

Quick Reference Card Grades Submission



Please note! Several links in this guide will lead you to excel templates. In order to open these, you have to be logged in with your UCLN on the staff website.

Remindo → Brightspace

You can export grades from Remindo in order to publish them on Brightspace. This button will guide you to the right template with instructions inside.

TEMPLATE

To import in Brightspace, you first have to make an export out of Brightspace. If you want an extra explanation about exporting from Brightspace, **read only steps 1 and 2** of this instruction.

MANUAL

Remindo → OSC (uSis)

Grades from exams taken in Remindo can also be exported in order to register them into uSis. To deliver the exported material out of Remindo properly, you should use the template on the right.

TEMPLATE 1 GRADE

Are you using partial grades? You should then use the file **Remindo - partial grade form Excel list**, seen here on the right.

TEMPLATE 2 GRADES

Brightspace → OSC (uSis)

You can export grades from Brightspace to import them into uSis, but you are not able to deliver this export straight to the OSC. How to export grades from Brightspace can be found in this guide. **Note!** For the submission, it is easier to also export **First Name + Last Name**.

MANUAL

To then submit the grades properly to the OSC, you can use this template on the right.

TEMPLATE 1 GRADE

Are you using partial grades? You should then use the file **Partial grade form Excel list**, seen here on the right.

TEMPLATE 2 GRADES



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