

## Using the Grade Upload Feature in Faculty Center

Use the Grade Upload feature to import multiple grades to a grade roster from a spreadsheet (.CSV file). Grade Upload can now be used to import grades for combined classes (crosslists and co-meets) as well as stand-alone classes.

→ **Recommended Browsers:** Firefox, Chrome, Safari. **Not Recommended:** Internet Explorer.

### Step 1: Navigate to Grade Roster in Faculty Center

Log in to [Faculty Center](#) and from **My Schedule**, click on the **grade roster icon** next to the class you want to grade. Make sure you are in the correct term (use change term button if not).

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, Blackboard Course Site Request, and Registration Units. Below these, there are sub-tabs: My Schedule, Class Roster, and Grade Roster. The My Schedule tab is active. Under My Schedule, there is a section for 'Spring 2017 | Cornell University' with a 'Change Term' button and a 'My Exam Schedule' button. Below this, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. At the bottom, there is a navigation bar with 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The main content area shows 'My Teaching Schedule > Spring 2017 > Cornell University' with a table of classes. A green arrow points to the 'Grade Roster' icon in the first column of the table, which is highlighted with a red box. The table has columns for Class, Class Title, Enrolled Days & Times, Room, Class Dates, and two columns for 'Combined Class Roster with Photos' and 'Combined Class Roster'.

Class	Class Title	Enrolled Days & Times	Room	Class Dates	Personalize   View All   [Print]	First	1-17 of 17	Last
HIST 157-001 (1399)	History Goes to Hollywood (Lecture)	24 MoWeFr 11:15AM - 12:05PM	Mcgraw Hall 165	Jan 25, 2017- May 10, 2017	Combined Class Roster with Photos	Combined Class Roster		
PAM 2000-001 (14237)	Intermediate Microeconomics (Lecture)	71 MoWe 8:40AM - 9:55AM	M Van Rensselaer Hall 280	Jan 25, 2017- May 10, 2017	Combined Class Roster with Photos	Combined Class Roster		
PAM 2000-201 (13959)	Intermediate Microeconomics (Discussion)	35 Fr 10:10AM - 11:00AM	M Van Rensselaer Hall 151	Jan 25, 2017- May 10, 2017	Combined Class Roster with Photos	Combined Class Roster		

### Step 2: Download and Save Grade Roster as .CSV File

Click on the grade download button.

 [View FERPA Statement](#)

Spring 2017 | Regular Academic Session | Cornell University | Undergraduate

▼ **PAM 2000 - 001 (14237)** Change Class


Intermediate Microeconomics (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 8:40AM-9:55AM	M Van Rensselaer Hall 280		01/25/2017 - 05/10/2017

<b>Display Options</b> <input type="checkbox"/> Display Unassigned Roster Grade Only *Grade Roster Type <span>Final Grade</span>	<b>Grade Roster Action</b> *Approval Status <span>Not Reviewed</span> <span>Save</span>
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Download Grade Roster to File, Stand-Alone and Combined Section Classes **Grade Download**

To Upload Grade File to Roster, Please Click the Grade Upload button **Grade Upload**

Student Grade	Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Units Taken	Program and Plan	Level
Find   									

**Download the grade roster** and save it to a secure location as a .CSV (comma delimited) file. **Mac users** should use “Windows Comma Separated” .CSV format.

**If you do not see the download**, check for a pop-up blocker message from a Cornell website address. Pop-ups must be allowed for the site in order to view your download.

**Step 3: Enter Student Grades, Save Again (.CSV File)**

**Enter student grades** in the **INPUT ROSTER GRADE** column (column M). Grades must be entered in capital letters; plus/minus grades should not contain a space. Grade values must be valid for the grading basis:

<u>Grading Basis</u>	<u>Valid Grade Values</u>
AUD	V, INC
GRV	A+,A,A-,B+,B,B-,C+,C,C-,D+,D,D-,F,INC
GRL	A+,A,A-,B+,B,B-,C+,C,C-,D+,D,D-,F, H,HH,S,U,INC
SUV	S,U,INC
SUX	SX,UX,INC

Note: Grade Rosters sort in alphabetical order using preferred first name.

TERM	TERM DESCR	CLASS	CLASS NBR	STUDENT ID	NET ID	NAME	GRADING BASIS	UNITS TAKEN	STUDENT PROGRAM	STUDENT PLAN	ACADEMIC_LEVEL	INPUT ROSTER GRADE	POSTED OFFICIAL GRADE
2657	2017SP	PAM-2000-001	14237				GRV	4					
2657	2017SP	PAM-2000-001	14237				GRV	4					
2657	2017SP	PAM-2000-001	14237				GRV	4					
2657	2017SP	PAM-2000-001	14237				GRV	4					
2657	2017SP	PAM-2000-001	14237				GRV	4					
2657	2017SP	PAM-2000-001	14237				GRV	4					

Save the file, again making sure it is formatted as a .CSV (comma delimited) file. Mac users should use “Windows Comma Separated” .CSV format.

### Step 4: Upload the Grade Roster (.CSV File)

On the grade roster page in Faculty Center, click on the grade upload button to start the file upload process.

Click on the Choose File button and select your grade roster file. The file name will appear next to the Choose File button.

Click the **Upload button** after choosing the grade roster file.

**Check for Errors.** After grades are loaded, an Upload Summary will confirm the number of grades that successfully loaded. If all grades successfully uploaded, proceed to Step 5.



**Upload Summary**

**71 out of 71 grades have been successfully uploaded.**

Grades You Tried to Upload	71
Grades Processed	71

**Process Log**

Errors

None

[Return](#)

**Common Error Messages:** if you receive an error message that refers to file format: please make sure your file is saved as a .CSV file. **Mac users** should use “Windows Comma Separated” .CSV format. If you receive an error message saying “grade is invalid,” please make sure that all grades are allowable values (see Step 3, above). If you receive an error message regarding ready for review status, please contact your [college registrar’s office](#) to change the status.

## Step 5: Review Imported Grades

Click the **Return** button to go back to the grade roster page in Faculty Center after grades have uploaded successfully.

Cornell University

Upload Summary

71 out of 71 grades have been successfully uploaded.

Grades You Tried to Upload	71
Grades Processed	71

Process Log

Errors

None

Return

**Review your grades on the grade roster(s)** and make any necessary changes. If your grade roster is in “ready for review” status, you will not be able to make changes. Please contact your [college registrar’s office](#) to change the roster status if edits need to be made on a roster in “ready for review” status. **Do NOT change the approval status of the roster.**

**To review and confirm that the grades imported successfully** click on the grade download button again. Successfully imported/entered grades will populate in the “INPUT ROSTER GRADE” column (column M). Grades will appear in the “POSTED OFFICIAL GRADE” column only after grades have been posted by the University Registrar’s office.

Download Grade Roster to File, Stand-Alone and Combined Section Classes

Grade Download

To Upload Grade File to Roster, Please Click the Grade Upload button

Grade Upload

Student Grade

Find | 21

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Units Taken	Program and Plan	Level
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**Click the Save button** at the bottom of the grade roster to preserve any changes. Saving will not change the status to “ready for review,” changes may still be made after saving. **If no further changes are required, you have completed the grade upload process.** Grades will not show in student center or in the “official grade” column until posted by the University Registrar’s office.

Select All

Clear All

Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students

Notify All Students

Save