

# Grade Upload Feature in Faculty Center

If this is the first-time uploading grades, please follow [Section A](#); if users are trying to enter more grades to an existing partially graded roster, please follow [Section B](#).

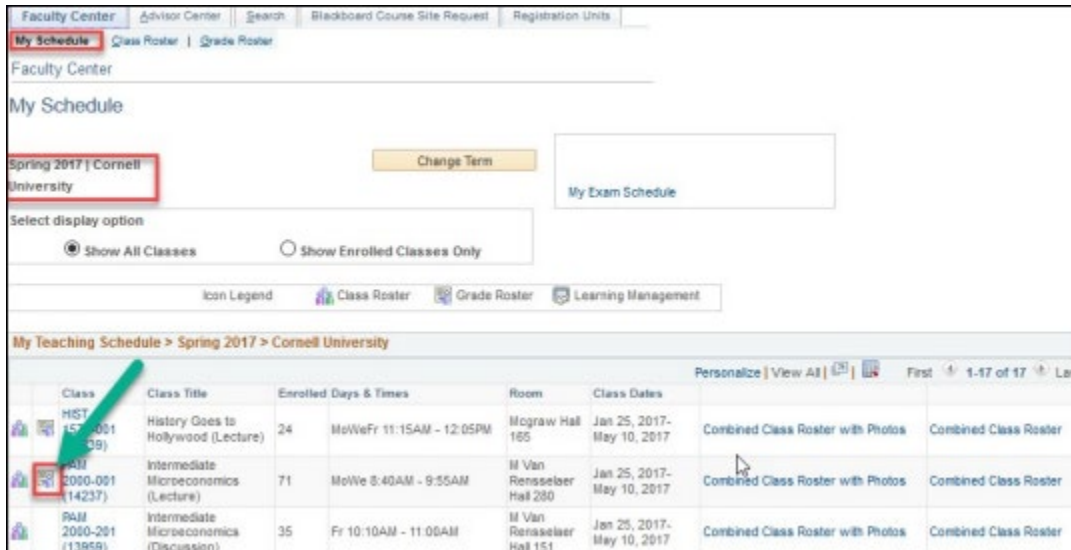
## Section A: Using the Grade Upload Feature in Faculty Center

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 (cross lists 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

Login 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 this, there are sub-tabs: My Schedule (highlighted with a red box), Class Roster, and Grade Roster. The main content area shows 'My Schedule' for 'Spring 2017 | Cornell University'. There is a 'Change Term' button and a 'My Exam Schedule' button. Below that, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. A navigation bar contains 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The main section is titled 'My Teaching Schedule > Spring 2017 > Cornell University'. It features a table with columns: Class, Class Title, Enrolled Days & Times, Room, Class Dates, and two links for 'Combined Class Roster with Photos' and 'Combined Class Roster'. A green arrow points to the 'Grade Roster' icon in the first row of the table.

Class	Class Title	Enrolled Days & Times	Room	Class Dates	Personalize	View All	First	1-17 of 17	Last
HIST 1570-001 (39)	History Goes to Hollywood (Lecture)	24	MoWeFr 11:15AM - 12:05PM	Mograw Hall 165	Jan 25, 2017- May 10, 2017	Combined Class Roster with Photos	Combined Class Roster		
9AM 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		
9AM 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.

Faculty Center | Advisor Center | Search | Blackboard Course Site Request | Registration Units

My Schedule | Class Roster | **Grade Roster**

Grade Roster

[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

Display Options

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: Not Reviewed [Save](#)

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](#)

Find

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

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

#### Grading Basis

AUD  
GRV  
GRL  
SUV  
SUX

#### Valid Grade Values

V, INC  
A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, INC  
A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, H, HH, S, U, INC  
S, U, INC  
SX, UX, INC

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

TERM	FERM 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
2057	2017SP	PAM-2000-001	14237				GRV	4					
2057	2017SP	PAM-2000-001	14237				GRV	4					
2057	2017SP	PAM-2000-001	14237				GRV	4					
2057	2017SP	PAM-2000-001	14237				GRV	4					
2057	2017SP	PAM-2000-001	14237				GRV	4					
2057	2017SP	PAM-2000-001	14237				GRV	4					
2057	2017SP	PAM-2000-001	14237				GRV	4					

