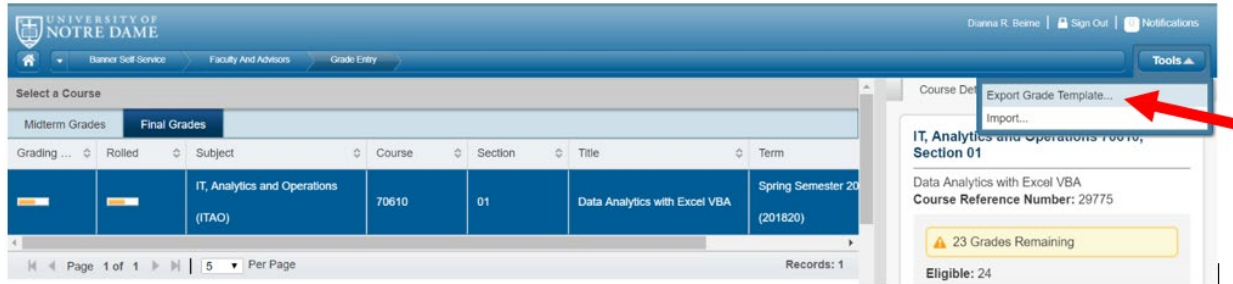


Grade Upload Directions

1) Grade Upload Basics

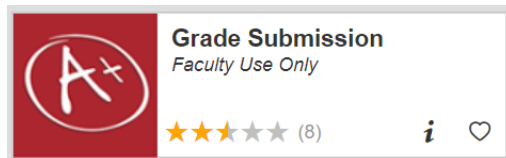
- a) Create an electronic class list using one of the following ways
 - i) Export from Faculty Grade Entry



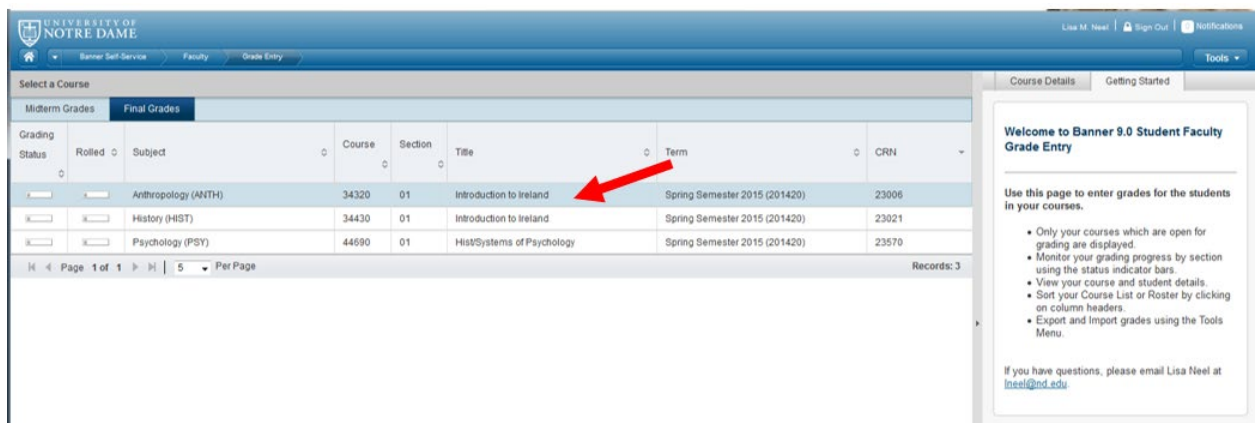
- ii) Exported from your course site Gradebook in Sakai - instructions link: https://nd.service-now.com/kb_view.do?sysparm_article=KB0010415
 - iii) Use your own spreadsheet
- b) The grade upload tool is expecting all .xls or .xlsx files to have at least the following columns with the exact labels
 - i) Term
 - ii) CRN
 - iii) Student ID
 - iv) Final Grade
- c) Do not include extraneous characters (i.e. /, . _)

