

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 Centre > My Schedule** from the menus.

avorites 🔻 🛛 Main Menu	u 🔹 > Self Service 🔻	> Facul	ty Center 🔻 > Adminis	ster Grades	> My Sche	dule 🏫 Home	Add to Favorites	Sign o
	RY RY				All *	Search	Adv	anced Searc
Faculty Center Sec My Schedule Adminis Faculty Center	arch Awards Graduate ter Grades	Student Annu	ial Progress Report					
My Schedule								
Winter 2019 University Calgary	of		Change Term	My	Exam Schedule s for Staff and Fa	culty		
Show All Cl	asses O SI	iow Enrolled	I Classes Only					
	Icon Legend	🏦 Class R	oster	😞 Lei	arning Manageme	ent		
My Teaching Schedu	le > Winter 2019 > Unive	ersity of Ca	lgary					
			Personalize View	100 💷	📕 🛛 First 🕚	1-20 of 240 🕑 Last		
Class	Class Title	Enrolled	Days & Times		Room	Class Dates		
ALMC 204-01 (12461)	Beginners Arabic II (Lecture)	32	MoWeThFr 2:00PM - 2:5	0PM	EDC 384	Jan 10, 2019- Apr 12, 2019		
the second second	January Area		MoW/oT		and the state		and a second second	



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: <u>http://elearn.ucalgary.ca/desire2learn/grades-export</u>

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

4	A	B	C
	JPNS	207	1
2	30028	A	
3	30050	A	
4	30068	A	
5	30048	A	
6	30022	A	
7	30077	A	
B	30028	A	
9	30041	A	
0	10170	w	
1	341	1	17 NOT -

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:
 - o B04 (Lab)
 - o T04 (Tutorial)
 - o 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, <u>any</u> 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.

File name:	JPNS207L01W2019.csv Include the Course Name, Lecture	~
Save as type:	CSV (Comma delimited) (*.csv)	~
Authors:	Tags: Add a tag Title: Add a title	
 Hide Folders 	Save file as CSV (Comma delimited) Tools Tools Can	cel .:

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



11. Choose Yes.

Microsoft Excel	×
Some features in your workbook might be lost if you save it as CSV (Comma delimited Do you want to keep using that format?	d).

12. Close Excel.

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

4 of 8



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 <u>not</u> required for **instructors.** Once signed on, navigate to **Academic > Faculty Centre** link.



SecurID <u>is</u> 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'.



	acult	y Center Sea	rch Awards Gradua	ate Student Annu	al Progress Report		
Му	Sche	dule Adminis	ter Grades				
Fac	culty	Center	N				
N /I.		le e els ster	15				
IVIY	50	nedule					
				_			
Nint	ter 20	19 University	of		Change Term		
Calg	ary					My Exam Schedule	e
Sele	ect di	splay option				Links for Staff and	Faculty
		Show All Cl		Show Enroller	Classes Only		
		Show All Ca	15565	SHOW EIHOIRU	I Classes Only		
			Icon Legend	🖧 Class R	oster 🗔	🛛 Learning Manage	ment
					~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	xy-	
	Tea	ching Schedu	e > Winter 2019 > Uni	versity of Ca	loary		
Μv		<u>9</u>		,	Porconaliza   View 100	7 Eirct	A 20 of 240 (b) 1-
Му			Class Title	Enrolled	Davs & Times	Room	Class Dates
My		Class			-		
My Åå		Class ALMC 204-01 (12461)	Beginners Arabic II (Lecture)	32	MoWeThFr 2:00PM - 2:50PM	EDC 384	Jan 10, 2019- Apr 12, 2019
My กัล		Class ALMC 204-01 (12461)	Beginners Arabic II (Lecture)	32	MoWeThFr 2:00PM - 2:50PM MoWeThFr 2:00PM - 2:50PM	EDC 384 EDC 384	Jan 10, 2019- Apr 12, 2019 Jan 10, 2019- Apr 12, 2019

3. 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.

Faculty Center	Search	Awards	Graduate Student Annual Progress Report	
	my schedule		administer grades	
Faculty Cent	er			
Review and A	pprove Grades			
	7.7.7.19.10.19.19.19.19.19.19.19.19.19.19.19.19.19.			
10	University of Calgary	chang	pe Term	
		1		
Academic Organ	ination At	le		
*Roster Status	Not Reviewed	1	channe criteria	
*Grading Role	Grade	-	coarge crosss	
			Custamize   Find	First 0 1-17 of 17 0 Last
Class	Enrolled	SEA	Instructor	Grade
and the second second		- 10	Manager (N) Million (I	
And Included				$\mathbf{\nabla}$
				041
	101		WHEN ALL PROPERTY AND A	6

4. 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 <u>any</u> 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' Japanes	se II			
Lecture (14326)				
Regular Academic   University o	f Calgary   Undergraduate	Programs		
✓ Meeting Information				
Days & Times	Room	Instructor	Meeting Dates	
MoWeFr 13:00 - 13:50	CHD 420	Walks Washering	phabits as a phabite of	
Tu 13:00 - 13:50	CHE 110	Prairies Headlertree	And and fing the state of the loss	
The fields must separated by either a comm Use the following link for instructions on up - add this grade to all students	na or a tab. Ioading grades from a file	Help for Grades Up		
				Find   🛄
Student Grade FIII)				_
Notify ID Name	Roster Official G Grade Grade B	asis Description	Level Comments	
1	G	RD Science Bachelo Computer Science/Bachelo Science	r's - Year 2	
2 Frankramman		Humanities Bachelor's - Bounderstant	yage Year	and the second

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	Browse
Upload Cancel	

#### 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.



7. 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.

Grade	Roster				<b>₽</b> ^	cceptable Use of Pe	ersonal	Info	rmation Policy		
JPNS 2	<u>07 - 04</u> (14326)	Beginners' Japanese II									
Winter 3	Reguli	r Academic   University of Cal	gary   Unde	rgradua	te Prog	rams					
✓ Meetin	g Informatio	1									
Days & T	îmes		Ro	m		Instructor	Meetin	g Dai	tes		
MoWeFr	13:00 - 13:5	0	СН	0 420		Volice Hodierca	991139-9	Ag 1	- 201112/01/01000 12000		
Tu 13:00	) - 13:50		СН	E 110		Valia Holleria			- Service from Land		
Appro	val Status	Ready For Review								Find	
Notify	ιD	Name	Roster Grade	Official Grade	Grade Basis	Description	Le	vel	<u>Comments</u>		
1		101100-001-0010	A		GRD	Science Bachelor's Computer Science/Bachelor of Science	of Ye	ar 2			
2			8 💌		GRD	Humanities Bachelor's - East Asian Langua Studies/Bachelor o Arts/Chinese	age Ye	ar 1		]	
3 🗔					GRD	Science Bachelor's Computer Science/Bachelor o	of Ye	ar 1	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~
30	10071.181		A	Ĩ	GRE	Open Studies: 0 Stdnt(ND) - Non-Degree Ser	Casual	Y	/ear 1	~~~~~	~~~~
NOTIF	FY SELECTER	STUDENTS NOTIF	Y ALL STU	DENTS		PRINTER FRIE	ENDLY	VER	SION		
		_									

End of Procedure