Upload Grades via CSV File

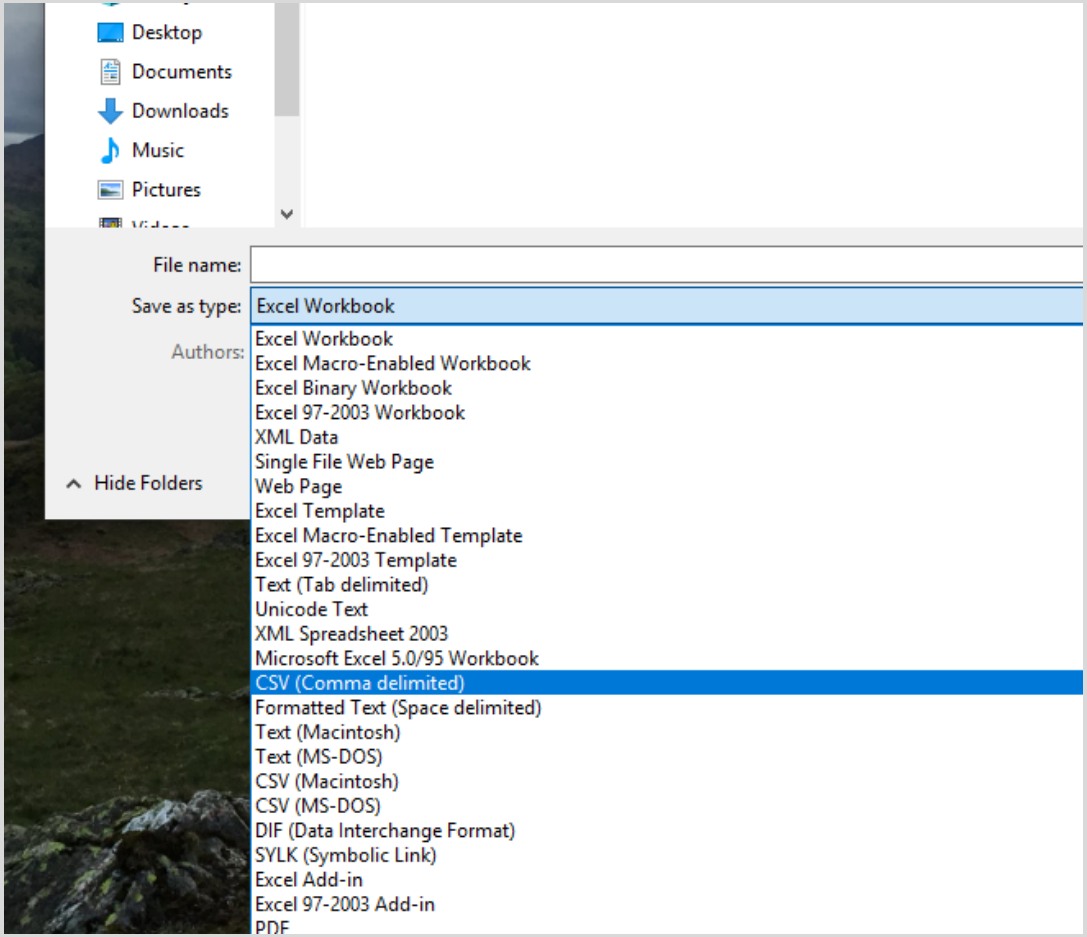
A brief tutorial

What is a CSV File?

A CSV, or comma separated values file, stores numbers and text in plain text form. (You can also use a .txt file, example on slide 4)

You will probably have your grades stored, along with other info, in an Excel spreadsheet. You'll need to convert this to a CSV file. It's easy to do.

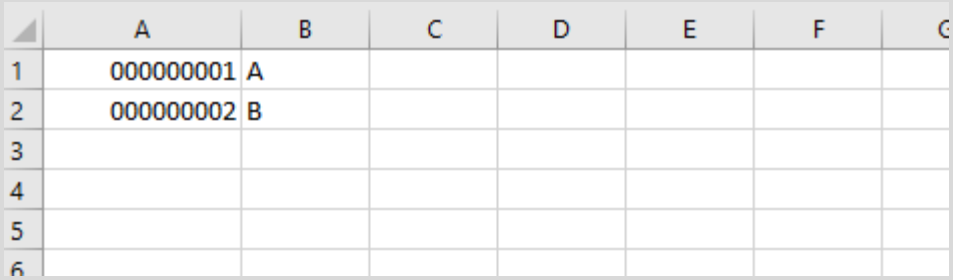
1. **Make a copy of your excel file. Save only the columns with the <u>student ID numbers</u> and the <u>grades</u>. (see slide 3 for an example)**
2. Open your file, choose to "save as" and then <u>choose CSV</u> from the drop down.



