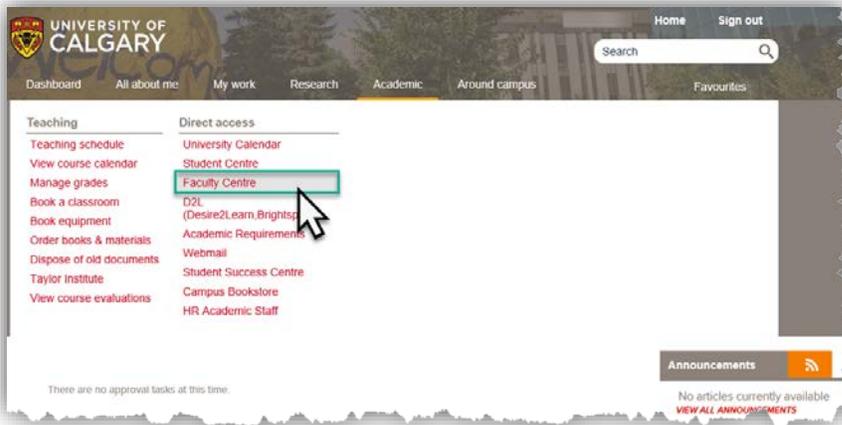


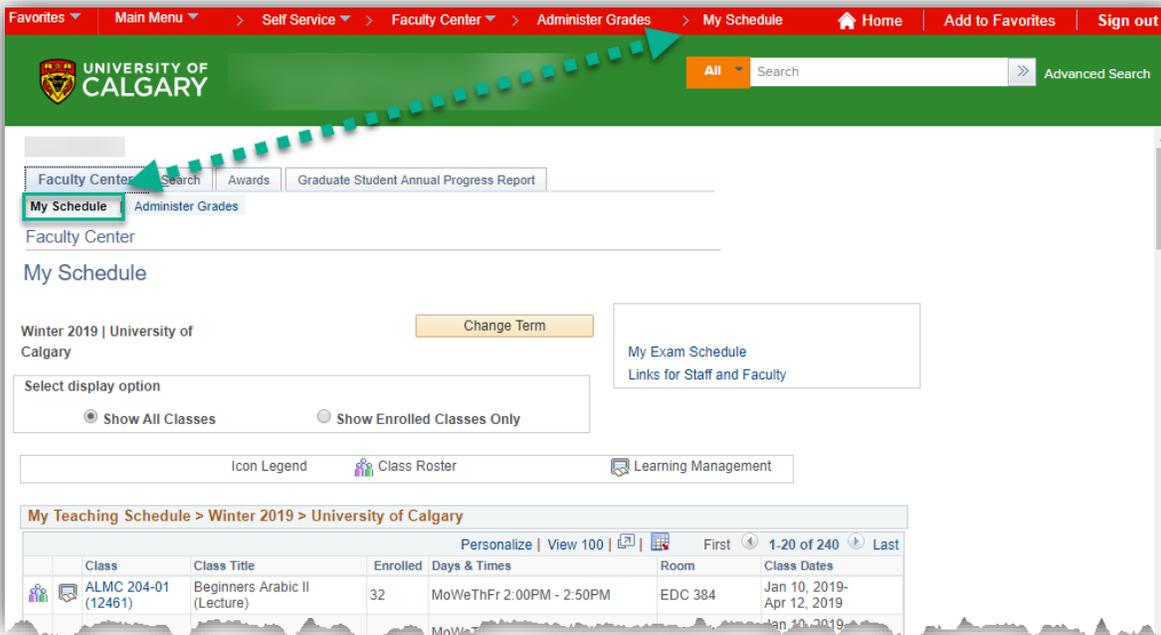
### Upload Grades from a File

The following instructions will assist in uploading your grades from an Excel file into the Student Administration Faculty Centre via the My U of C portal.

Instructors can access the Faculty Centre through the **My UofC** portal by clicking on **Academic > Faculty Centre**.



