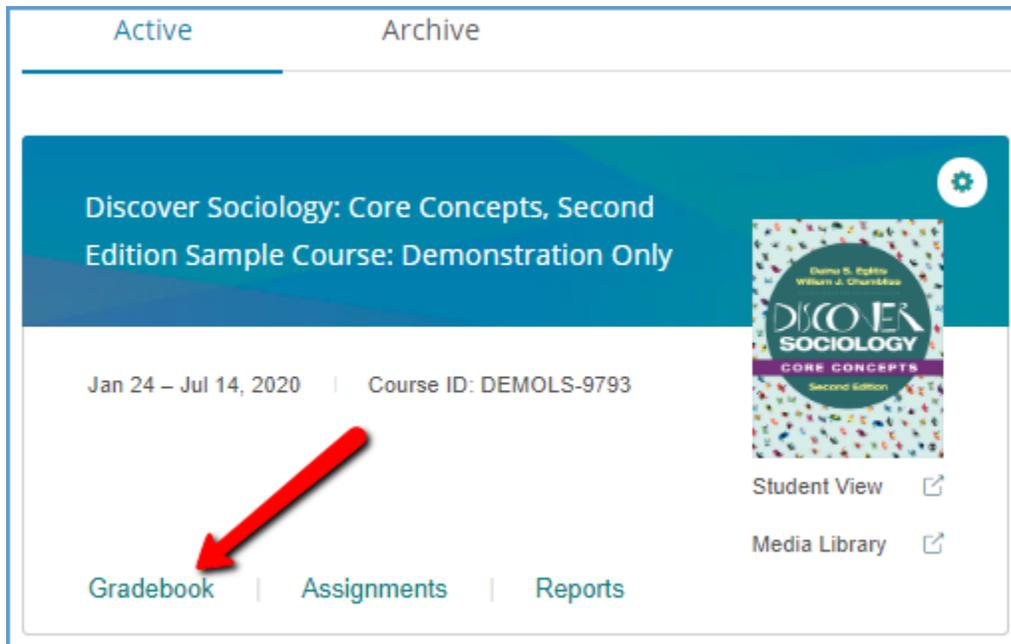


Transferring Grades from Vantage to D2L

Export Your Vantage Gradebook

Navigate to the Gradebook area in your Vantage course.



You can filter the gradebook to show only the grades you want to transfer to your D2L course. Start by clicking on the **Filter** button near the top right of the page.

Gradebook Assignments Reports Logs

Download Edit Grades Jump to chapter Search students Filter

Students: 12 Assignments: 134

— Late ● Complete ● Instructor Modified

Name	Total	Data Activity 1.1	Video Activity 1.1	KC 1.1	KC 1.2	Video Activity 1.2
Paula Adams	11 / 637	●	●	●	—	—
Matthew Anderson	30 / 637	●	●	●	●	●
Michael Garcia	56 / 637	●	●	●	●	●
Anna Hernandez	17 / 637	●	●	●	●	●
James Johnston	17 / 637	●	●	●	●	●
Patricia Kim	30 / 637	●	●	●	●	●
Elizabeth Lee	30 / 637	●	●	●	●	●
Joseph Miller	17 / 637	●	●	●	●	●

Choose the Assignment Types you want to have grades for in D2L. Most courses are set up so only the Chapter Tests have grades. Under "Show grades in," tick the checkbox for **Points**, then click **Apply**.

Gradebook Assignments Reports Logs

Download Edit Grades Jump to chapter

Students: 12 Assignments: 134

Name	Total	Data Activity 1.1	Video Activity 1.1	KC 1.1
Paula Adams	11 / 637	●	●	●
Matthew Anderson	30 / 637	●	●	●
Michael Garcia	56 / 637	●	●	●
Anna Hernandez	17 / 637	●	●	●
James Johnston	17 / 637	●	●	●
Patricia Kim	30 / 637	●	●	●
Elizabeth Lee	30 / 637	●	●	●
Joseph Miller	17 / 637	●	●	●