What if I don't want to delete other columns in my spreadsheet?

If your spreadsheet has multiple columns, and you wish to retain those, make sure that **column A includes the student IDs** and that **column B contains the grades**. During the upload, the system will look for the information from these 2 columns.

Excel Spreadsheet example:



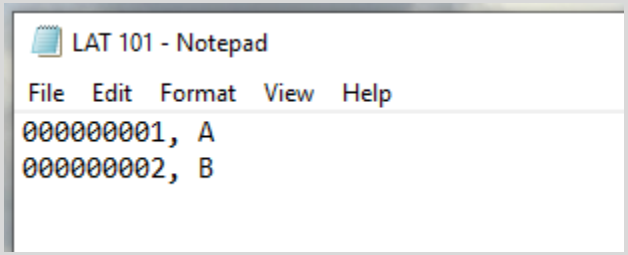
	A	B	C	D	E	F	G
1	000000001	A					
2	000000002	B					
3							
4							
5							
6							

Does it have to be a CSV file?

It doesn't have to literally be a .CSV file. It just needs to be a comma-separated file.

Any text file with an "emplid-comma-grade" format is fine. So a file called grades.txt works as long as the format is comma delimited. If you use Excel, then Excel will call it .CSV.

Example of .txt using Notepad



Troubleshooting the CSV file

1. Try to remember to remove your header rows so you won't get an error message.

2. Check that you saved the file somewhere on your computer where you can find it quickly (maybe your desktop)

The CSV file will look like this on your desktop.

What if…

Q: I entered lower case letters as grades, such as: “a+”?
A: The system will correct this. It’s OK.

Q: I noticed that some of the student ID numbers did not have 2 or 3 leading zeroes in them. Will they error out?
A: No. The system will accept them.

Q: If I made a mistake and need to correct a grade(s) after I’ve uploaded a file, is it too late?
A: If the grade entry fields on your grade roster are still editable, it’s not too late. You can upload your revised csv grade file (check the box that says override saved grades). Or, you can manually correct the incorrect grade(s). Remember to press Save.

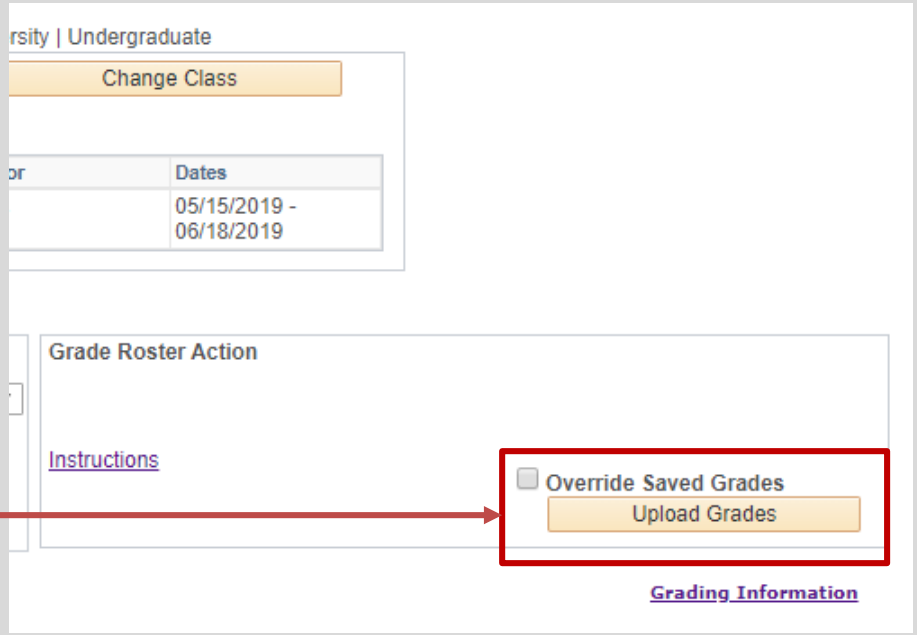
Q: If the grade entry field is no longer editable, and I see a link called “change grade,” is it too late for me to manually correct a grade on my roster?
A: Yes. At this point, the grades have officially posted. You’ll need to process a grade change. Click on the “change grade” link to begin.

