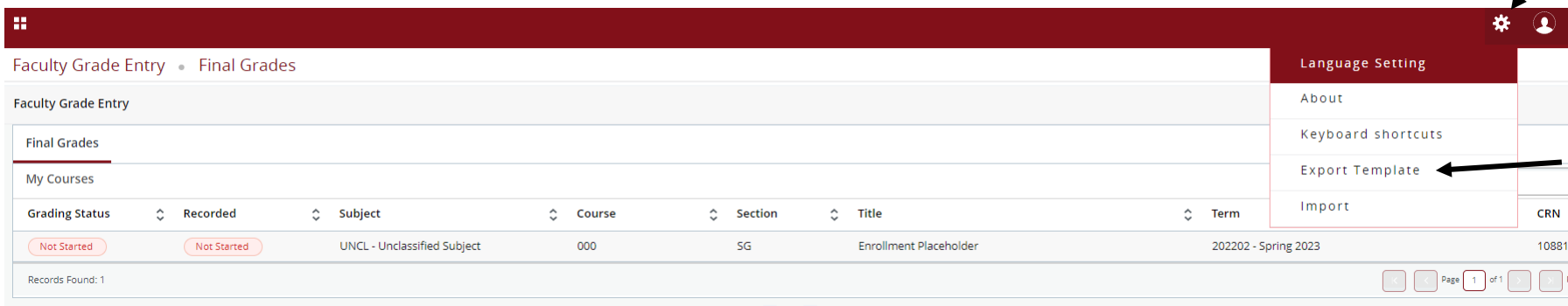


Import Grades Instructions

Step 1: Export the template for your roster

1. Once in the Faculty Grade Entry screen, click the gear in the top right corner of your browser
2. Click Export Template



The screenshot shows the Faculty Grade Entry interface. At the top right, there is a gear icon for settings. A dropdown menu is open, showing options: About, Keyboard shortcuts, Export Template, and Import. An arrow points to the gear icon, and another arrow points to the 'Export Template' option. Below the menu, a table displays course information. The table has columns for Grading Status, Recorded, Subject, Course, Section, Title, Term, and CRN. The first row shows 'Not Started', 'Not Started', 'UNCL - Unclassified Subject', '000', 'SG', 'Enrollment Placeholder', '202202 - Spring 2023', and '10881'. At the bottom, it says 'Records Found: 1' and 'Page 1 of 1'.

Grading Status	Recorded	Subject	Course	Section	Title	Term	CRN
Not Started	Not Started	UNCL - Unclassified Subject	000	SG	Enrollment Placeholder	202202 - Spring 2023	10881

Step 2: Select the Excel type you prefer (either is acceptable), click Export at the bottom of the window.



The screenshot shows a dialog box titled 'Export files as'. It has a blue 'Cancel' button at the top. Below the title, there are two radio button options: 'Excel spreadsheet(.xls)' (which is selected) and 'Excel spreadsheet(.xlsx)'. At the bottom of the dialog, there is an 'Export' button. An arrow points to the 'Export' button.