Filters

Assignment Types

Chapter Tests Knowledge Checks

Multimedia Activities Past Due

Future Due

Show grades in

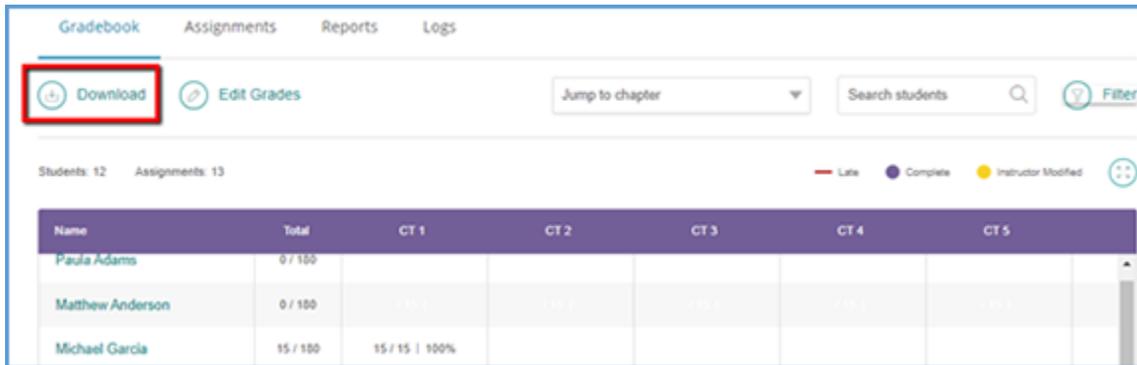
Percent Points

Groups

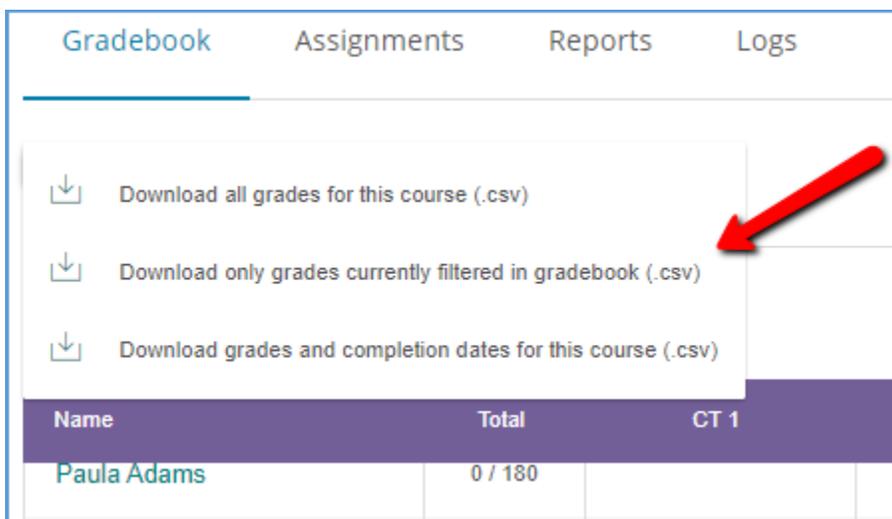
+ NEW GROUP

DEFAULT APPLY

Once the gradebook is filtered to the grades you want to export, click the **Download** button.



Select the option to **Download only grades filtered in gradebook (.csv)**.



Save the file to your computer.

Export Your D2L Gradebook

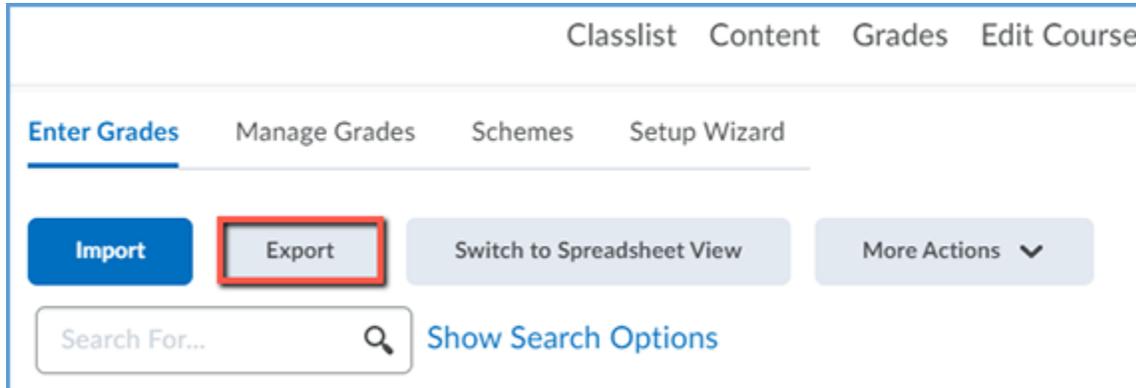
The information provided here on D2L functionality is current as of the time of this writing. For additional information on exporting and importing grades in D2L, the following resources may be helpful:

[Export Grades](#)

[Import Grades](#)

[File format for importing grades](#)

In the top navigation menu of your course, go to **Grades**. Next click **Export**.



