



Scholar Assignments and the Gradebook

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Scholar Assignments and the Gradebook

The Gradebook in Scholar is able to bring in data from Assignments, Tests & Quizzes, but does not allow you to modify or make changes to the grades from within the Gradebook. You also must release the grades in Assignments for them to appear in the Gradebook.

You need to download the grades for a class assignment. In this case, what comes down, must go back up. **If you download a zip file, you have to return a zip file.** Therefore, when uploading the Assignments spreadsheet for grading, **you MUST have the Assignments "grades.csv" file enclosed within a .zip archive for the upload.**

Downloading the Assignments

1. Begin by entering the Assignments tool.
2. Underneath the assignment you wish to grade, select "Grade"
3. Select which section you wish to download and grade for (if applicable).
4. Click "Download All"

When you download grades from the Assignment it is a file called "bulk_download.zip".

If you extract that zip file on your computer, you get a folder structure that looks like this:

```
bulk_download [FOLDER]
--> Assignment Folder_Name [FOLDER]
--> |--> {[FOLDERS] by student name}
--> |--> grades.csv
```

Uploading the Grade Spreadsheet

The file, "grades.csv" can be opened, changed, and saved again as a CSV file ("Comma Separated Values" file type). Once the "grades.csv" file is saved it must be converted into a zip archive and then it is ready to be uploaded into the assignments tool.

TO UPLOAD into the assignments:

1. Zip Archive the "grades.csv" file. (Right-click the file and choose "create archive" or "Send to --> Compressed (zipped) folder")
2. Log into Scholar and enter the Assignments area.
3. Click "Grade" under the Assignment name.
4. Select a Section for the View (optional)
5. Click "Upload All"
6. Browse for the newly created "grades.zip" file
7. CHECK the box next to "Grade file (grades.csv file at top level of archive)"
8. Click Upload button.

Release the Grades for Student's View

For grades to appear in the Gradebook, the grades must be released from the Assignment tool. Here's how to release grades in the Assignment tool:

1. Log into Scholar and enter the Assignments area.
2. Click "Grade" under the Assignment name.
3. Click "Release Grades"