

How to Add Grades via Import

Users can add Grades for a student manually and through an import. This PDF covers adding grades via import. See the [How to Add Grades Manually](#) article on the [SCRIBE Help Desk](#). When adding grades manually, you must add grades for each student one by one. When adding grades using an import file, you can include multiple students and multiple courses for those students in the same file.

Before grades can be added for a student, courses must be entered into SCRIBE. See [How to Add a Course Manually](#) and [How to Add a Course via Import](#) for more information on adding courses.

Create the File to Import

1. Determine the required and optional fields for a Grades import. There are two ways:
 - a. **Look at the Import Template in your grant's Google Drive folder.** Every import template has a tab that has the field headings and a tab that describes each field, whether the field is required, the type of data needed for that field and where to find that data

	A	B	C	D	E	F	G	H	I	J
1	StudentID	SchoolNumber	SchoolYear	CourseNumber	Grade	Term	GradeLevel	FirstName	LastName	CourseNumber
2										
3										
4										
5										
6										

Grades FieldDescriptions

	A	B	C	D
1	Field Name	Required?	Comments	Values to lookup
2	SSID	Required	Student ID	
3	SchoolNumber	Required	School Number	In SCRIBE, Schools > View All Schools for a list of School Numbers
4	SchoolYear	Required	School Year	2017: 2017-2018 2018: 2018-2019
5	CourseNumber	Required	All courses must exist within the appropriate school for the appropriate school year.	
6	Grade	Required	Course Grade	0-100 for Decimal Courses For Lookup Courses, refer to the course result group.
7	Term	Required	Term	Q1, Q2, Q3, Q4, S1, S2, Final, or Summer
8	GradeLevel	Not Imported used for data collection		
9	FirstName	Not Imported used for data collection		
10	LastName	Not Imported used for data collection		
11	Coursenumber	Not Imported used for data collection		
12				
13	Column MUST be in the file import			
14	Not Used in import at all - to aid user in reviewing file			
15				

Grades FieldDescriptions

Note: Remember to download the Import Template from the Google folder and save it on your desktop before editing it. Click **File > Download > Microsoft excel**.

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- b. The second way to determine the required fields: In SCRIBE click **Tools > Import**. Click **Add Import**. Select the Import Type. Click the **View Specification** button.

The screenshot shows the SCRIBE web application interface. At the top, there's a header with the SCRIBE logo and a 'SCRIBE Support' button. Below the header, a navigation bar shows 'GEAR UP Demo_Current' and 'SCRIBE Import' with a 'Back to SCRIBE' link. The main content area is titled 'Add Import' and contains three sections: 'Import Source' with a dropdown menu showing 'GEAR UP Demo - Cohort Model', 'Import Type' with a dropdown menu showing 'Student Course Grades', and 'Import Config' with a dropdown menu showing 'GEAR UP Demo - Cohort Model - Course and Grades'. To the right of these dropdowns, there's a 'View Specification' button. Below the dropdowns, there's a 'School Year' dropdown menu showing '2019 - 2020' and a 'Data File' section with a 'Choose import data file' button and a 'Browse' button. At the bottom right, there are 'Cancel' and 'Upload Import File' buttons.

The **Import Specification** list will appear in a popup box. The fields with a red asterisk are required.

The screenshot shows a popup box titled 'Import Specification' with a close button (X) in the top right corner. Inside the box, there's a header 'GEAR UP Demo - Cohort Model - Course and Grades'. Below the header, there's a legend: a red asterisk (*) means 'Required - field must be in your file' and an open circle (O) means 'Optional - field should only be in your file if you are providing values'. Below the legend, there's a table with the following fields and descriptions:

Field	Status	Description
StudentID	*	Student identifier
SchoolNumber	*	School identifier
SchoolYear	*	School Year (ex: 2010 for the 2010-2011 school year)
CourseNumber	*	Course identifier
Term	*	Term identifier (ex: Q1, Q-Final, S2, etc.)
Grade	*	Grade value (ex: 92, A-, etc., depending on Course's Grade Type)

At the bottom right of the popup box, there is a 'Close' button.

Note: SCRIBE will consider any fields included in the import that are not listed on the Import Specification list as “unknown” fields during the import process.