In addition to instructors having access to the Faculty Centre, grade administrators also have access to the Faculty Centre. Grade Administrators access the Faculty Centre by logging in with SecurID as they normally do selecting **Self Service > Faculty Center > My Schedule** from the menus.



### Step 1: \*Prepare the file for upload, matching the required upload file format

**\*Tip:** Use the D2L Grade Export Utility to automatically format the course into an Excel Spreadsheet. Consult: <http://elearn.ucalgary.ca/desire2learn/grades-export>

The following is an example of a file in the proper format:

	Course Name (4 Letters)	Course Number	Lecture Number
	A	B	C
1	JPNS	207	1
2	30028	A	
3	30050	A	
4	30068	A	
5	30048	A	
6	30022	A	
7	30077	A	
8	30028	A	
9	30041	A	
10	10170	W	
11	3003412		

Student ID Number      Final Grade

The first row contains:

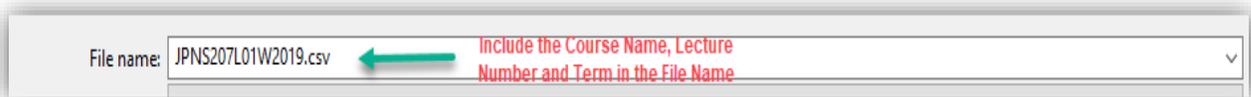
- The **Course Name**, **Course Number** and **Lecture Number (Section)**
- The **Lecture Number** does not need the leading zero
- If it is a full year course (multi-term) covering two Terms (Fall/Winter or Spring/Summer) then the letter B needs to be included in the course number (e.g. 207B)
- In column C indicate B (Lab) T (Tutorial) S (Seminar) before the number:
  - B04 (Lab)
  - T04 (Tutorial)
  - S04 (Seminar)

The following rows contain:

- The first column has the **Student ID Number**, and may have leading zeros on them, but they are not required. Note: For FOIP reasons some information has been removed in the Student ID.
- The second column contains the corresponding **letter grade (Final Grade)**

**Note:** If you don't have Microsoft Excel, any spreadsheet application should do.

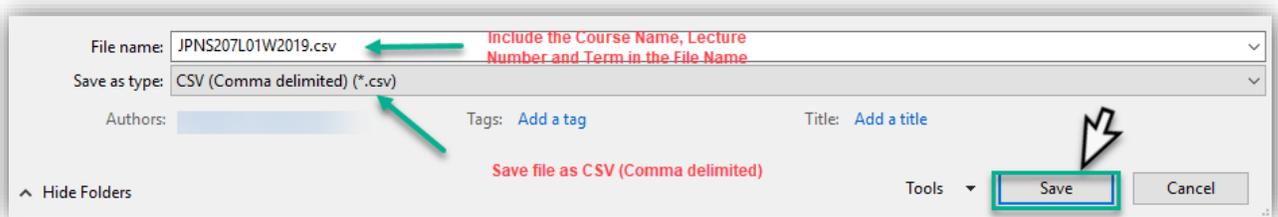
1. Open your existing grades file in **Excel**.
2. Delete all columns except for **Student ID Numbers** and **Final Grades**.
3. Change the text in cell **A1** to read the **four letter course name** from the calendar, for example, Japanese should read JPNS.
4. Change the text in cell **B1** to read the **Course Number**, for example, 207.
5. Change the text in cell **C1** to read the **Section Number**, for example, 01 for Lecture, B01 for Lab and T01 for Tutorial.
6. From the menu, choose **File > Save As**.
7. When saving the file include the course name, lecture number, term and year in the file name as per the following example. **Important: Do not exceed 30 characters for the file name.**