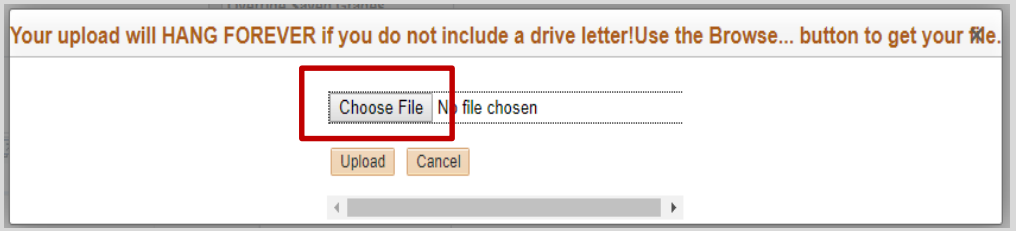
You're Ready to Upload the Grades!

1. Navigate to the appropriate class's grade roster in SIS by going to your Faculty Center

2. Above the grade roster grid, you'll see the "upload grades" button. Click on this button.

3. Use the "Choose File" button to identify the CSV file on your computer.

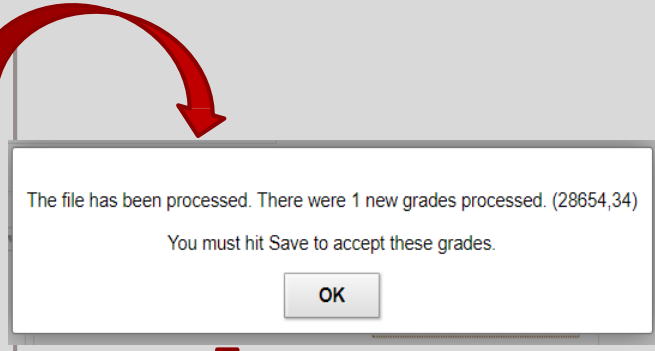


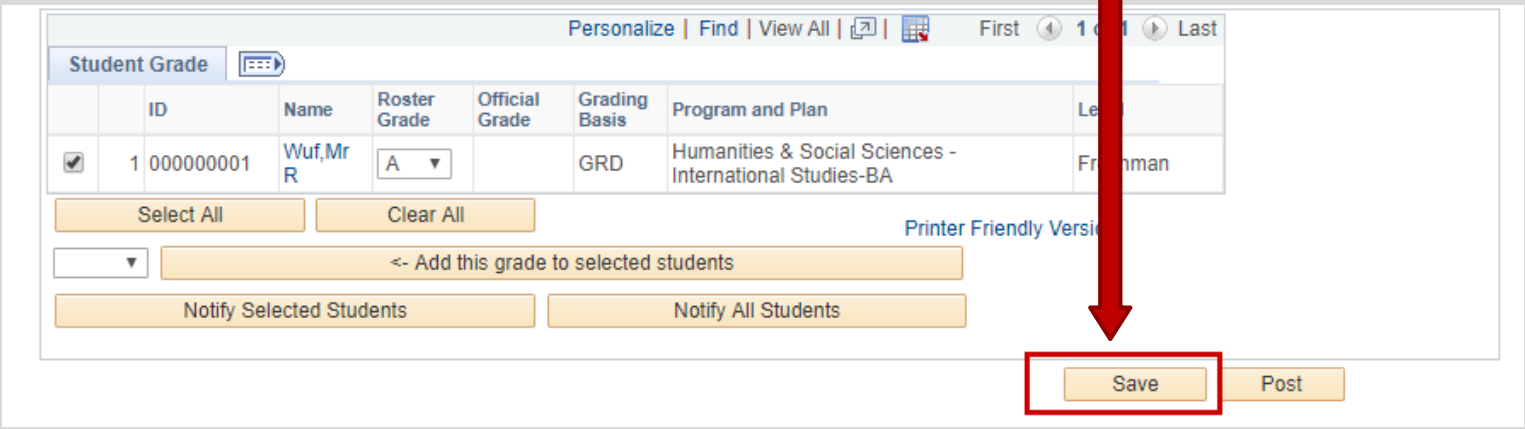


Use the Save Button to Finish Uploading

When the upload is complete, you will see a dialogue box like this one. Press OK to close the box, then press Save at the bottom of the grade roster screen to complete the upload.

You should see the grades appearing now on your grade roster in SIS. If any grades cannot be uploaded, you will see an error message indicating the problem.





When Will These Grades Officially Post?

If you press the “Post” button, the grades will post immediately. If you press the save button, the grades will remain on the grade roster, but will not post until you return and press “post.”

By 5:00pm each day Registration & Records will post any saved, but not yet posted grades.

There’s a Mistake with a grade; can I fix it?

If the grade has not yet officially posted, you can change it on your grade roster manually, or you can upload a revised csv file. Be sure you check the box labeled “override saved grades” when you begin the upload process.

If the grade has posted, you will need to process a grade change by clicking on the “change grade” link beside the student’s grade in the grade roster.