

UPLOADING YOUR GRADES FROM EXCEL TO THE STUDENT INFORMATION SYSTEM

IMPORTANT INFORMATION

Please read this before selecting an option below

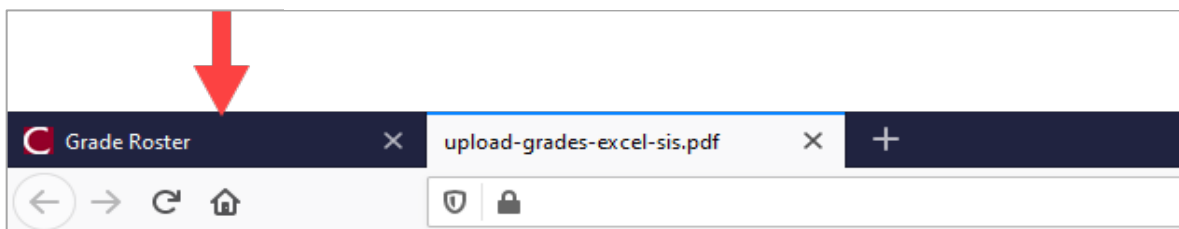
- MULTIPLE PROFESSORS GRADING THE SAME CLASS** – You should ensure that you all co-ordinate with each other, allowing the 1st professor who will grade to download the roster and upload their grades. After that, the 2nd professor in line should download the roster and upload their grades, and so on. *If you do not do this, it is possible that the previously uploaded grades will be erased.*
- POTENTIAL GRADUATE ROSTERS** – The upload of grades from Excel is not available for Potential Graduate Rosters. You should continue to enter these grades manually into the Student Information System before submitting them.
- For the best experience, you should ensure that the **BROWSER YOU ARE USING IS FULLY UP TO DATE**. The recommended browser for using the Faculty Centre is Mozilla Firefox.

What do you want to do? *(click the link if using an electronic copy of this document)*

A. [Download the excel template and enter your grades \(page 2\)](#)

B. [Upload the grades you have entered on the excel template \(page 4\)](#)

NOTE: If you opened this document by clicking on the link on the Upload Grade Roster page, then you can return to that page by clicking the Grade Roster tab in your browser.



Download the excel template and enter your grades

NOTE: If you opened this document by clicking on the link on the Upload Grade Roster page, then you can proceed to **STEP 3**

To download the grade roster to Excel:

Important! Verify the term displayed in the page 'My Schedule' to confirm you are in the right term.

1 Click the **Grade Roster** icon  for your class.

The Grade Roster page is displayed.

2 Click the **Upload Grade Roster** button located at the bottom of the Grade Roster page.

The Grade Roster Upload page is displayed

3 Click the **Download Roster to Excel** button to retrieve the .csv file containing the grade roster.

The grade roster is downloaded into Excel.

Note: The name of the grade roster file includes the term, course name, number/section, date and time.

In this example, the name of the file is:
2202_COMP_232_S_2021-01-18.17.55.05.csv

To enter your final grades in the downloaded file:

4 Enter the grades in the **Roster Grade** column.

5 If required, enter a grade notation in the **Grade Notation** column.

Note: Do not enter anything in the **Official Grade** column.

6 The DSC grade appears in the **Official Grade** column.

Note: If an official grade already exists, you should not enter anything in the **Roster Grade** or **Grade Notation** columns.

