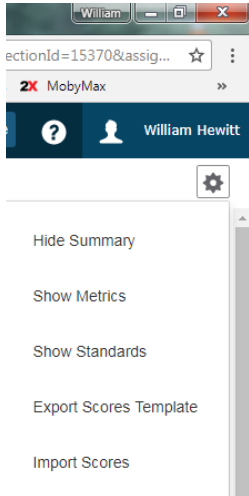


## Importing Grades to Power Teacher

1. Create a csv with just ID Number and Score.
  - a. If it is in a percent, change it to a number.
  - b. In a blank column next to the ID type = then click the first score, then \*100
  - c. Fill that column by dragging from the bottom right corner of the cell.
2. Go into Power Teacher and create the assignment.
3. Open the assignment and click the Settings Dial.
4. Select import grades.



5. Browse for the csv file.
6. Change the format to csv
7. Unless you have header for your data you want “Include First Row”.
8. You do NOT want Validate Student Names.
9. Select the score type for the assignment.
10. Click Next.
11. If you already have grades decide what to do with the new grades.
12. Click import.

A screenshot of the 'Import Scores into Animal Fact and Opinion' dialog box. It features a 'Browse Files' button, a 'Format' dropdown set to 'CSV (comma separated ...)', an 'Include First Row' checkbox checked with a green checkmark, a 'Validate Student Names' checkbox unchecked, and a 'File Score Type' dropdown set to 'Points'. A 'Next' button is visible at the bottom right.A screenshot of the 'Import Scores into Animal Fact and Opinion' dialog box showing a preview of the data. A blue banner at the top states '19 of 19 rows will be imported'. Below it, a section titled 'Scores already exist' has a dropdown menu set to 'Overwrite existing scores'. The main area contains a table with columns: ID NUMBER, STUDENT NAME, SCORE, and PREVIEW. The table lists 19 rows of data with scores ranging from 90 to 100. An 'Import' button is located at the bottom right.

ID NUMBER	STUDENT NAME	SCORE	PREVIEW
64		100	100
02		100	100
75		100	100
96		100	100
40		95	95
58		95	95
07		95	95
58		90	90
11		90	90
56		90	90
5		90	90