Step 3: Open the template in your downloads

Faculty Grade Entry • Final Grades

Faculty Grade Entry

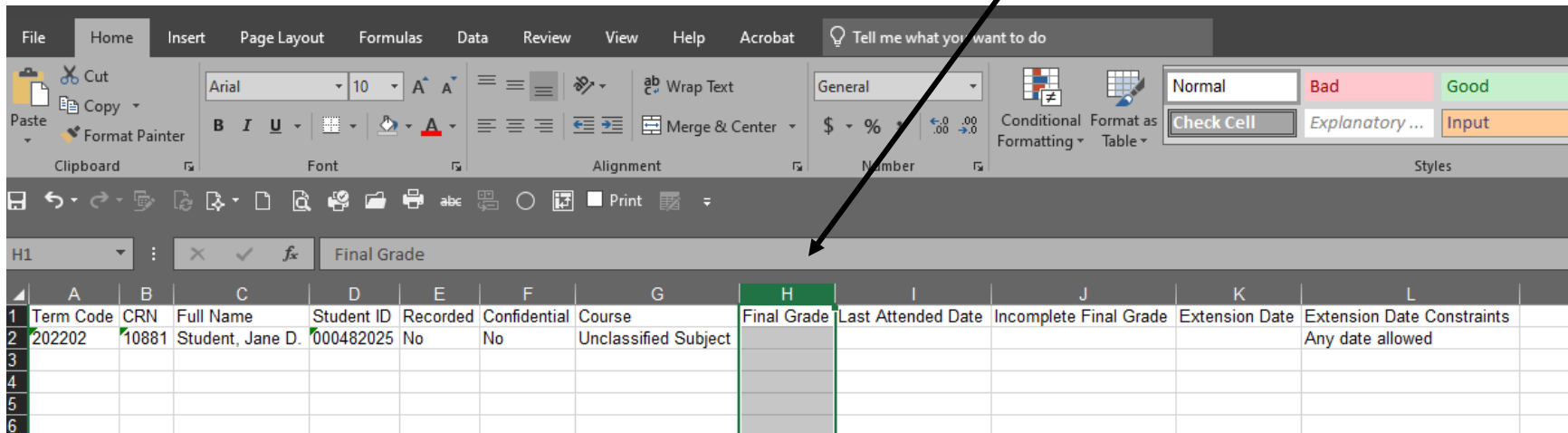
Final Grades		
My Courses		
Grading Status	Recorded	Subject
Not Started	Not Started	UNCL - Uncla
Records Found: 1		

Enter Grades	
Full Name	ID
Student, Jane D.	000482025
Records Found: 1	



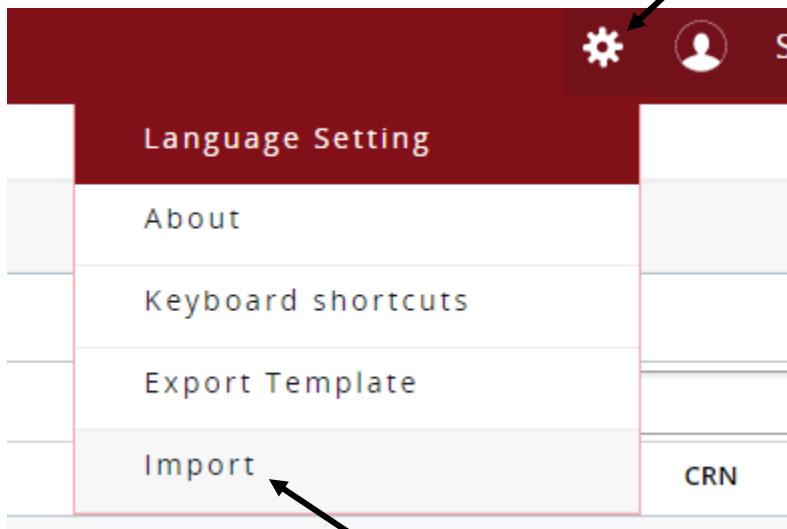
202202_Unclassifie...xls

Step 4: Enter the appropriate grade for each student in the Final Grade column. This is the only column that should be changed/updated. Save the file.



Step 5: Go back to the Faculty Grade Entry screen and click the gear icon in the top right corner