Make the following selections:

- Under Grade Values, select **Points grade**.
- Under User Details, include at least the **Last Name** and **First Name**.
- If you have already created grade columns for your Vantage grades, you can choose to export them. Otherwise, do not export any grades.

Export Options

Key Field

Org Defined ID
 Username
 Both

Sort By

Grade Values

Points grade
 Grade Scheme

User Details

Last Name
 First Name
 Email

Choose Grades to Export

<input type="checkbox"/>	Grade Item	Type
<input type="checkbox"/>	Final Calculated Grade	
<input type="checkbox"/>	Final Adjusted Grade	

Once your selections are made, click the **Export to CSV** button.

Combine Your Grades

Open both your Vantage and D2L export files.

1. Make sure you have the same number of students in both courses. If you have more students in Vantage than in D2L, you can delete the rows with extra students from the Vantage export file. If you have more students in D2L than in Vantage, you can add empty rows in the Vantage export to where the extra students are in D2L.
2. Copy the grade columns you want to import to the D2L file.

1	Student First Name	Student Last Name	Student Group	CT 1 (12)	CT 2 (12)	CT 3 (12)	CT 4 (12)	CT 5 (12)	CT 6 (12)	CT 7 (12)	CT 8 (12)	CT 9 (12)	CT 10 (12)	CT 11 (12)	CT 12 (12)	CT 13 (12)	CT A (15)
2	Paula	Adams		8.8	8.8	8											
3	Greg	Gunderson		8.8	9.6	5.6											
4	Brian	Hassler		8.8													
5	Anna	Hernandez		8	10.4	8											
6	Alfred	Jones		8	6.4	8	8.8	8.8									
7	Joseph	Miller		8	8.8	8	5.6	7.2									
8	Arthi	Muralidharan		8.8	9.6	4.8											
9	Elena	Nolan		7.2	8	8.8											
10	Dave	Nurkiewicz		8.8	11.2	8.8	9.6	9.6	8.8								
11	Angela	Seither		8	8	8											
12	Sample	Student		11.2	10.4	6.4											
13	Sage	Student19		11.2	9.6	8											

3. Change the column title from the Vantage format to the required D2L format. You can leave the item name the same (or edit it, if you wish), but replace the points value from Vantage (in parentheses) with "Points Grade."
4. Add a column at the end that says "End-of-Line Indicator." Add a hashtag (#) in each row of this column.

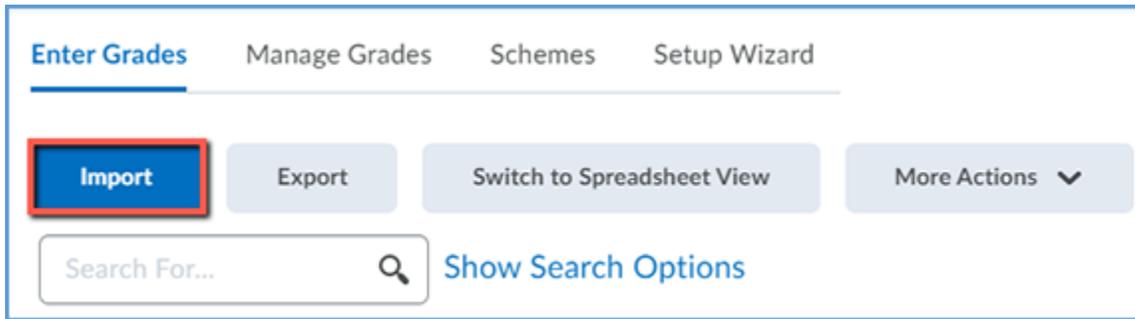
B	C	D	E	F	G	H	I	J	K
Last Name	First Name	Email	CT 1 Points Grade	CT 2 Points Grade	CT 3 Points Grade	CT 4 (12)	CT 5 (12)	CT 6 (12)	End-of-Line Indicator
Adams	Paula	mellisajeserko+1@gmail.com	8.8	8.8	8				#
Gunderson	Greg	gregory.gunderson.instructor@sagepub.com	8.8	9.6	5.6				#
Hassler	Brian	brian.hassler@sagepub.com	8.8						#
Hernandez	Anna	mellisajeserko+4@gmail.com	8	10.4	8				#
Jones	Alfred	sagestudent19+1@gmail.com	8	6.4	8		8.8	8.8	#
Miller	Joseph	mellisajeserko+8@gmail.com	8	8.8	8	5.6	7.2		#
Muralidharan	Arthi	arthi.muralidharan@sagepub.com	8.8	9.6	4.8				#
Nolan	Elena	mellisajeserko+9@gmail.com	7.2	8	8.8				#
Nurkiewicz	Dave	dave.nurkiewicz@sagepub.com	8.8	11.2	8.8	9.6	9.6	8.8	#
Seither	Angela	angela.seither@sagepub.com	8	8	8				#
Student	Sample		11.2	10.4	6.4				#
Student19	Sage	sagestudent19@gmail.com	11.2	9.6	8				#

