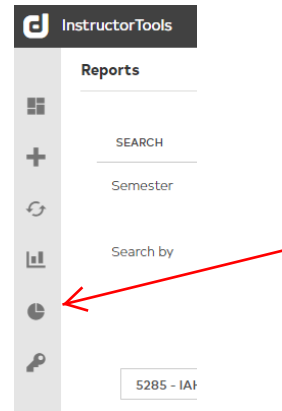# Importing Instructor Tools (D2Lreport.csv) Into the D2L Gradebook
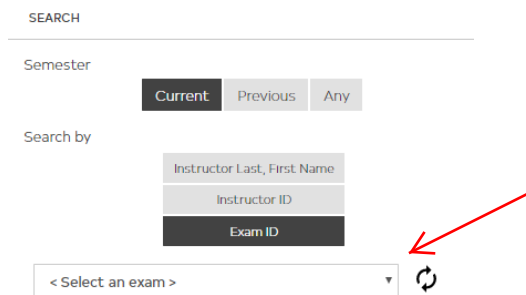
## Instructor Tools (D2Lreport.csv) download

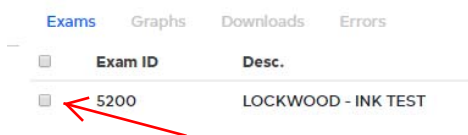Running Custom Report (D2L.csv) from Instructor Tools:

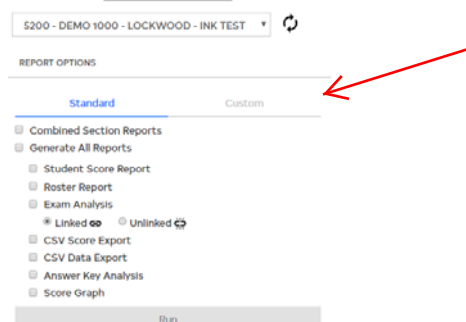1. Click the REPORTS tab. (pie chart icon on left)



2. Select an Exam from the dropdown list.



3. On the right, check the box beside Exam ID with ALL sections that apply.



4. Under REPORT OPTIONS (under exam dropdown list), click the "Custom" tab.



For additional information:
Local: (517) 432-6200
http://help.d2l.msu.edu/

# Importing Instructor Tools (D2Lreport.csv) Into the D2L Gradebook

5.  Click "Run" next to D2L Report. ("combined" if more than one section applies)



6.  Click the "Downloads" tab item on the top.



7.  An "Available Reports" window will display.



8.  Click "Download" to view a single report or "Download All" to view all reports.
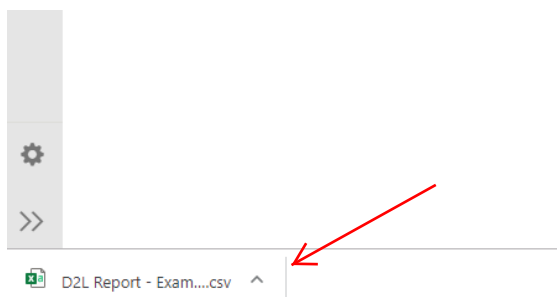


Click on arrow next to report name "show in folder" so you know where to find the .csv when you log into D2L Gradebook for upload.

# Importing Instructor Tools (D2Lreport.csv) Into the D2L Gradebook
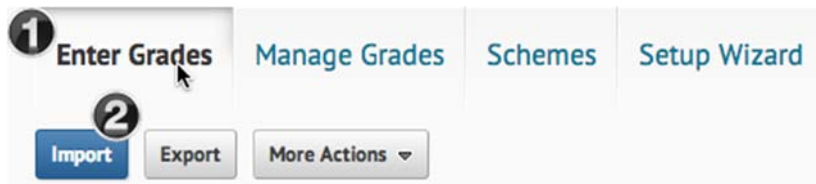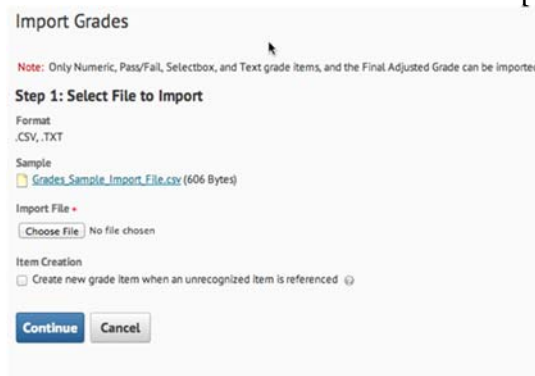
## D2L grade import

1. Log into your Desire2Learn course and click on your course name.

2. Click the Grades link under the Assessments tab to enter your gradebook.

3. Click the **ENTER GRADES** tab and then the **IMPORT** button.



4. The **IMPORT GRADES** screen displays.



5. Click the **CHOOSE FILE** button.

   Choose file where you have it saved (most likely downloads folder)



6. Select the D2L Report (.csv) file you created from Instructor Tools.
   *NOTE:* If you select the **Item Creation** box, D2L will create a new grade item when it encounters a new item in the imported file.

7. D2L will notify you if there are unrecognized usernames in the list you are trying to import. Repair them or ignore them and continue the process.
   1. Finally, a preview of your import displays.
   2. Click **Import** to complete the (.csv) import to the D2L gradebook.

For additional information:
Local: (517) 432-6200
http://help.d2l.msu.edu/