## Before you begin this task

Ensure that your grade book is set up with the necessary grade items Ensure that you have the Exam results spreadsheet with a <u>raw score column</u> (referred to in

o This spreadsheet should be sorted by Last Name > First Name

## Export the Grade item from Brightspace

**Click on** Course Admin > Grades On the Enter Grades tab, click Export A new dialogue box will pop up, \_\_\_\_\_

check the Grade

Item that you wish to export. Export an EXCEL (.xlsx) file After Export, sort your spreadsheet by

## Count & Compare the Names

Review both spreadsheets to be sure that you have the same