7 Click **Save** to save the .csv file.

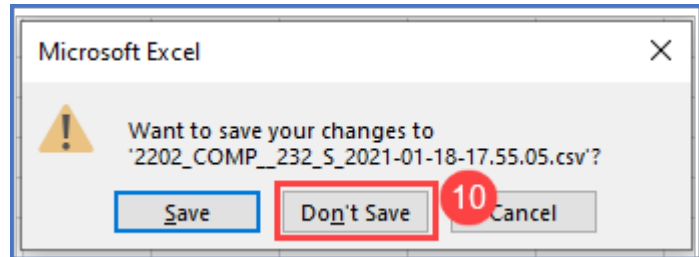
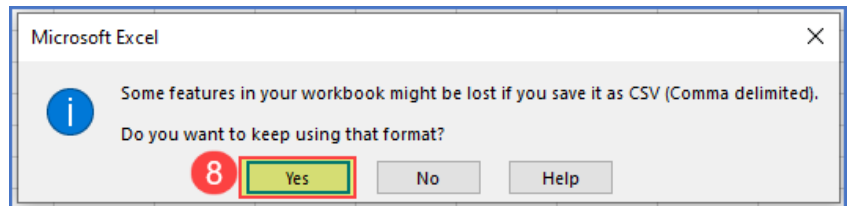
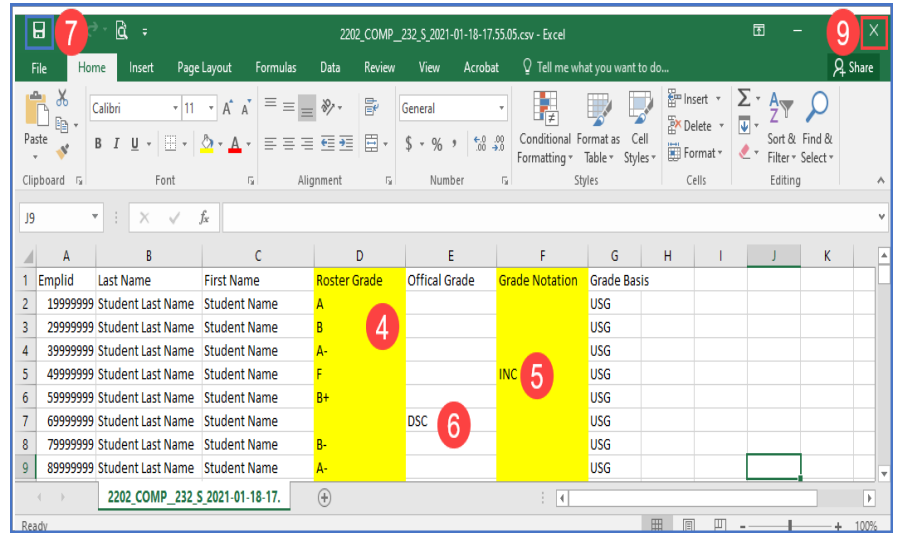
8 Click **Yes** to keep the workbook in the .csv file format.

Note: The file must be saved as a .csv file type.

9 Click the **X** to exit Excel.

10 Click **Don't Save** as the .csv file was saved previously.

The file 2202_COMP_232_S_2021-01-18.17.55.05.csv is saved.



CONTINUE TO PAGE 4 TO: Upload the grades you have entered on the excel template

Upload the grades you have entered on the excel template

To upload the file to the Grade Roster:

- 1 Click the **Grade Roster** icon for your class.

The Grade Roster page is displayed.

Faculty Center > My Schedule > Fall 2020 Change Term

Professor Presto

My Teaching Schedule

CLASS ROSTER GRADE ROSTER

| | CLASS | CLASS TITLE | ENROLLED | DAYS & TIMES | ROOM | CLASS DATES |
|--|---------------------------|--------------------------------------|----------|----------------------|--------|---------------------------|
| | MP 232-S (3251) | MATH. FOR COMPUTER SCIENCE (Lecture) | 99 | TuTh 1:15PM - 2:30PM | REMOTE | Sep 8, 2020 - Dec 7, 2020 |
| | MATH 204-01 (3251) | VECTORS AND MATRICES (Lecture) | 106 | TuTh 4:15PM - 5:30PM | REMOTE | Sep 8, 2020 - Dec 7, 2020 |

- 2 Click the **Upload Grade Roster** button located at the bottom of the Grade Roster page.

The Grade Roster Upload page is displayed.

97 TRN00020 Ruiz, Erika S USG

98 TRN00021 Conant, Jeff S USG

99 TRN00022 Dewey, Noble S USG

2 **Upload Grade Roster** Printer Friendly Version

Select <- Add this grade to selected students

Clear All Select All Notify Selected Students Notify All Students

To upload the file to the Grade Roster:

- 3 Click **Upload Excel File** to upload the file.
- 4 Click **Chose File**. The File Locator opens where you can navigate to the location of your file. Select the grade roster file.
- 5 Click **Upload**.

The validation page is displayed which will show any errors in the file you uploaded.

2. Upload Instructions

When you are ready to upload the grades from the Excel file:

1. Click the "Upload Excel File" button below.
2. In the next window, click the "Choose File" or "Browse" button and find the file on your computer.
3. Click "Open" and then "Upload".

You will be automatically directed to the validation page which will display any errors in the file you uploaded. You will then have the ability to confirm the upload or cancel, correct any issues and upload your file again.

Upload Excel File 3

File Attachment

Choose File 4

Upload Cancel

Select the file that you previously saved

File Attachment

2202_COMP_232_S_2021-01-18-17.55.05.csv

5 Upload Cancel

Once the file is uploaded, it is important to verify the Error Log.

6 In this example, the Uploaded file validator results indicate **NO ERRORS FOUND**.

Note: If the Uploaded file validation results indicate **ERRORS FOUND**, review the errors. You have the choice to upload the grade roster for any student NOT on the error log or Cancel.