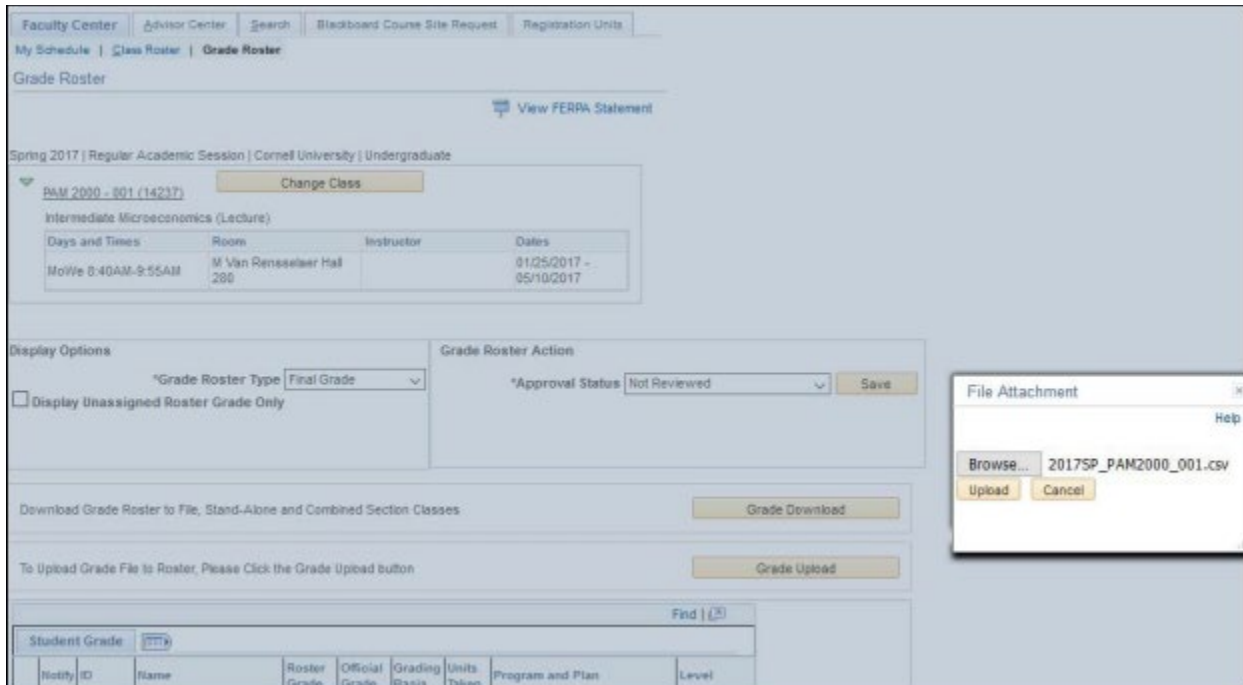
Save the file, again making sure it is formatted as a CSV (comma delimited) file. Mac users should use “Windows Comma Separated” CSV format.

#### 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.

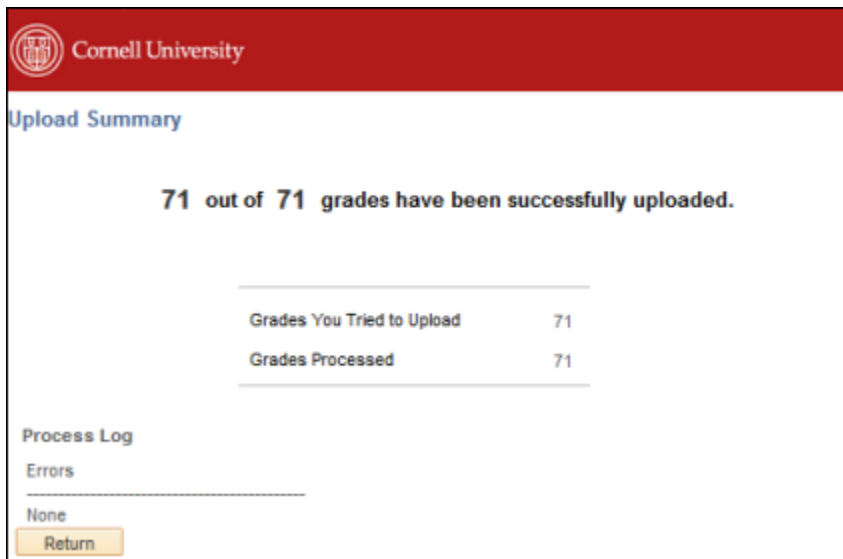
The screenshot shows the Faculty Center interface for the Grade Roster page. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, Blackboard Course Site Request, and Registration Units. Below these are links for My Schedule, Class Roster, and Grade Roster. The main content area displays course information for Spring 2017 | Regular Academic Session | Cornell University | Undergraduate. The selected class is PAM 2000 - 001 (14237), Intermediate Microeconomics (Lecture). A table shows the class schedule: MoWe 8:40AM-9:55AM in M Van Rensselaer Hall 280, with dates from 01/25/2017 to 05/10/2017. Below the course info, there are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' section has a dropdown for '\*Approval Status' set to 'Not Reviewed' and a 'Save' button. At the bottom right, there are two buttons: 'Grade Download' and 'Grade Upload'. The 'Grade Upload' button is highlighted with a red box, and a green arrow points to it from the right. Below the buttons is a search bar with 'Find | [magnifying glass icon]'. At the bottom, there is a table header for 'Student Grade' with columns: Notify, ID, Name, Roster Grade, Official Grade, Grading Basis, Units Taken, Program and Plan, and Level.