2) Uploading your document (do not use Internet Explorer)

- a) Using InsideND, search and open “Grade Submission”



- b) Select the appropriate course from the list by clicking on the course title



- c) Go to the top right section and click on the drop down arrow next to “Tools”
- d) Then click on “Import”

The screenshot shows the Faculty Grade Entry interface. At the top right, the 'Tools' dropdown menu is open, with a red arrow pointing to the 'Import...' option. Below the menu, a table lists courses. The 'Psychology (PSY)' course is selected. A sidebar on the right provides details for the selected course, including the course reference number (23570), a warning for '2 Grades Remaining', and instructor information.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
		Anthropology (ANTH)	34320	01	Introduction to Ireland	Spring Semester 2015 (201420)	23006
		History (HIST)	34430	01	Introduction to Ireland	Spring Semester 2015 (201420)	23021
		Psychology (PSY)	44690	01	Hist/Systems of Psychology	Spring Semester 2015 (201420)	23570

- e) Browse to the file you are using to upload for your grades and click “Next”

The screenshot shows the 'Import Grades' wizard. The 'Select' step is active, and the 'Next' button is highlighted with a red arrow. The file '201420_Psychology_44690_01_Template - Import.xls' is selected. The wizard provides instructions on how to use the import template and lists supported file types: Excel Spreadsheet (.xls) and Microsoft Excel Open XML Spreadsheet (.xlsx).

File: 201420_Psychology_44690_01_Template - Import.xls

- f) If your spreadsheet has headers, please check the box that says “My spreadsheet has headers” and then click “Next”

Import Grades

Select Preview Map Import Finished

Preview File

Select the worksheet from the file that contains the grades for import. Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

Import Sheet: Grades My spreadsheet has headers

Row	Term Code	CRN	Full Name	ID	Student Classification	Rolled	Confidential	Course
1	201420	23570	[REDACTED]	[REDACTED]	03	No	Yes	Psych
2	201420	23570	[REDACTED]	[REDACTED]	03	No	Yes	Psych
3	201420	23570	[REDACTED]	[REDACTED]	4	No	Yes	Psych

Cancel Go Back Next

- g) If you did not name your column headings the specific names that were listed above, you will need to manually link your columns to the correct fields here (you can scroll over to see all of your columns). If you see a green check mark in front of “Term Code”, “Student ID”, “CRN” and “Final Grades”, you are properly linked and will need to click “Next” to continue to import your grades.

Import Grades

Select Preview Map Import Finished

Map Columns

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

* Student ID * Term * CRN are required fields. Those must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Final Grade

Incomplete Final Grade Extension Date

Row	Term Code	CRN	Full Name	ID
1	201420	23570	[REDACTED]	[REDACTED]
2	201420	23570	[REDACTED]	[REDACTED]
3	201420	23570	[REDACTED]	[REDACTED]

Cancel Go Back Next

- i) If you are satisfied, click “Import”

Import Grades

✓ Select > ✓ Preview > ✓ Map > **▶ Import** > ✓ Finished

Importing will overwrite existing data that has not been rolled. Blank data will be ignored.

The following 1 records will be imported:

Full Name	ID	Student Classification	Rolled	Confidential	Course	Midterm Grade	Final Grade
[REDACTED]	[REDACTED]	03	No	Yes	Psychology		B-

2 records containing errors will not be imported. 0 unchanged records will not be imported. [Download the validation report](#)

Cancel Go Back **Import**

- j) A popup will appear and inform you of how many records were imported successfully and how many contained errors that could not be imported. Click “Finished” to return to Faculty Grade Entry.

Import Grades

✓ Select > ✓ Preview > ✓ Map > ✓ Import > **▶ Finished**

Import Complete

The import wizard is complete.