Save the file in a comma separated values format (.csv).

Note: Excel offers a variety of files with the .csv extension. Be sure to choose the one that says "comma separated values."

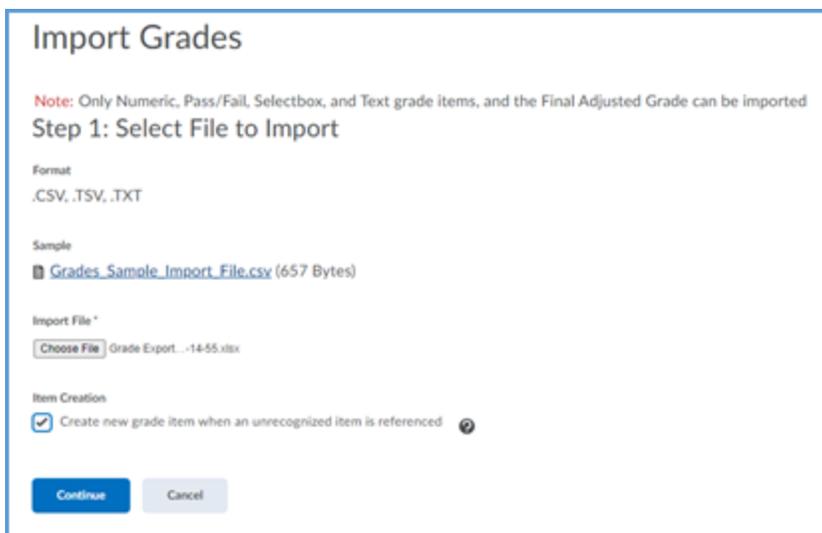
Upload Your Grades to D2L

To upload the new grades, in the top navigation menu of your course, go to **Grades**. Next click **Import**.



In Step 1, make the following selections:

- Click **Choose File** to navigate to your file.
- Under "Item Creation," tick the checkbox to **Create new grade item when an unrecognized item is referenced**.
- Click **Continue**.



In Step 2, set all new grade items to **Numeric**, then click **Continue**.

Step 2: Create New Grade Items

The following unrecognized items have been found.
To create a new grade item for an unrecognized item, select the Create New Grade Item check box.

Unrecognized Item	Create New Grade Item	Type
CT 1	<input checked="" type="checkbox"/>	Numeric ▾
CT 2	<input checked="" type="checkbox"/>	Numeric ▾
CT 3	<input checked="" type="checkbox"/>	Numeric ▾
CT 4	<input checked="" type="checkbox"/>	Numeric ▾
CT 5	<input checked="" type="checkbox"/>	Numeric ▾
CT 6	<input checked="" type="checkbox"/>	Numeric ▾

In Step 3, update the **Maximum Points** for each item. By default, Chapter Tests are always worth 15 points in Vantage. Once you have entered the points for each item, click **Next** to continue through the confirmation screen. Your Vantage grades should now appear in D2L.

Step 3: New Grade Item Properties

CT 1 (Numeric)

Category
None ▾

Maximum Points *
15

Can Exceed

Bonus

CT 2 (Numeric)

Category
None ▾

Maximum Points *
15

Can Exceed