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Fields

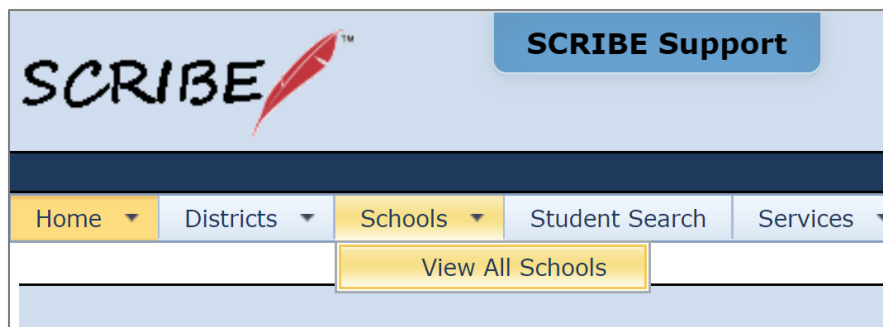
Fields are the different data categories you can include in the Grades import file (e.g., StudentID, SchoolNumber, etc.) listed as separate columns in the spreadsheet. Some fields are **required**, meaning SCRIBE will not import your file without them. Some are **optional**, meaning it is up to you whether or not to include them in the import file.

Note: Fields (columns) can be in the import file in any order. Field headings must be spelled correctly but capitalization does not matter (e.g., SchoolNumber = schoolnumber = SCHOOLNUMBER = sChOOLnUmBer). There are no spaces in the field headings (e.g., SchoolNumber is not the same as School Number).

Fields in a Grades Import (* indicates a required field)

- StudentID*: unique identifier for each student used in SCRIBE.

In SCRIBE, click **Schools > View All Schools**.



Click **View** next to the school the student(s) attends.

SCRIBE Home > School List				
The following are all the available schools. Click the View link to see additional details for a school. Click the Search link to filter the list of schools.				
Search				
Drag a column header here to group by that column				
	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary - Fresh
5 Items				
Pages: 1 - 1 (5 items) 1				
Page size: All				

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Under the **Students Tab**, the students enrolled at the school will be displayed. Copy the student's Student ID and paste it in the StudentID column in the Service Participation spreadsheet.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff **Students** Courses Services Student Groups Attachments

The following are the students enrolled at this school.
Click the add button to enroll a student at the school.

● **Search** Add

Drag a column header here to group by that column

	Student ID	School-Student Id	First Name	Middle Name	Last Name	Birthdate	School	Grade
View	108642		Steve		Rogers	7/4/2000	West Beverly High School	9
View	108643		Peggy		Carter	4/9/2001	West Beverly High School	10
View	108644		James	Bucky	Barnes	3/10/2002	West Beverly High School	11
View	123456		Carol	Susan Jane	Danvers	10/4/2000	West Beverly High School	12
View	123457		Captain		Marvel	10/5/2003	West Beverly High School	9

b. SchoolNumber*: unique identifier for each school in SCRIBE.

In SCRIBE click **Schools > View All Schools**.

SCRIBE SCRIBE Support

Home ▾ Districts ▾ **Schools ▾** Student Search Services ▾

View All Schools

The list of **School Numbers** are displayed in the School list. Copy the School Number of the school the students attend and paste it in the Grades Import spreadsheet in the SchoolNumber field.

SCRIBE Home > School List

The following are all the available schools.
Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

● **Search**

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary -

5 Items Pages: 1 - 1 (5 items) 1 Page size: All ▾

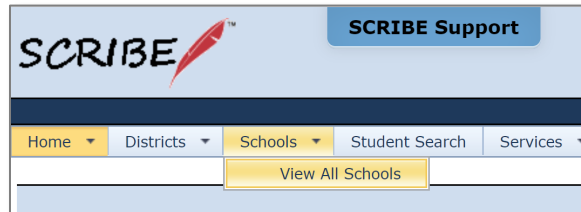
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- c. SchoolYear*: first year in the two year school year (e.g., “2019” for the 2019-2020 school year, “2020” for the 2020-2021 school year)

Note: Import files are limited to one school year per file.

- d. Course Number*: unique identifier for each course for the school.

In SCRIBE click **Schools > View All Schools**.



Click **View** next to the school the students attend.

SCRIBE Home > School List

The following are all the available schools. Click the View link to see additional details for a school. Click the Search link to filter the list of schools.

Search

Drag a column header here to group by that column

	School Number	School Name	District Name	Grades
View	1	Bayside Middle School	Test District	7 - 8
View	2	West Beverly High School	Test District	9 - 12
View	3	William McKinley High School	Test District	9 - 12
View	4	DeGrassi Junior High	Test District	7 - 8
View	5	College	Test District	Post-Secondary - Fresh

5 Items Pages: 1 - 1 (5 items) Page size: All

Click the **Courses** tab to see all courses that have been added for that school. Copy the **Course Number** next to the course you want to add grades for and paste it in the CourseNumber field in the grades spreadsheet.

