http://tinyurl.com/nr3m98s
How do I add TestBank scores or other non-Mastering results to the Mastering gradebook?

Note: This answer applies to Mastering, MasteringPlus, and Mastering New Design.

Step 1: Create an offline activity

1. Click the **Gradebook** tab and choose **Manage**.

2. Click **Offline Activities**.

3. Click Create Offline Activity.

You'll see a box with the properties of the activity, including its title, description, category, point value, due date, and whether students can see their grade. Fill these in and click **Save** to create the activity.

You can edit scores for this activity manually or download a blank template to record scores in.

Step 2: Optionally download a template spreadsheet for entering grades

To download a blank template:

1. Select an offline activity from **Offline Activities.**

2. Select **Import Scores**.

3. Click **Export a template for importing scores**.

A template spreadsheet is downloaded. It includes:

- Login name, student identifier, and first and last name of each student enrolled in the course

- A row indicating whether the student is exempt from the offline activity. A zero indicates that the student is not exempt.

- A row in which to enter grades for the activity

You can copy scores from another spreadsheet to this one (making sure that the right student has the right scores!) or enter them into the spreadsheet. Save the spreadsheet when you're done.

Note If you are showing scores as points, you must enter points. not percentages.

Step 3: If you use a spreadsheet, upload scores to the Gradebook

Once the spreadsheet is uploaded, the Gradebook validates the spreadsheet and assigns scores to each student for the activity. The match key is the student's login ID.

No score is assigned to any student whose login ID either does not appear or appears more than once in the spreadsheet.

If the Gradebook already has scores assigned to the item for some/all students when this control is invoked, a confirmation dialog box will warn you that the old scores will be overwritten, and give you the opportunity to cancel.