

The EIS Faculty Center: Using the Faculty Grade Upload

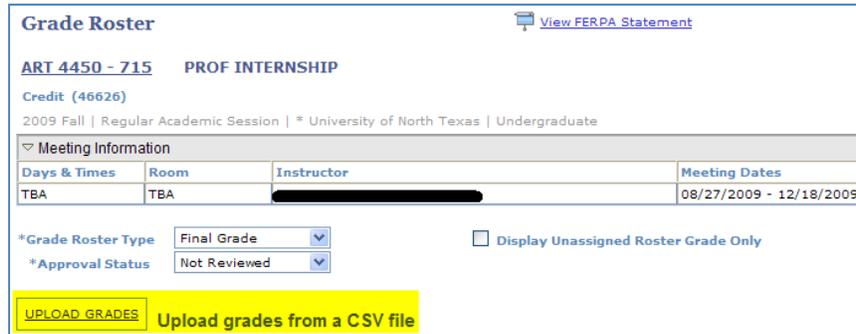
1. Faculty members can upload grades to a specific grade roster using the “UPLOAD GRADES” functionality available on the course grade roster.
2. **FILE FORMAT:** Before uploading a file to a specified grade roster verify that the file is formatted appropriately. Please review the following requirements:
 - All upload files must be in “.CSV” (comma delimited) format.
 - The first column of data must be either the student eight-digit EMPLID (Also referred to as the Student ID) or the 7 character EUID.
 - The second column of data must be an appropriate letter grade. (If an incorrect letter grade type is used the upload process will identify the issue for correction in the upload summary.)
 - Header row is optional.
 - All data after the second column will be disregarded. It is not necessary to delete (or “clean”) your upload file to only display the ID and final grade columns. As long as these two values are in the first and second columns of your upload file the upload process should run correctly.
 - EXAMPLE:

	A	B	C	D	E
1	11111111	A	Andromeda Tonks		
2	22222222	A	Regulus Black		
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

1. .CSV Format
2. Column A = EUID or Student ID
3. Column B = Letter Grade
4. Column C = All data after Column “C” will be ignored for upload.
5. Header optional

3. To upload grades from a correctly formatted file, use the following steps.

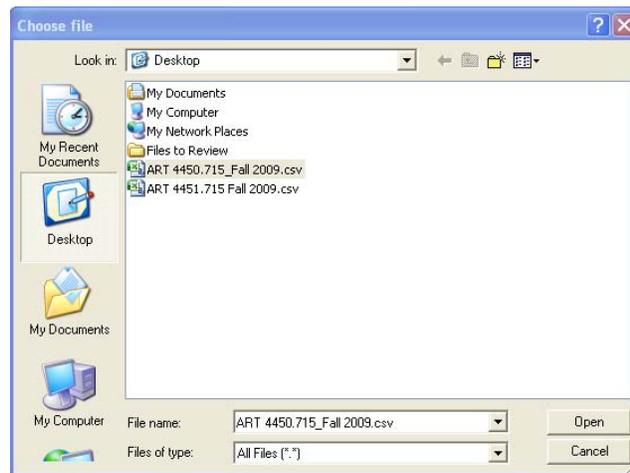
- Open specific grade roster from the Faculty Center and select the [UPLOAD GRADES](#) link at the top of the roster page.



- The Upload Grades link will prompt for a file.



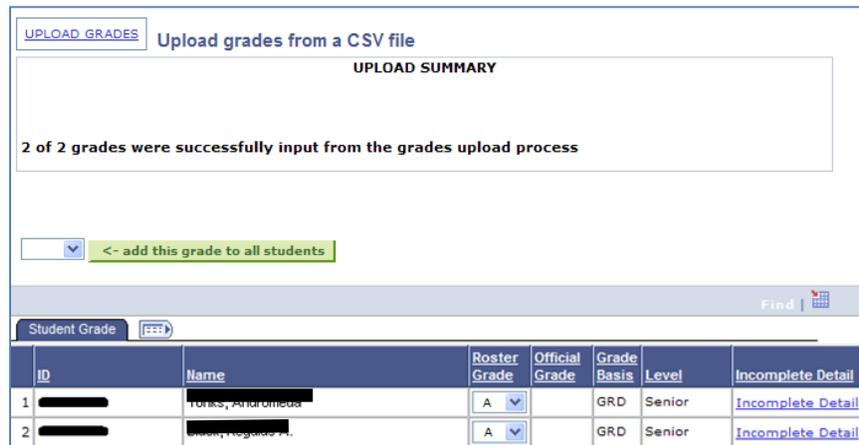
- Select [Browse...](#) button and search for the specific .csv formatted grade file. Click on the needed file and select .



- With file path visible select .



- Grades from the .csv file will populate the “ROSTER GRADE” on the specified grade roster. The UPLOAD SUMMARY will confirm the success of the upload and also note issues that may have occurred that will need resolution before the roster can be moved to Approved status.



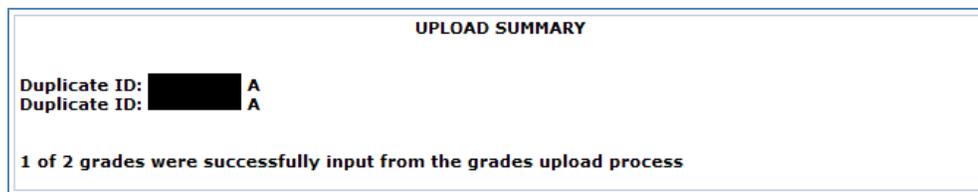
- After all grades are entered, change the Grade Roster Approval Status to “Approved” and then select  .
- The upload process is designed to display messages in the UPLOAD SUMMARY to help faculty diagnose possible issues that might occur during the upload process. Below is a list of possible messages.
 - FILE FORMAT:** A popup message will display if your upload file is saved in an incorrect format. To correct the problem open the specified file in Excel or another spreadsheet application and select “save as”. Review all file types and select the .csv format before saving.



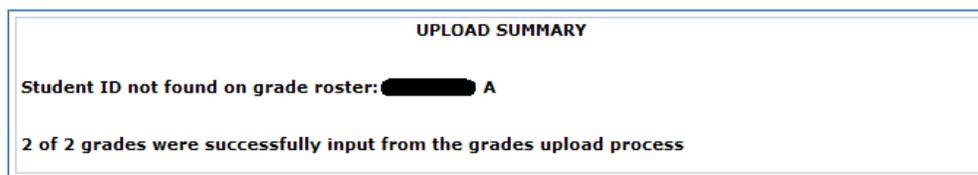
5. **INVALID GRADE BASIS:** There are instances when the grade basis on your upload file may not match the grade basis on the official roster. The message “Invalid Grade Basis” will display along with the ID and grade listed on your grade upload file. To correct the problem, manually assign the grade to correspond to the official grade basis type.



6. **DUPLICATE ID:** If an ID is listed twice in the same upload file the Upload Summary will display “Duplicate ID” and also list the duplicate records and grades. To correct the problem it will be necessary to manually assign the grade on the official grade roster.



7. **STUDENT ID NOT FOUND ON GRADE ROSTER:** If a student ID is not found on the official grade roster the message “Student ID not found on grade roster” will display. The message may display due to an incorrect ID on your upload file or if the student is not on the official roster. Review the official roster to verify the ID. If there is a question regarding enrollment contact the Registrar’s Office.



8. **INVALID ID: STUDENT ID GRADE:** This message usually appears when a header is used in the specified upload file. Verify that all grades were assigned as expected. No further action is required.