8. Change the **Save As Type** to CSV (Comma delimited).

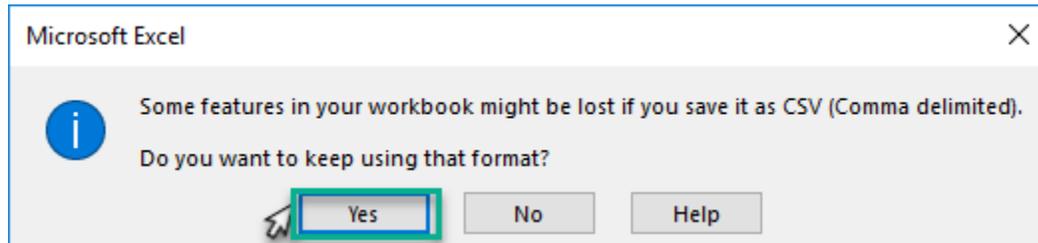


9. Click **Save** and note the file location so you can upload the file in a subsequent step.



10. Choose **File** then **Exit** Excel.

11. Choose **Yes**.



12. Close Excel.

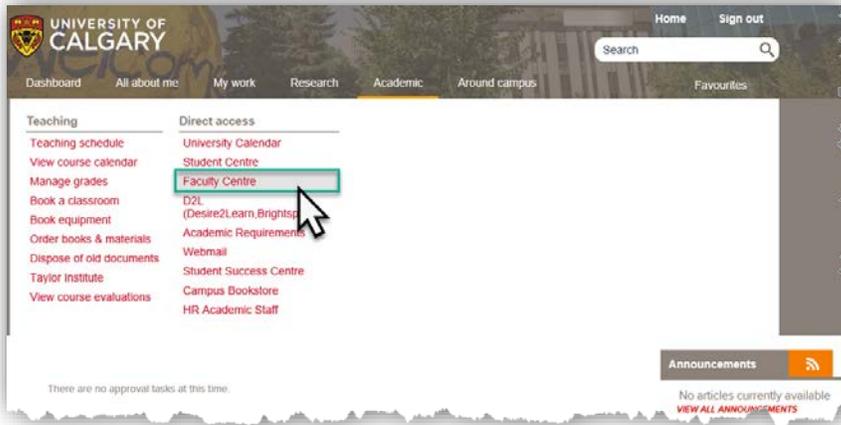
 **REMEMBER:** The D2L (Desire2Learn) Grade Export Utility can do these steps automatically for you!  
<http://elearn.ucalgary.ca/desire2learn/grades-export>

## Step 2: Upload grades to the Student Administration Faculty Centre

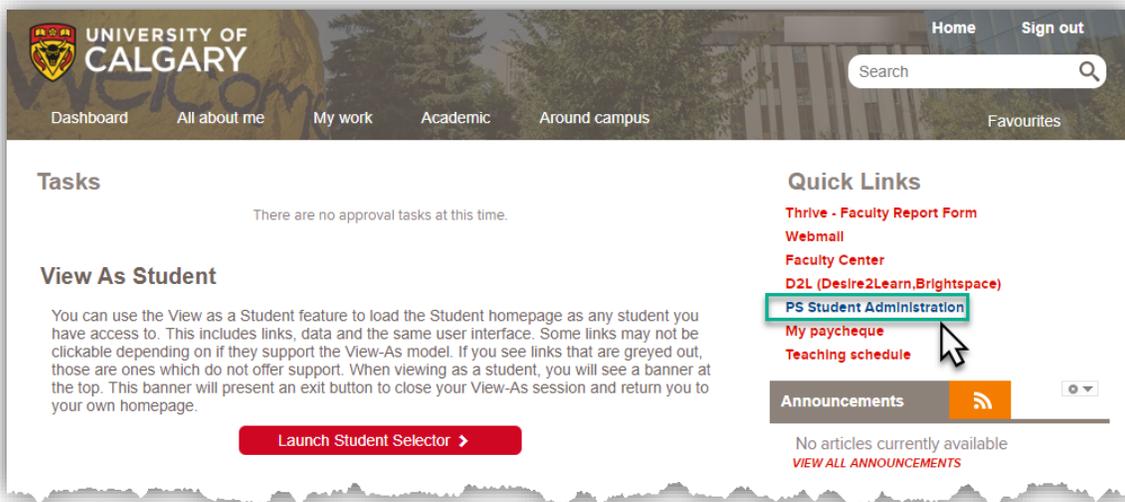
1. Using a web browser, go to **MY U of C** portal. Sign on with your **eID** and **Password**.