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.

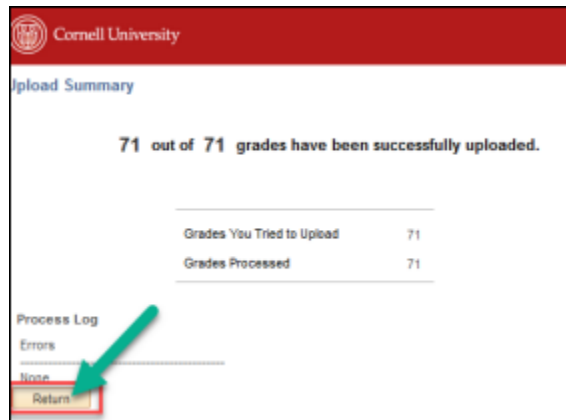


**Common Error Messages:** if you receive an error message that refers to file format: please make sure your file is saved as a CSV file. **Mac users** should use “Windows Comma Separated” or “MS-DOS Comma Separated” CSV format. If you receive an error message saying “grade is invalid,” please make sure 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.

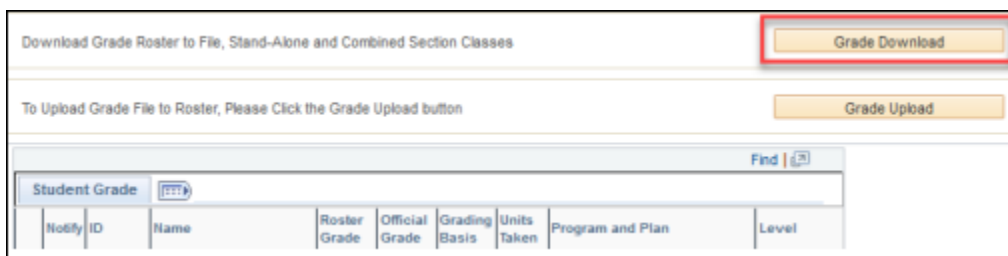
### Step 5: Review Imported Grades

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

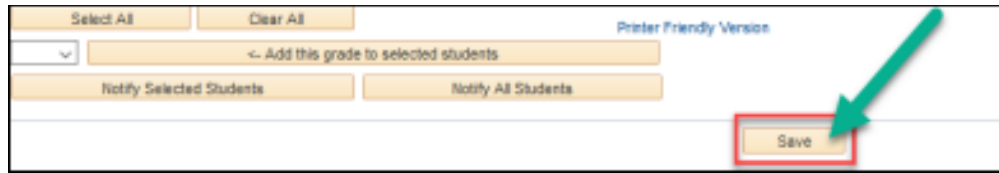


**Review your grades on the grade roster(s)** and make any necessary changes. If your grade roster is in “ready for review” status, you will not be able to make changes. Please contact your [college registrar's office](#) to change the roster status if edits need to be made on a roster in “ready for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



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.



## Section B: Grade Roster Partially Updated

### *What to do if grades already exist?*

If users have already done an upload and the roster hasn't been posted yet, users can do another upload and the grade will change. Once it's posted, existing grades stay the same. Students with no grades posted yet can continue to be uploaded on a partial basis.

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 (cross lists and co-meets) as well as stand-alone classes.

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

### Step 1: Enter Student Grades, Save Again (CSV File)

**Download roster to Excel and 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

Grades in the **INPUT ROSTER GRADE** column (column M) can only be changed, if grades haven't been officially posted in **POSTED OFFICIAL GRADE** (column N). If grades already exist in column N then those students cannot have their grade adjusted, only those with grades in column M.

### **CHANGE GRADES ACCEPTED**

Grades will only be accepted to change if they are displayed in the **INPUT ROSTER GRADE** (column M). In this column grades can be changed from their original grade placed here or students with no grades yet can have their grades entered for the first-time.