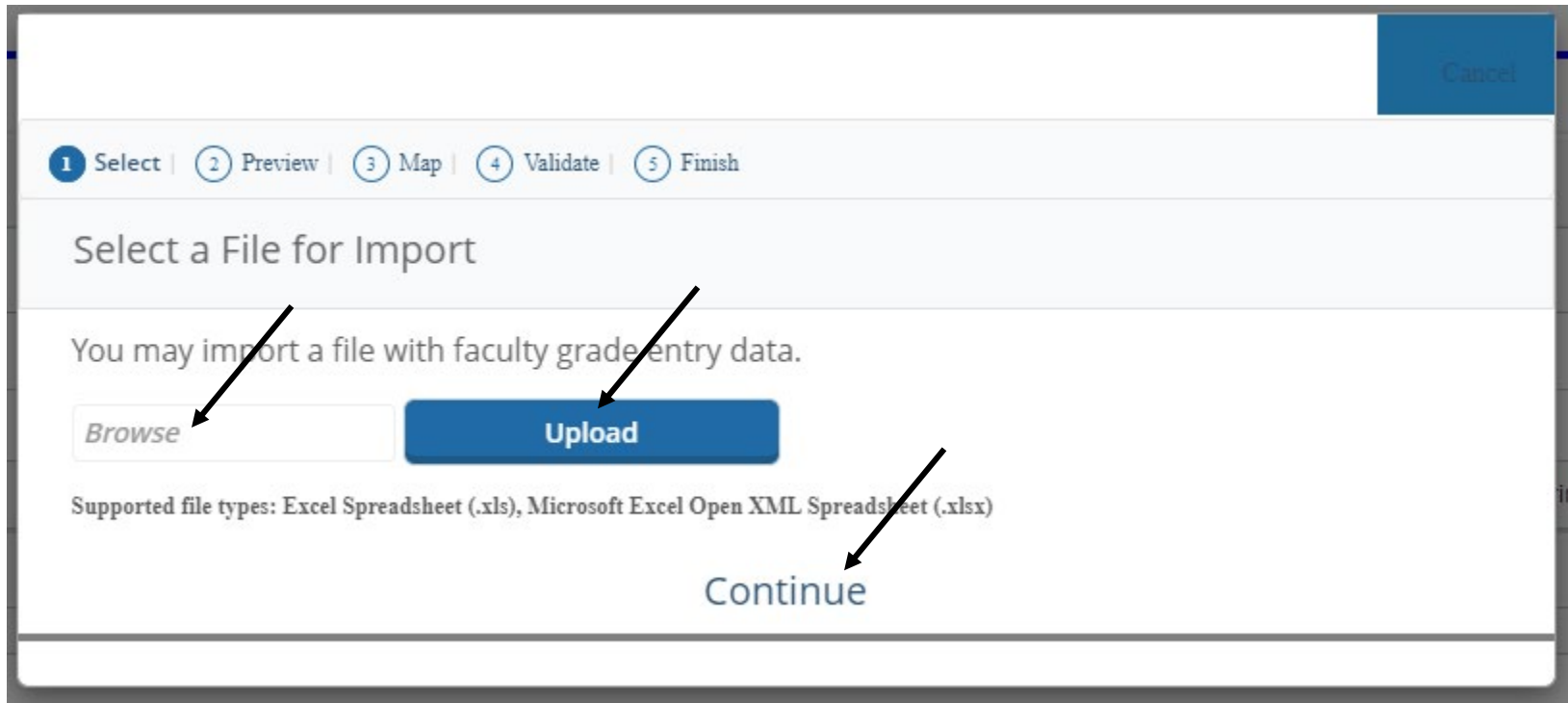
Step 6: Click the Import option



Step 7: Click in the Browse box to launch the file finder and select your file

Step 8: Click Upload

Step 9: Click Continue



Step 10: Confirm data, paying attention to the Header toggle, click Continue

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Recorded	Confidential	Course	Final Grade	Last Attended Date
1	202202	10881	Student, Jane D.	000482025	No	No	Unclassified Subject	A	

Go Back Continue

Step 11: Confirm mapping (no changes should be necessary if you didn't adjust the template before uploading), click Continue

[Cancel](#)

1 Select | 2 Preview | **3 Map** | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Final Grade
 Last Attended Date Incomplete Final Grade Extension Date

Map

Row	Term Code	CRN	Full Name	Student ID	Recorded	Confidential	
1	202202	10881	Student, Jane D.	000482025	No	No	Ur Su

[Go Back](#) [Continue](#)

Step 12: Confirm data, click Continue

Cancel

- 1 Select
- 2 Preview
- 3 Map
- 4 Validate
- 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 1 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