A SecurID is not required for **instructors**. Once signed on, navigate to **Academic > Faculty Centre** link.



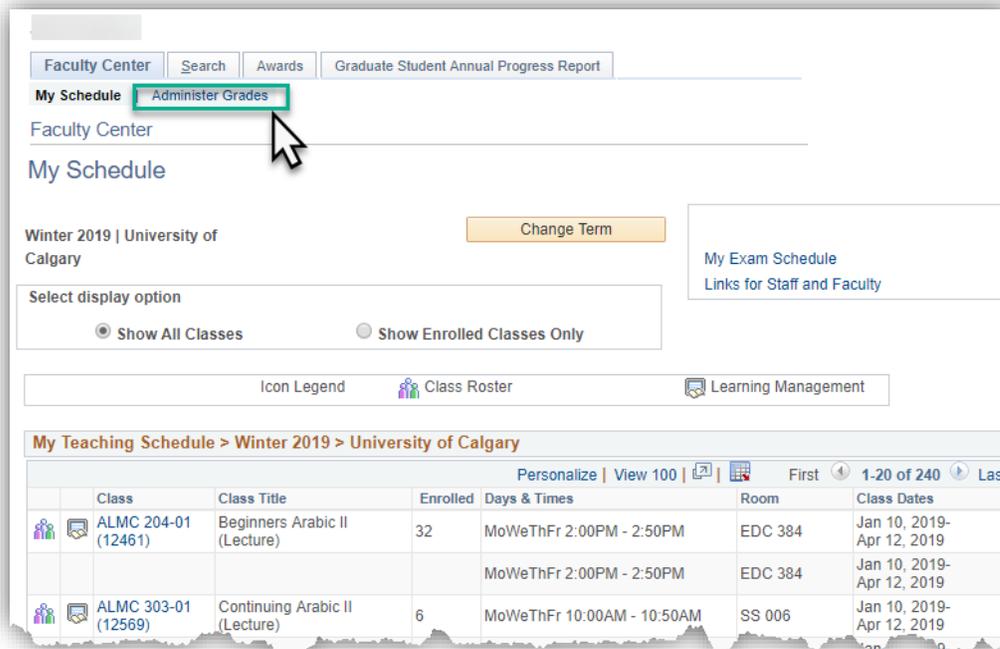
SecurID is required for Grade Administrators. Once signed on, click the **Quick Links > PS Student Administration** link. Select **Self Service** from the menu and then navigate to the **Faculty Centre**.



2. A list of your courses will display. Click **Administer Grades** to access the grade rosters.

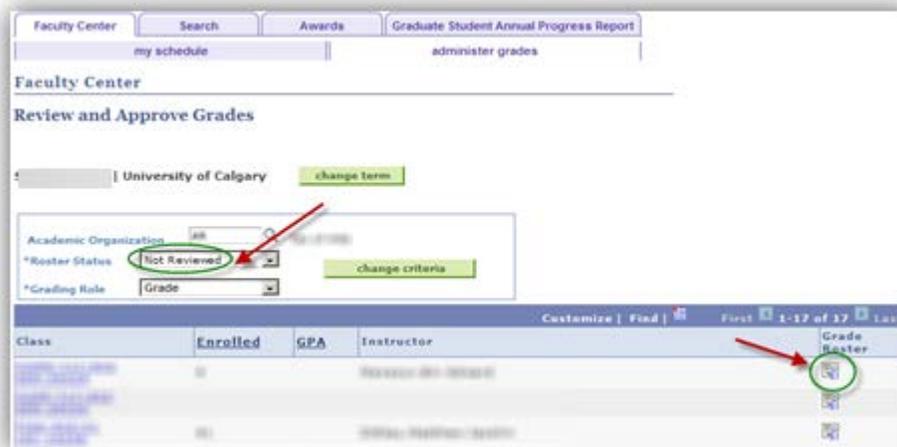


**Note:** If you cannot see your courses, ask the individual in your department that is responsible for timetabling to check 'Maintain Class Schedule – Meetings' page to ensure you are the Instructor of record with a 'role' of 'Grade'.