Records without error have been imported and saved t

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

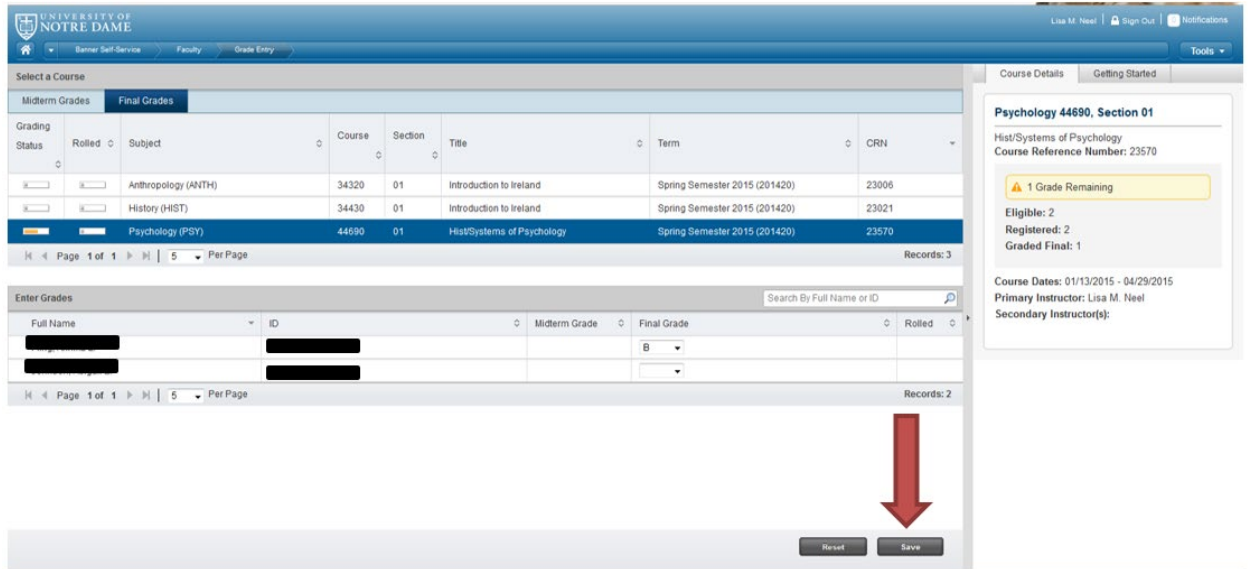
Press Finished to continue.

Cancel Go Back **Finished**

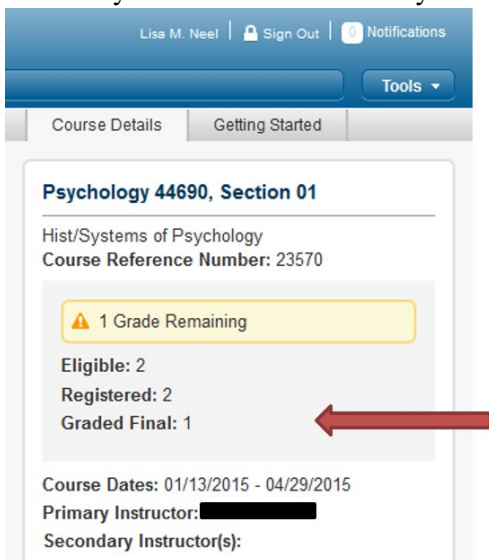
1 records imported and saved successfully.
2 records that contained errors will not be imported.

k) You can continue to use the upload tool as many times as you would like to correct any grading errors, or you can manually enter the grades using the grade drop down list for each student as long as the grading system is still open.

l) To officially submit your grades, you must click on the ‘Save’ button on the bottom of the screen



m) Once the grades are imported, you can look to the right of the screen and it will inform you of how many students are enrolled in your course and how many of them have had grades reported.



3) Confirm grades are successfully imported

a) If you'd like a confirmation of what was entered, go up to the “Tools” drop down menu on the right side of the screen and download the grades that you have entered into an excel spreadsheet, the same as if you were exporting the class roster. Repeat per class.