Download the validation report

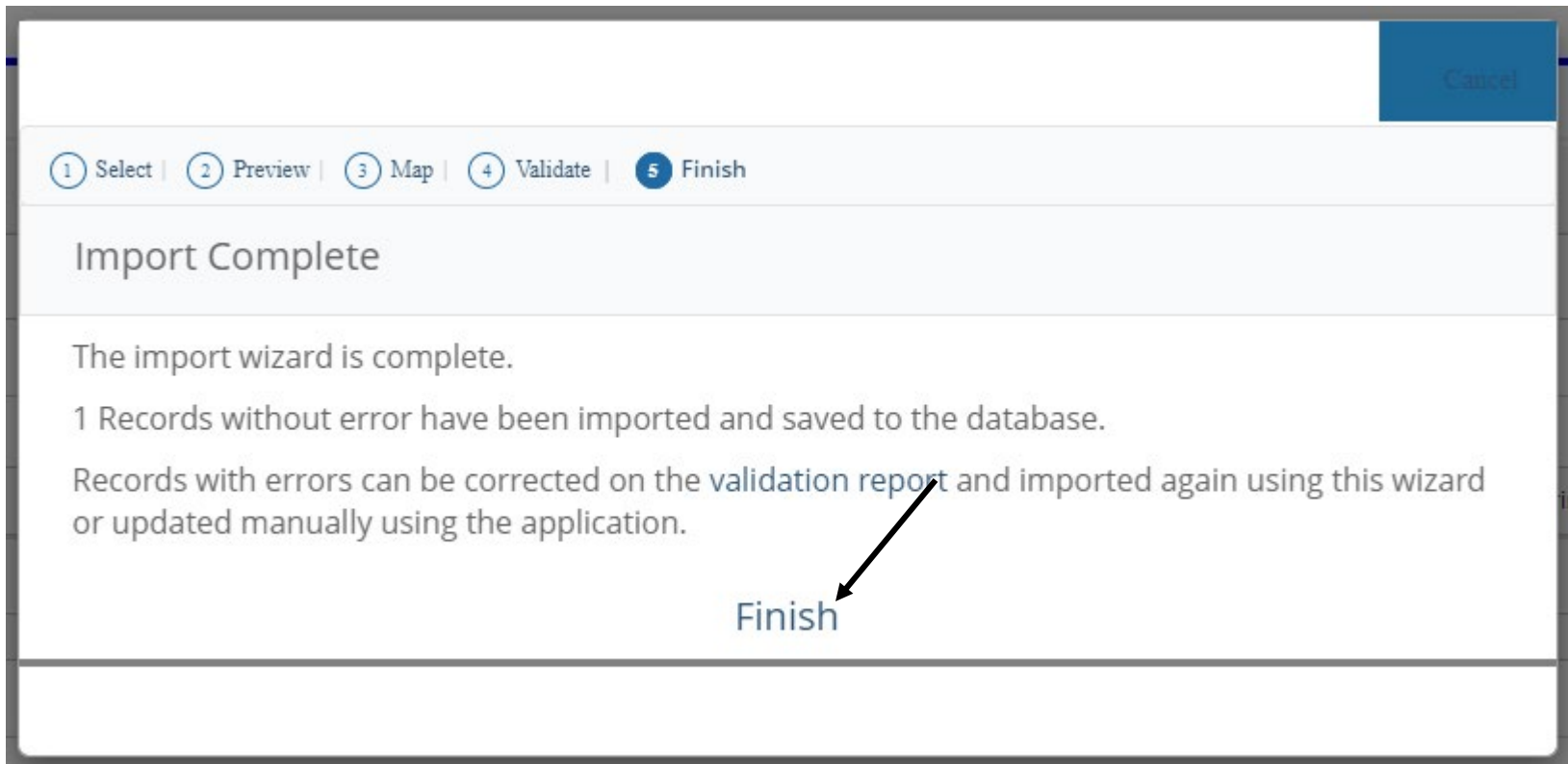
Row	Term Code	CRN	Full Name	Student ID	Recorded	Confidential	Course	Final Grade	Last Attended Date
1	202202	10881	Student, Jane D.	000482025	No	No	Unclassified Subject	A	

