

## HOW TO:

### Import Exam Scanning Submission into D2L in an EXISTING grade item

**NOTE:** This guide assumes you have a basic working and understanding of D2L and Grades. If you require training on setting up Grades, please visit <http://ucalgary.ca/taylorinstitute/events-workshops/calendar>

### Receiving exam results from Printing Services (Imagine)

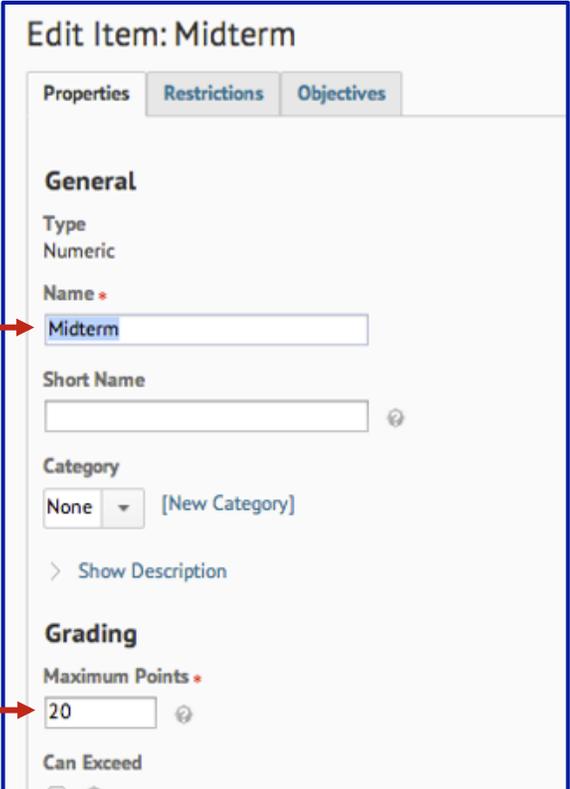
1. After submitting your exam to Imagine on campus, you will receive an email with files attached. The one(s) we will work with are in the format of <MM-XXXXX\_COURSENAME D2L.txt>. If you had multiple versions of a test, they will have the suffix of **Ver 1**, **Ver 2**, etc. in the file name (eg 02-12345\_MATH 211\_Ver 1\_D2L.txt)

2. Save the **.txt** file(s) to a location on your computer. This file(s) will be imported into D2L.

NOTE: You will also receive Excel files that provide more information about the exam results (eg Reports.xls and Answers.xls)

### Importing the file into an EXISTING grade item.

1. Check the Name and Maximum Points value of the Grade Item that you wish to import grades into. To do this, go to Manage Grades and click on the name of the grade item. From the Properties tab, the Name and Maximum Points value can be viewed or edited. **Please make sure the maximum points value is equal to the maximum points possible on the exam.**



**Edit Item: Midterm**

Properties Restrictions Objectives

**General**

Type  
Numeric

Name \*  
Midterm

Short Name

Category  
None [New Category]

> Show Description

**Grading**

Maximum Points \*  
20

Can Exceed

2. Before importing the file into D2L, the file sent from Imagine must be edited. Open the exam scanning submission **.txt** file with a plain text editor such as **Notepad** (Windows) or **TextEdit** (Mac).

**NOTE:** If Microsoft Word is used, the file **MUST** be saved as a **.txt** file.

3. In the first row of text, find the entry listed as **“Scanned Exam MM-DD-YYYY Points Grade”**. Change only the **“Scanned Exam MM-DD-YYYY”** text to the exact name of the previously created **Grades** item (eg Midterm). **Do not remove the “Points Grade” text.**

Before Example:

```
Username, Scanned Exam 02-05-2014 Points Grade, End-of-Line Indicator
12345678, 5, #
23456789, 6, #
```

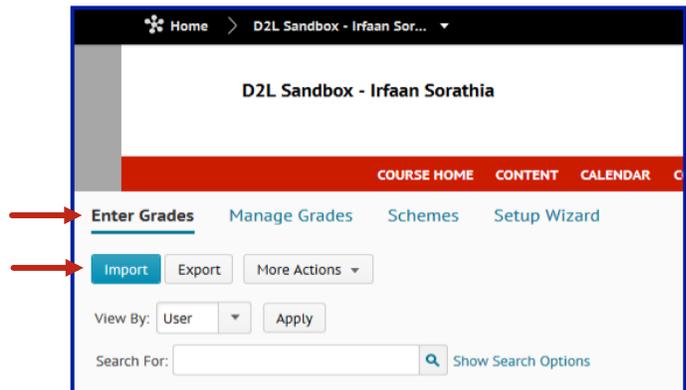
After Example:

```
Username, Midterm Points Grade, End-of-Line Indicator
12345678, 5, #
23456789, 6, #
```

