

## 1.5.3 Exporting Grades from Teams to Avenue

This tutorial covers how to export grades from Teams to Avenue. This would be the case if you chose to use assignments within Teams.

### STEP 1

Export grades from Teams. Go to the following tutorial:

<https://support.microsoft.com/en-us/office/export-grades-from-microsoft-teams-to-excel-c9d18b59-0abb-4fd7-96cf-cd5330cae534?ui=en-us&rs=en-us&ad=us>

### STEP 2

Go to **Avenue**. You have to export a CSV template from the grades tool. Go to the following tutorial:

[https://documentation.brightspace.com/EN/le/grades/instructor/export\\_grades.htm](https://documentation.brightspace.com/EN/le/grades/instructor/export_grades.htm)

Use the CSV template you export as an import template. Take the relevant data from the grades you exported from Teams and copy it to the Avenue template.

### STEP 3

Once you have filled in the Avenue CSV file. Import it back into grades. View the following tutorial:

[https://documentation.brightspace.com/EN/semester\\_start/-/instructor/import\\_grades.htm](https://documentation.brightspace.com/EN/semester_start/-/instructor/import_grades.htm)