

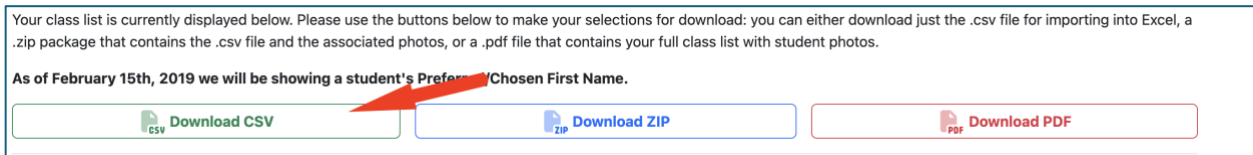
The guide outlines the steps to manually update student rosters in Gradescope and highlights key considerations to maintain data accuracy and consistency between Gradescope and OWL Brightspace.

Important: Complete the following steps only after the final roster synchronization between your Gradescope course and OWL Brightspace course. If you synchronize the roster again after uploading Student Numbers, the Student Numbers in the Gradescope roster will be overwritten by the UWO usernames provided through the LTI integration. In that case, you will need to repeat the Student Number upload process.

For more information on how to link your OWL Brightspace course to Gradescope and sync the roster, please visit <https://brightspacehelp.uwo.ca/instructor/how-tos/external-tools.html> and look under “How do I add Gradescope,” or contact [WTS HelpDesk](#) for further support.

Step 1: Download the classlist from Extranet to obtain the Student Numbers

- 1) Log in to <https://www.extranet.uwo.ca/extranet/>
- 2) Click on CLASS LIST V2
- 3) Search for your class using one of the available options: Class Number Specify, Class Drill Down, or Instructor-Specific Courses.
- 4) After you find the target course, click on the “Download CSV” button.



- 5) The downloaded CSV will contain the Student Numbers (in the 9th column; Column Letter I) that will be uploaded to your Gradescope site roster.

Step 2: Download the synced class roster from the Gradescope Site

- 1) Go to your Gradescope course.
- 2) On the left pane, click on “Roster”.
- 3) Click on the “Download Roster” button below.

The screenshot shows the Gradescope Course Roster for 'co_rim_sbox'. The table contains the following data:

First & Last Name	Email	Role	Submissions	Sakai	Brightspace	Edit	Remove
Allyson Steward	astew5@uwo.ca	Student	5	🔗	🔗	✎	✖
Paa Learner	pboaten5@uwo.ca	Student	4	🔗	🔗	✎	✖
Rim Test	rim.zakaria@gmail.com	Student	6	🔗	🔗	✎	✖
Rim Zakaria	rzakari@uwo.ca	Instructor	3	🔗	🔗	✎	✖
Shawn Learner	shawn.foster@uwo.ca	Student	5	🔗	🔗	✎	✖

At the bottom of the interface, there are buttons for 'Download Roster', 'Sync Sakai Roster', 'Sync Brightspace Roster', 'Send Enrollment Notification', and 'Add Students or Staff'. A red arrow points to the 'Download Roster' button.

4) Open the downloaded CSV files. You will notice the following column headers:

- a. First Name
- b. Last Name
- c. **SID**
- d. Email
- e. Role

5) Using the Student Numbers extracted from Step 1, replace the **SID** values with the matching Student Numbers.

This can be accomplished using any method you are comfortable with. One approach is:

- I. Copy the entire table from the file downloaded in Step 1 into a new worksheet within the Excel workbook containing the Gradescope roster CSV.
- II. In the worksheet containing the Gradescope roster, use the **XLOOKUP** function in the **SID** column to match student email addresses between the two worksheets and return the corresponding Student Number for each student.
- III. Once all SID values have been replaced with Student Numbers (make sure there are no blank or N/A SID values), save the updated roster file as CSV.

Example of formula usage:

=XLOOKUP([@[Email]], Step1StudentData!\$N:\$N,Step1StudentData!\$I:\$I)

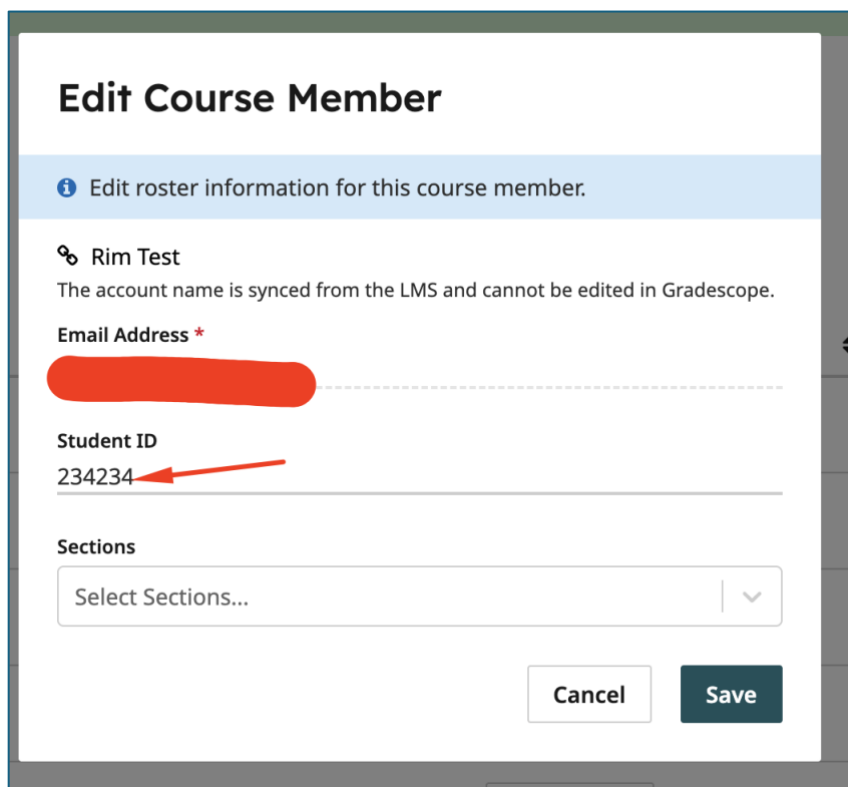
For more information on how to use XLOOKUP in Excel, please visit:

<https://support.microsoft.com/en-us/excel/get-started/xlookup-function>

Step 3: Upload the Saved CSV from Step 2 to Gradescope Roster


- 1) Return to the “Roster” page in the Gradescope site.
- 2) At the bottom, click on the green button “Add Students or Staff”
- 3) Select **CSV File**, then click **Select CSV** and choose the updated roster file saved in Step 2.
- 4) Click “Next”.
- 5) Verify that the CSV columns are mapped correctly to the corresponding Gradescope fields.
- 6) Clear the **Email Notification** checkbox to prevent notification emails from being sent to students.
- 7) Click on “Import”.


Once the import is complete, open the profile of any student on the Gradescope roster. The student's **Student ID** field should now display the student number that was uploaded from the CSV file.




Edit Course Member

i Edit roster information for this course member.

 Rim Test
The account name is synced from the LMS and cannot be edited in Gradescope.

Email Address *


Student ID
234234 

Sections
Select Sections... | v

Cancel Save

This process successfully updates your Gradescope roster with Student Numbers. These identifiers will now be available for student matching and other roster-related processes within Gradescope.