3. Save the file, ensuring that it is in **.txt** format.

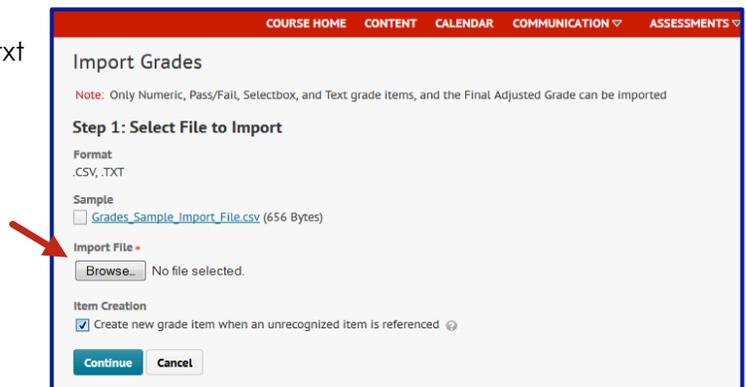
4. In D2L **Grades** choose **Enter Grades**.

5. Click on .

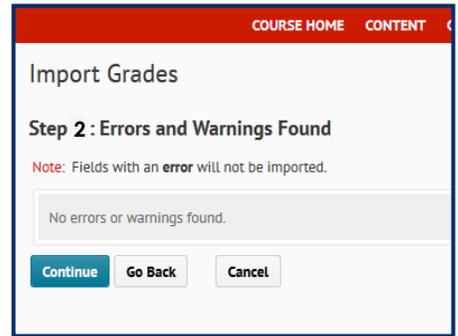


6. Click the Browse button and choose the **.txt** file that you have just saved.

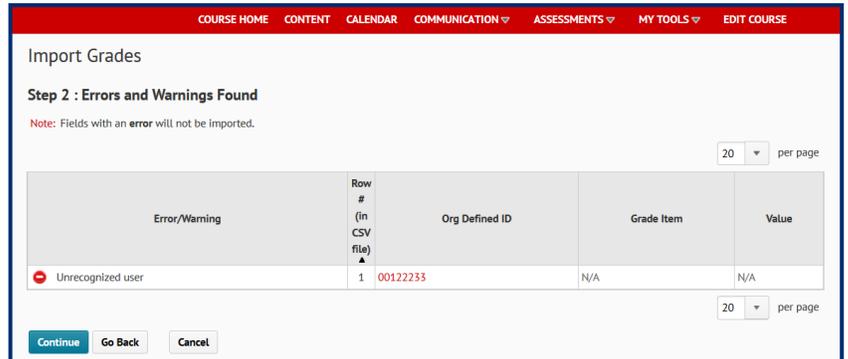
7. Click .



8. You will then be notified if there were any errors in the import. If there are no errors, click **Continue**.

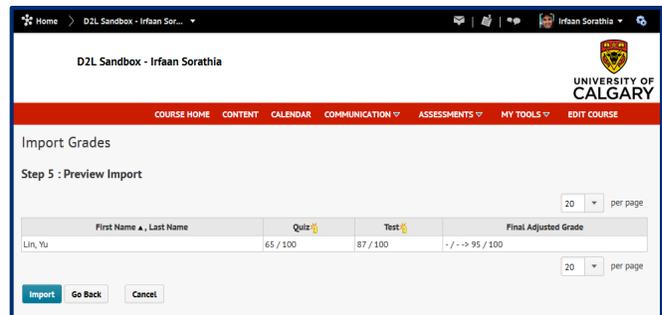


If there are errors, you cannot make any changes at this point. However, you may want to take note of the errors listed. Typically, this happens when a student has entered an incorrect UCID number or has dropped the course. Click **Continue**.



9. The fields imported will be shown as a preview.

Click **Import** to finalize the process.



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**IMPORTANT: If you had multiple versions of the exam (were sent multiple copies of the file labeled Ver 1, Ver 2...), repeat above instructions for each version. This will upload the rest of the student grades to the existing grade item.**

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