For more information on the error messages in the Grade Roster Upload Process refer to the [Error Messages Table](#) on the last page of this document.

7 Click **Upload Grade**.

8 Click **OK**.

The grades will upload and are automatically saved in the Grade Roster.

IMPORTANT: The grades are **Not Submitted**. To submit the grades for approval, you **MUST** complete steps 9 and 10 below.

To submit your grades for review:

9 Select the Approval Status **Submit for**

10 **Review**. Click **Save**.

Your grades are submitted for review.

Fall 2020 > COMP 232 - S (3165) Mathematics for Computer Science (Lecture) Return

Professor
Grade Roster Upload

Class Details

| DAYS AND TIMES | ROOM | INSTRUCTOR | DATES |
|--------------------|--------|------------------|-------------------------|
| TuTh 1:15PM-2:30PM | REMOTE | Professor Presto | 08/09/2020 - 07/12/2020 |

Error Log

| EMPL ID | LAST NAME | FIRST NAME | GRADE INPUT | OFFICIAL GRADE | GRADE NOTATION | MESSAGE TEXT |
|---------|-----------|------------|-------------|----------------|----------------|--------------|
| 1 | | | | | | |

Navigation: < FIRST | < PREVIOUS | 1 OF 1 | NEXT > | LAST >

Download Printable Version

Uploaded file validation results: **NO ERRORS FOUND** 6

To confirm the upload of the grades on your file, click the "Upload Grade" button.

7 Upload Grade

Message [X]

IMPORTANT INFORMATION (22000,153)

Click "OK" to upload the grades for any students NOT on the error log.

NOTE: This does not submit the grades for approval. To submit the grades for approval, on the next page select "Submit for review" and click "save".

To return to the previous page to try again, click "Cancel".

8 [Ok] [Cancel]

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Submit for review 9

Save 10

| <input checked="" type="checkbox"/> | ID | NAME | POTENTIAL GRADUATE | ROSTER GRADE | OFFICIAL GRADE | GRADE NOTATION | GRADING BASIS |
|-------------------------------------|----|------------------------|--------------------|--------------|----------------|----------------|---------------|
| <input checked="" type="checkbox"/> | 1 | TRN00002 Abell, Daniel | | A | | | USG |
| <input checked="" type="checkbox"/> | 2 | TRN00003 Bray, Pablo | | A | | | USG |
| <input checked="" type="checkbox"/> | 3 | TRN00004 Altan, May | | A | | | USG |

Error Messages Table

| MESSAGE | WHY IT MIGHT APPEAR | WHAT YOU SHOULD DO |
|---|--|---|
| The grade entered is not valid for this class. | If you try to upload a grade that is not available for the class. | <ul style="list-style-type: none"> ▪ Go back to the main grade roster and check the options available in the drop-down list. ▪ Check the relevant section of the academic calendar or speak to your department for guidance. |
| The grade notation entered is not valid for this class. | If you try to upload a grade notation that is not available for the class. | <ul style="list-style-type: none"> ▪ Go back to the main grade roster and check the grade notation available in the look-up list. |
| An Official Grade already exists for this student, or the student has a DISC. | You have entered a grade or a grade notation for a student who already has an official grade in the system (incl. a DISC). | <ul style="list-style-type: none"> ▪ Ignore that error and proceed to upload the grades. The information entered for this student will not be updated. |
| The student ID number cannot be found on the grade roster. | <ul style="list-style-type: none"> ▪ You may have changed one of the student ID numbers on the file in error. ▪ You may have tried to add a student to your file that is not on the grade roster in the system. ▪ You may have downloaded the roster file but then subsequently the student has been retroactively dropped from the course. | <ul style="list-style-type: none"> ▪ Do not change any of the Student IDs in the file. Go back and amend any that you have changed (you can verify with the grade roster in the SIS). ▪ You should not add any students to the file. If a student is not on the grade roster (and therefore the downloaded file), just upload other student grades. ▪ If it is because the student has been late-dropped from the class, ignore that error and proceed to upload the grades. The information you entered for this student will not be updated. |
| This student has already had a grade submitted on the Potential Graduate Roster. | You have entered a grade or a grade notation for a student who has already had a grade submitted for review on the Potential Graduate Roster. | <ul style="list-style-type: none"> ▪ Ignore that error and proceed to upload the grades. The information entered for this student will not be updated. |
| You cannot enter data in the Official Grade column of the file. | You have entered data into the Official grade column of the file. | <ul style="list-style-type: none"> ▪ Cancel, edit and then re-upload your file. |

If you have any questions or need further assistance, please contact the

PRESTO Team by email: prestosis@concordia.ca

If you have any technical issues, please contact the

IITS Service Desk by email: help@concordia.ca