The RED BOX can have grades be changed to another grade.  
 The BLUE BOX can have grades entered for the first-time.

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

TERM	TERM DES	CLASS	CLASS NBI	STUDENT	NET ID	NAME	GRADING	UNITS TAKEN	STUDENT	STUDENT	ACADEMIC	INPUT ROSTER GRADE	POSTED OFFICIAL GRADE
2797	2021FA	ECON-111	4062				GRV	3				A+	
2797	2021FA	ECON-111	4062				GRV	3				A	
2797	2021FA	ECON-111	4062				GRV	3				A-	
2797	2021FA	ECON-111	4062				GRV	3				B+	
2797	2021FA	ECON-111	4062				GRV	3				B	
2797	2021FA	ECON-111	4062				GRV	3				B-	
2797	2021FA	ECON-111	4062				GRV	3				C+	
2797	2021FA	ECON-111	4062				GRV	3				C	
2797	2021FA	ECON-111	4062				GRV	3				C-	
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					

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

The screenshot shows the Faculty Center interface for a grade roster. At the top, there are navigation tabs: Faculty Center, Advisor Center, Search, Blackboard Course Site Request, and Registration Units. Below these are links for My Schedule, Class Roster, and Grade Roster. The main content area shows details for a class: PAM 2000 - 001 (14237), Intermediate Microeconomics (Lecture), with a table for Days and Times, Room, Instructor, and Dates. Below this are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' section includes a dropdown for 'Approval Status' set to 'Not Reviewed' and a 'Save' button. At the bottom of the main content area, there are two buttons: 'Grade Download' and 'Grade Upload'. The 'Grade Upload' button is highlighted with a red box and a green arrow. Below the main content area is a search bar and a table header for the grade roster.

The screenshot shows the Cornell University Upload Summary page. At the top, there is the Cornell University logo and name. Below that is the heading 'Upload Summary'. The main message reads: '71 out of 71 grades have been successfully uploaded.' Below this message is a table with two rows: 'Grades You Tried to Upload' with a value of 71, and 'Grades Processed' with a value of 71. At the bottom of the page, there is a 'Process Log' section with a dropdown menu showing 'None' and a 'Return' button. The 'Return' button is highlighted with a red box and a green arrow.



**CHANGE GRADES DENIED:**

If grades are displayed in POSTED OFFICIAL GRADE (column N), these student's grades **CANNOT** be changed. If users attempt to add grades to this column, grades will be errored out and not accepted.

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

TERM	TERM DES	CLASS	CLASS NBI	STUDENT	NET ID	NAME	GRADING	UNITS TAKEN	STUDENT	STUDENT	ACADEMIC	INPUT ROSTER GRADE	POSTED OFFICIAL GRADE
2797	2021FA	ECON-111	4062				GRV	3				A+	A+
2797	2021FA	ECON-111	4062				GRV	3				A	A
2797	2021FA	ECON-111	4062				GRV	3				A-	A-
2797	2021FA	ECON-111	4062				GRV	3				B+	B+
2797	2021FA	ECON-111	4062				GRV	3				B	B
2797	2021FA	ECON-111	4062				GRV	3				B-	B-
2797	2021FA	ECON-111	4062				GRV	3				C+	C+
2797	2021FA	ECON-111	4062				GRV	3				C	C
2797	2021FA	ECON-111	4062				GRV	3				C-	C-
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3					
2797	2021FA	ECON-111	4062				GRV	3				A-	A-
2797	2021FA	ECON-111	4062				GRV	3				B+	B+
2797	2021FA	ECON-111	4062				GRV	3				A-	A-
2797	2021FA	ECON-111	4062				RTR	3					W

Faculty Center | Advisor Center | Search | Blackboard Course Site Request | Registration Units

My Schedule | Class Roster | **Grade Roster**

Grade Roster

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

Display Options: \*Grade Roster Type: Final Grade (v)  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed (v) [Save](#)

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](#)

Find |

Student Grade	Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Units Taken	Program and Plan	Level
<input type="text"/>									

Grades You Tried to Upload	454
Grades Processed	12

Process Log

**Errors**

Row 11 - "2797,2021FA,ECON-1110-001,4062, [REDACTED],GRV,3, [REDACTED] GRADE value is invalid, column 10

Row 12 - "2797,2021FA,ECON-1110-001,4062, [REDACTED],GRV,3, [REDACTED] GRADE value is invalid, column 10

Row 13 - "2797,2021FA,ECON-1110-001,4062, [REDACTED],GRV,3, [REDACTED] GRADE value is invalid, column 10