SCRIBE Home > School List > School Details

★ **School Number:** 2 **School Name:** West Beverly High School

School Record School Year Details Staff Students **Courses** Services Student Groups Attachments

The following are the courses offered at this school. Click the add button to add a course to the school.

Search Add

Drag a column header here to group by that column

	Course Name	Course Number	Course Type	Course Level	Credits	Scoring Method	Course Result Group	Standard Course
View	Alg I Hon	Alg12019Honwbhs		Honors/Advanced	0.50	Lookup	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	Algebra I
View	Algebra I	Alg12019wbhs			0.50	Lookup	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	Algebra I
View	Algebra II	Alg22019wbhs			0.50	Lookup	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	Algebra II
View	Algebra II Honors	Alg22019Honwbhs		Honors/Advanced	0.50	Lookup	SCRIBE Default - Generic Grade A+ to D-,F,P,I,NC	Algebra II

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Click the grey circle next to **Search** to reveal the Search Box. This will allow you to search for a course by **Course Name** or **Course Number** and/or to change the **School Year** to view courses from previous years. The Advanced Search box will allow you to narrow the courses displayed on the course list below. Click **Search**.

The screenshot shows a search interface with two main sections. The top section, titled 'Search', contains three input fields: 'Course Name:', 'Course Number:', and 'School Year:'. The 'School Year' dropdown is currently set to '2019 - 2020'. Below these fields is a checkbox labeled 'Not Mapped To Selected School Year'. The bottom section, titled 'Advanced Search', contains five dropdown menus: 'Course Type:', 'Course Level:', 'Scoring Method:', 'Course Result Group:', and 'Standard Course:'. At the bottom right of the form are two buttons: 'Reset' and 'Search'.

Note: Another way to find Course Numbers is to run a Course List Export from SCRIBE. This export will produce a spreadsheet with all courses and course numbers for the school(s) and school year selected.

In SCRIBE, click Reports > Courses > **Course List Export**.

See [How to Run a Course List Export](#) on the SCRIBE Help Desk for more information.

e. **Term***: indicates which term (e.g., quarter 1, semester 2, final, etc.) the grade is for.

Codes:	Q1 for Quarter 1	T1 for Trimester 1	S1 for Semester 1
	Q2 for Quarter 2	T2 for Trimester 2	S2 for Semester 2
	Q3 for Quarter 3	T3 for Trimester 3	
	Q4 for Quarter 4		

Final for final grade for the entire school year

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- f. Grade*: grade value. Decimal (0-100) or lookup (letter).

Note: The scoring method entered in the Grades field (decimal or lookup) must match the scoring method assigned to the course when the course was created and entered into SCRIBE. If the scoring method used in the grades import does not match that for the course in SCRIBE, you will get an error during the import process and will be unable to import grades for that course.

To check the scoring method for a course, look at the Scoring Method column on the course list in SCRIBE or on the Course List Export (follow steps for Course Number in step d above).

SCRIBE Home > School List > School Details

★ School Number: 2 School Name: West Beverly High School

School Record School Year Details Staff Students Courses Services Student Groups Attachments

The following are the courses offered at this school. Click the add button to add a course to the school.

Search

Drag a column header here to group by that column

	Course Name	Course Number	Course Type	Course Level	Credits	Scoring Method	Course Result Group	Standard Course
View	Alg I Hon	Alg12019Honwbhs		Honors/Advanced	0.5	Lookup	SCRIBE Default + Generic Grade A+ to B-,F,P,I,NC	Algebra I
View	Algebra I	Alg12019wbhs			0.5	Lookup	SCRIBE Default + Generic Grade A+ to B-,F,P,I,NC	Algebra I
View	Algebra II	Alg22019wbhs			0.5	Lookup	SCRIBE Default + Generic Grade A+ to B-,F,P,I,NC	Algebra II
View	Algebra II Honors	Alg22019Honwbhs		Honors/Advanced	0.5	Lookup	SCRIBE Default + Generic Grade A+ to B-,F,P,I,NC	Algebra II

- g. FirstName: student first name. This field is optional and for ease of reviewing the grades file only. During the import process, SCRIBE will flag this field as unknown which means it will not import data in this field. It will not interfere with the import process.
- h. MiddleName: student middle name. This field is optional and for ease of reviewing the grades file only. During the import process, SCRIBE will flag this field as unknown which means it will not import data in this field. It will not interfere with the import process.
- i. LastName: student last name. This field is optional and for ease of reviewing the grades file only. During the import process, SCRIBE will flag this field as unknown which means it will not import data in this field. It will not interfere with the import process.

