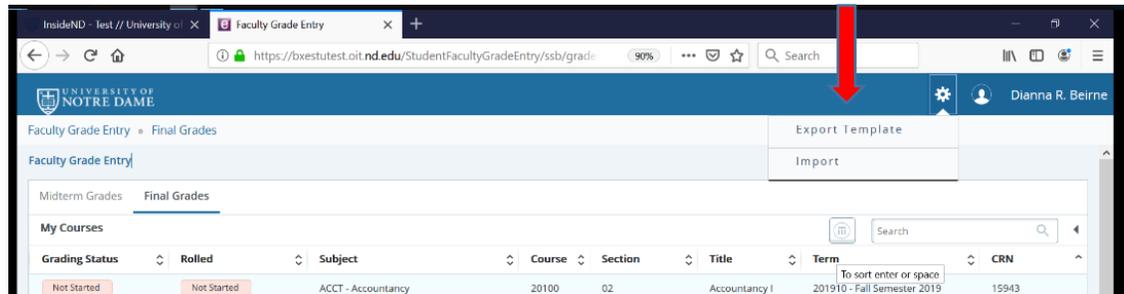


## Grade Upload Instructions

### 1) Grade Upload Basics

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



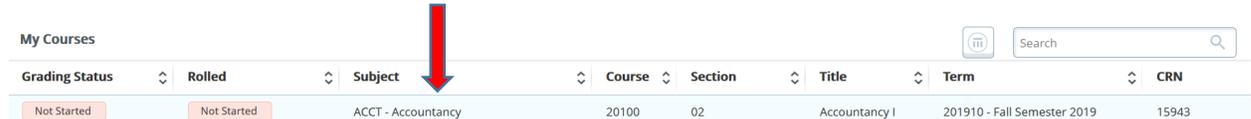
- ii) Exported from your course site Gradebook in Sakai – instructions link [https://nd.service-now.com/kb\\_view.do?sysparm\\_article=KB0010415](https://nd.service-now.com/kb_view.do?sysparm_article=KB0010415)
    - iii) Use your own spreadsheet
  - b) The grade upload tool is expecting all .xls or .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)

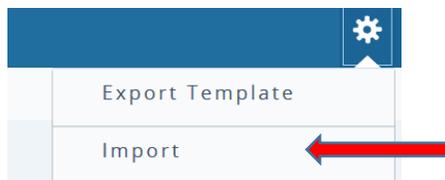
- a) Using InsideND, search and open “Grade Submission”



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



- c) Got to the top right section and click on the small gear icon and click import



- d) Click into the box marked *Browse* to select the file you are using, then click “Upload”

Import

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

Select a File for Import

You may import a file for faculty grade entry data.

*Browse* Upload

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

- e) Then click “Continue”

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

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	Student Classification	Rolled	Confidential	Course
-----	-----------	-----	-----------	------------	------------------------	--------	--------------	--------

- 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 “Continue” to continue to import your grades.

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance 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

- h) The next screen allows you to review your data before you submit it to be imported. Also on the screen, you will see a “Download the validation report”, that you can click on and see why certain grades did not import.

**Validate**

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

The following 37 records will be imported:  
 3 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	Student Classification	Rolled	Confidential	Course
-----	-----------	-----	-----------	------------	------------------------	--------	--------------	--------

i) The Validation report will look like this

Row	Term Code	CRN	Full Name	Student ID	Student Classification	Rolled	Confidential	Course
16				201910			15943	R
17				201910			15943	R
18				201910			15943	S
19				201910			15943	V
20				201910			15943	V
21				201910			15943	V

j) If you are satisfied, click "Continue"

k) A pop up will appear and inform you of how many records were imported successfully and how many contained errors that were not imported. Click "Finish" to return to Faculty Grade Entry.

**Import** Cancel

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

**Import Complete**

The import wizard is complete.

37 Records without error have been imported and saved to the database.

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

**Finish**

**l) Refresh the page to see the updated "Grading status"**

**My Courses**

**Grading Status** ⇅ **Rolled**

Completed Not Started

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Records Found: 1