- Note the **Roster Status** on the grading summary screen. The **Roster Status** must be set to **Not Reviewed**.

Click the **Grade Roster Icon** on the desired class to upload grades from a file.



- Click the **Initiate Upload** button to browse for your previously saved file. This could be the one exported from D2L using the Grade Export Utility or any Excel file modified to the format described previously.

The **Help for Grades Upload** link will redirect you to help on what format the file should look like.

**Grade Roster** [Acceptable Use of Personal Information Policy](#)

**JPNS 207 - 04** **Beginners' Japanese II**

Lecture (14326)

Home > About | Regular Academic | University of Calgary | Undergraduate Programs

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 13:00 - 13:50	CHD 420	Yukio Kawahara	2019/09/02 - 2019/09/06
Tu 13:00 - 13:50	CHE 110	Yukio Kawahara	2019/09/03 - 2019/09/03

\*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

Upload grades from a file. **INITIATE UPLOAD**

The file name must end with either .TXT or .CSV

The fields must be separated by either a comma or a tab.

Use the following link for instructions on uploading grades from a file: [help for Grades Upload](#)

<- add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Description	Level	Comments
<input type="checkbox"/>					GRD	Science Bachelor's - Computer Science/Bachelor of Science	Year 2	
<input type="checkbox"/>					GRD	Humanities Bachelor's - English Language	Year	

5. Click **Upload** and select the **.CSV** file previously saved (e.g. JPNS20701W2019). **Important: Do not exceed 30 characters for the file name.**

JPNS207L01W2019.csv

**Upload**

## 6. Upload Results

- If the format of the file does not meet the above criteria, none of the entries are processed.
- The entries are checked for errors (students not in this class, invalid grades, etc).
- If no errors are found, the grades are displayed on the page. You **MUST** click **SAVE** to retain them.
- If there are 30 or fewer errors found, any grades without errors are accepted and you are presented with a page that describes the errors. Clicking **OK** will take you back to the Grade Roster page to view the results. You **MUST** click **SAVE** to retain valid grade entries.
- If there are more than 30 errors, you will be presented with a page that describes the first 30 errors. Clicking **OK** will return you to the Grade Roster page. This page will be unchanged as the file will not upload when there are more than 30 errors. Once the necessary revisions have been made, you can upload the corrected file.

- When the file is uploaded successfully, change the **Approval Status** to **Ready for Review** and then click **SAVE**. This will allow the Approver to approve this grade roster.

U. of C. Faculty Centre

**Grade Roster** [Acceptable Use of Personal Information Policy](#)

**JPNS 207 - 04** **Beginners' Japanese II**

Lecture (14326)

Winter 2019 | Regular Academic | University of Calgary | Undergraduate Programs

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 13:00 - 13:50	CHD 420	Notre, Shoshiraga	2019-01-07 to 2019-01-08
Tu 13:00 - 13:50	CHE 110	Notre, Shoshiraga	2019-01-07 to 2019-01-08

\*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Approval Status: Ready For Review

Not Reviewed

Ready For Review

Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Description	Level	Comments
<input type="checkbox"/>	20092888	Science Bachelor's - Computer Science/Bachelor of Science	A		GRD	Science Bachelor's - Computer Science/Bachelor of Science	Year 2	
<input type="checkbox"/>	20092888	Humanities Bachelor's - East Asian Language Studies/Bachelor of Arts/Chinese	B		GRD	Humanities Bachelor's - East Asian Language Studies/Bachelor of Arts/Chinese	Year 1	
<input type="checkbox"/>	20092888	Science Bachelor's - Computer Science/Bachelor of Science	C		GRD	Science Bachelor's - Computer Science/Bachelor of Science	Year 1	
<input type="checkbox"/>	20092888	Open Studies: Casual Stdn(ND) - Non-Degree Seeking	A		GRD	Open Studies: Casual Stdn(ND) - Non-Degree Seeking	Year 1	

**End of Procedure**