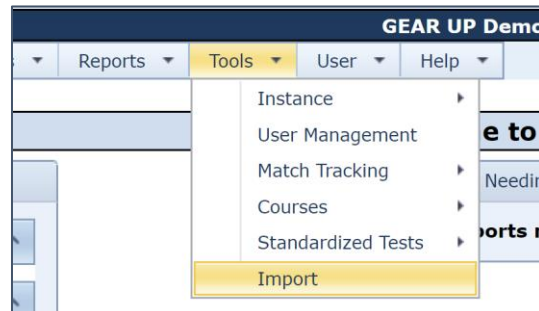
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Sample Grades Import File

	A	B	C	D	E	F	G	H	I
1	StudentId	schoolnumber	schoolyear	term	CourseNumber	Grade	FirstName	MiddleName	LastName
2	101571727	2	2019	Final	10014152IBwbhs	B	SANCHEZ RASCON	O	KARINA
3	101783884	2	2019	Final	10014152IBwbhs	A-	Mendoza	G	Julian
4	101785749	2	2019	Final	10014152IBwbhs	C	Suina	Q	Karen
5	101785848	2	2019	Final	10014152IBwbhs	C+	Garviso	Y	Ana
6	101786002	2	2019	Final	10014152IBwbhs	D+	Sisneros	Q	Marvin
7	101786044	2	2019	Final	10014152IBwbhs	D-	Rosetta	J	Benny
8	101786085	2	2019	Final	10014152IBwbhs	F	Markcum	X	Brayan
9	101786168	2	2019	Final	10014152IBwbhs	A	Armenta	Y	Reanna
10	101786267	2	2019	Final	10014152IBwbhs	C	Farmer	C	Christopher
11	101786283	2	2019	Final	10014152IBwbhs	D-	Maldonado	T	Shauncey
12	101786630	2	2019	Final	10014152IBwbhs	B	Garcia	V	Keion
13	101786770	2	2019	Final	10014152IBwbhs	A+	Brazil	U	Skylar
14	101802718	2	2019	Final	10014152IBwbhs	C	Duran	Q	Edwin
15	101808582	2	2019	Final	10014152IBwbhs	C	Candelaria	K	Alcario
16	101811255	2	2019	Final	10014152IBwbhs	C+	Fernandez	T	Ilana

Import Grades File

1. Save the Grades Import file following best practice naming conventions: include the school year, type of import, other necessary details like month, quarter or semester, school/district name or abbreviation (e.g., 19-20_Grades_S1_WBHS).
2. In SCRIBE, click **Tools > Import**.



3. Click **Add Import**.



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4. Select the **Import Type**: Student Course Grades.

The 'Add Import' dialog box is shown. It has two main sections: 'Import Source' and 'Import Type'. The 'Import Source' section has a dropdown menu with 'GEAR UP Demo - Cohort Model' selected. The 'Import Type' section has a list of options: 'Attendance and Disciplinary Actions', 'College Enrollment - Outreach Format', 'Course List', 'Service List', 'Service Participation', 'Standardized Tests and Assessments', and 'Student Course Grades'. The 'Student Course Grades' option is highlighted.

5. Make sure the **School Year** is correct. Click **Browse** to select the import file from your computer. Click **Upload Import File**. Follow the import process.

The 'Add Import' dialog box is shown. It has three main sections: 'Import Source', 'Import Type', and 'Import Config'. The 'Import Source' section has a dropdown menu with 'GEAR UP Demo - Cohort Model' selected. The 'Import Type' section has a dropdown menu with 'Service List' selected. The 'Import Config' section has a dropdown menu with 'GEAR UP Demo - Cohort Model - Service List' selected. To the right of these sections, there is a text box with instructions: 'Provide your data as a CSV (comma-separated variable) file or MS Excel (XLSX) file with one Worksheet. It's best to only include the data you intend to be imported into SCRIBE.' Below this text box is a 'View Specification' button. Below the 'View Specification' button is a 'School Year' dropdown menu with '2019 - 2020' selected. Below the 'School Year' dropdown menu is a 'Data File' section with a text input field containing 'Choose import data file' and a 'Browse' button. At the bottom right of the dialog box are two buttons: 'Cancel' and 'Upload Import File'.

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Additional Resources

[How to Import Data PDFs](#) and [webinars](#)

[Troubleshooting Imports](#)

[How to Add a Course Manually](#)

[How to Add a Course via Import](#)

[How to Add Grades Manually](#)

[How to Run a Course List Export](#)

[How to Run a Student Transcript – Course Grades Export](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.