Go Back

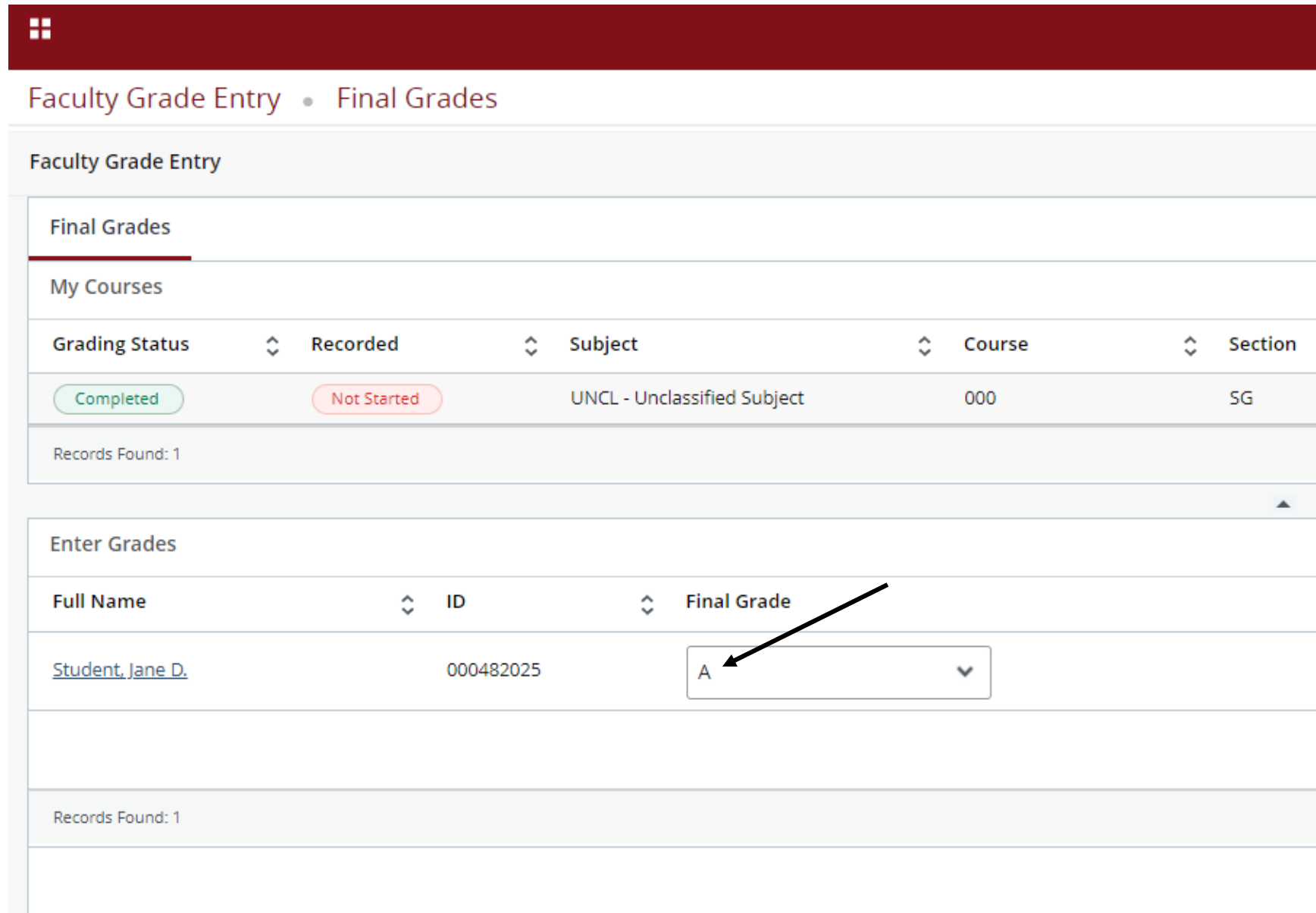
Continue



Step 13: Click Finish



Step 14: Confirm all grades are listed appropriately on the roster.



The image shows a web interface for entering final grades. At the top, there is a dark red header with a white grid icon. Below it, the page title is "Faculty Grade Entry • Final Grades". The main content area is titled "Faculty Grade Entry" and contains two sections: "Final Grades" and "Enter Grades".

The "Final Grades" section has a sub-header "My Courses" and a table with the following columns: "Grading Status", "Recorded", "Subject", "Course", and "Section". The "Grading Status" column has two buttons: "Completed" (green) and "Not Started" (red). The "Recorded" column is currently empty. The "Subject" column contains "UNCL - Unclassified Subject", "Course" contains "000", and "Section" contains "SG". Below the table, it says "Records Found: 1".

The "Enter Grades" section has a table with the following columns: "Full Name", "ID", and "Final Grade". The "Full Name" column contains "[Student, Jane D.](#)", "ID" contains "000482025", and "Final Grade" contains a dropdown menu with "A" selected. An arrow points to the "A" in the dropdown. Below the table, it says "Records Found: 1".

Imported grades are saved automatically. If the grade appears in the Final Grade column, no further action is required.