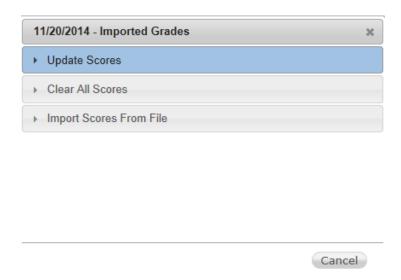# Importing scores from a csv file to TAC
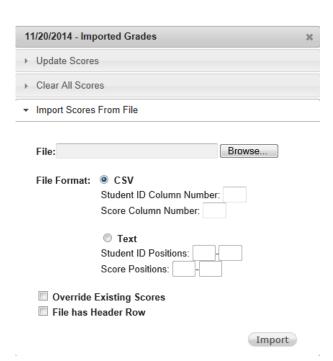

Click in the assignment's header to display mass update options

- Click **Import Scores From File** to expand the import menu.

- Select the input file.
- Select the File Format.
- Enter the input Column Numbers or Positions.
- To override existing scores, check Override Existing Scores.
- If the input file has a header row, check File has Header Row.
- Click **Import**.

- Click **Close** on the Import Summary dialog.

- When finished:

  - If you've enabled Auto Saving, you're done.

  - Otherwise, click 🖫.

Import Summary ✖

Scores imported for 23 of 23 students.

Close

**When the import is complete, the Import Summary dialog displays indicating the number of students for whom scores were loaded and the number of active students. If the number of imported scores is not equal to the number of active students in the class, then some students may not have scores in the input file. If you selected to override existing scores, a note also displays in the Import Summary dialog.