

# Numeric Grade Import Type

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

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The [Veracross Data Importer](#) allows you to import numeric grades for students. This import type is considered both an importer and an updater – it allows you to both import new numeric grade records or update existing grade records. This importer type does **not** import or update qualitative grade records or transcript items.

On import completion, this process creates:

- class enrollment records for students without them for this class
- numeric grade records for students without them for this class

Additionally, this process updates and replaces existing grades and comments that are not locked.

Uploading Numeric Grades involves the following two steps:

1. Preparing the data for upload using the Numeric Grades import type template, which is provided before data import on the Importer site.
2. Uploading the data using the [Veracross Data Importer](#).

## Preparing the Data for Upload

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The user must prepare a comma separated value (CSV) file containing all data to import. This file must contain all columns in the order listed below, even if no content is populated in the columns. If there is no content in a column, that row **must** be left blank.

## Fields in the Import Type Template

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Rather than a number of required fields, this template has several combinations of "either this field or that field are required" scenarios. See the notes in the table below for more information.

<p>Required fields:</p> <p><b>person_id</b></p> <p><u>OR</u></p> <p><b>person_reference_type and person_reference_value</b></p>	
<b>person_id</b>	<p><i>Numeric.</i> The person_id can be found in the Person ID field in a standard <a href="#">Find Person</a> query.</p>
<b>person_reference_type</b>	<p>Must be an already existing person reference type. This information can be found in a <a href="#">Person Reference Type</a> query.</p> <p>Must be either of the following:</p> <ul style="list-style-type: none"> <li>• person reference type id (<i>numeric</i>)</li> <li>• person reference type description (<i>text/numeric</i>)</li> </ul>
<b>person_reference_value</b>	<p><i>Text/numeric.</i> This value is the reference value in a <a href="#">Find Person Reference Number</a> query.</p>
<p>Required fields:</p> <p><b>internal_class_id</b></p> <p><u>OR</u></p> <p><b>class_id and school_year</b></p>	
<b>internal_class_id</b>	<p><i>Numeric.</i> The internal class ID for the class the grade record applies to. This number can be found as the Internal Class ID field in this <a href="#">Find Classes</a> query.</p>
<b>class_id</b>	<p><i>Text/numeric.</i> The Class ID for the class the grade record applies to. This number can be found as the Class ID field in this <a href="#">Find Classes</a> query.</p>
<b>school_year</b>	<p>The school year in which the class takes place. May be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Year ID (<i>numeric</i> – located <a href="#">here</a> as the "Year" field)</li> <li>• Year description (<i>text/numeric</i> – located <a href="#">here</a> as the "School Year"</li> </ul>

	<i>field)</i>
<b>grade_level</b>	<p>The grade level in which the student was enrolled when the grade was earned. May be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Grade Level ID (<i>numeric - located <a href="#">here</a> as the "ID" field</i>)</li> <li>• Grade Level Description (<i>text - located <a href="#">here</a> as the "Grade Level" field</i>)</li> <li>• Grade Level Long Description (<i>text - located <a href="#">here</a> as the "Long Description" field</i>)</li> <li>• Grade Level Abbreviation (<i>text - located <a href="#">here</a> as the "Abbreviation" field</i>)</li> </ul>
<b>grading_period</b>	<p>The grading period that the grade record is set for. May be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Grading Period ID (<i>numeric – located <a href="#">here</a> as the "ID" field</i>)</li> <li>• Abbreviation (<i>text/numeric – located <a href="#">here</a> as the "Abbreviation" field. This field <b>must</b> be unique if you are using this.</i>)</li> </ul> <p><b><i>This field is always required.</i></b></p> <p><i>NOTE: The Numeric Grade Import Type does NOT create new grading periods; all referenced grading periods must be created prior to using them in this import type. If you'd like to set up new grading periods, please reach out to your Account Manager to begin this process.</i></p>
<b>assignment_posted_grade</b>	<i>Numeric.</i> The numeric assignment posted grade.
<b>exam_grade</b>	<i>Numeric.</i> The numeric grade for the exam.
<p>Required fields:</p> <p><b>posted_grade</b></p> <p><u>OR</u></p> <p><b>status</b></p>	
<b>posted_grade</b>	<p><i>Numeric.</i> The posted numeric grade.</p> <p><i>This <b>cannot</b> be populated if the "status" column is populated for this row.</i></p>
<b>status</b>	The grade status to be imported when there is no posted

	<p>numeric grade. May be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Grade Status ID (numeric – located <a href="#">here</a> as the "ID" field)</li> <li>• Abbreviation (text/numeric – located <a href="#">here</a> as the "Abbreviation" field)</li> </ul> <p><i>This <b>cannot</b> be populated if the "posted_grade" column is populated for this row.</i></p>
other_grade_1	<p>The first (or only) other grade type, if your school has this functionality configured. Has a Category of 1 in <a href="#">this query</a>. May be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Other Grade ID (numeric – located <a href="#">here</a> as the "Other Grade ID" field)</li> <li>• Abbreviation (text – located <a href="#">here</a> as the "Abbreviation" field)</li> <li>• Description (text/numeric – located <a href="#">here</a> as the "Description" field)</li> </ul>
other_grade_2	<p>The second other grade type, if your school has this functionality configured. Has a category of 2 in <a href="#">this query</a>. May be in one of the following formats:</p> <ul style="list-style-type: none"> <li>• Other Grade ID (numeric – located <a href="#">here</a> as the "Other Grade ID" field)</li> <li>• Abbreviation (text – located <a href="#">here</a> as the "Abbreviation" field)</li> <li>• Description (text/numeric – located <a href="#">here</a> as the "Description" field)</li> </ul>
comments	Text. The comment field on the grade record.

## Performance Notes

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There are additional things to consider when using this import type:

- each combination of person\_id/internal\_class\_id/grading\_period can only have one row per import, or else the import will fail