INSTRUCTOR ONQ – IMPORTING GRADES INTO ONQ

Importi	ngArtsa	ınd Science	e Letter (Grades
F				
•	F(48)			

F(24) F(0)

RECOMMENDED METHOD FOR IMPORTING GRADES INTO ONQ

CREATE NEW GRADE ITEM

1. Manage

Save and Close

EXPORT CSV WITH NEW GRADE ITEM

1. Enter Grades Grades.

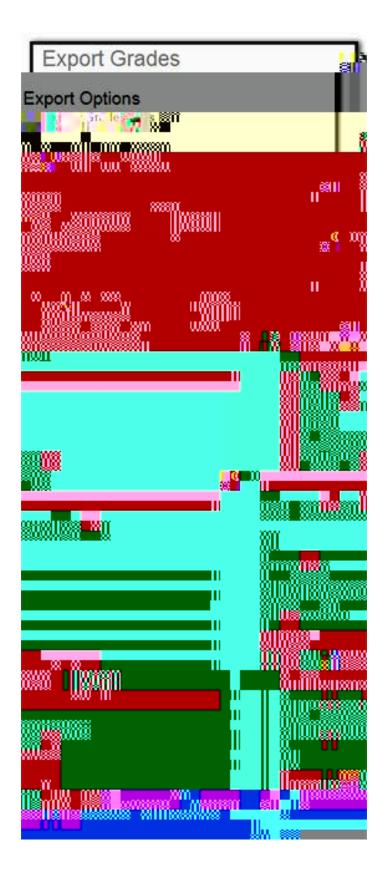
Export button



Export Option

Org Defined ID b. Points Grade Grade Item

Export to CSV



ADD GRADES TO EXPORTED CSV

5.	NEED THE # SYM BOL BEFORE THE STUDENT NUMBER	YOU DO NOT	

IMPORT CSV WITH GRADE ITEM

page.

Enter Grades Grades

Import button Import Grades

Browse