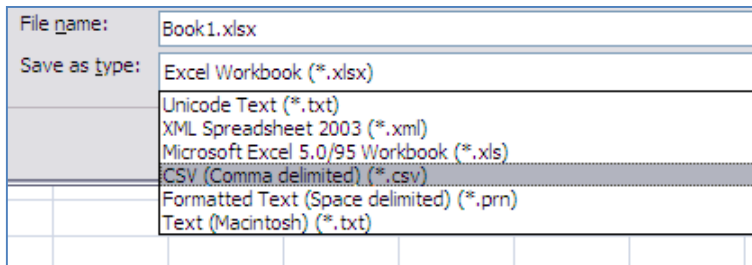


Instructions for Importing Grades on Grade Roster for WINDOWS

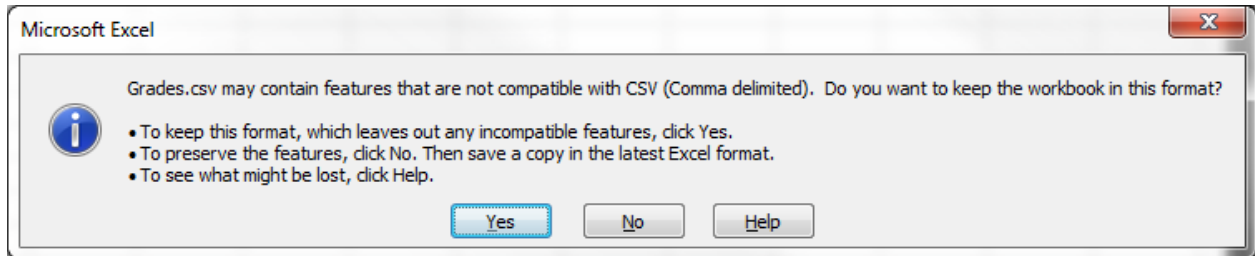
Please read entire instructions the first time before proceeding through this process.

Instructors can maintain grade book data in any manner they choose. The import process requires that a copy of the file should be created with only the following requirements.

- Column A must contain the student's ID with or without the W.
- Column B must contain the appropriate alpha grade to award.
- Only 'alpha' grades are allowed. The plus/minus (+/-) for graduate courses must be entered after the import.
- Remove any other data in other columns.
- Remove the headings on Line 1.
- The file must be **SAVED AS Comma delimited file (*.csv) (MS-DOS)**



When saving an excel file as a .csv file, users may get an error message similar to the one below. If so, click YES.



Once the grade information is ready and saved as *.csv file, you can begin the import process within SOAR.

EXAMPLE OF A .CSV FILE


	A	B
1	123456	A
2	234567	WP

Note: The headings must be removed as well.

1. Go to the Grade Roster panel > Faculty Center > My Schedule >
2. Select the appropriate term or change to the appropriate term.

Summer 2011-2012 | Univ of Southern Mississippi [change term](#)

3. Select the appropriate grade roster icon for the appropriate class to enter grades.

My Teaching Schedule > Summer 2011-2012 > Univ of Southern Mississippi							
Class	Class Title	Enrolled	Days & Times	Room	Class Dates	Approval Status	
 HIS 101-H001	World Civ I (Lecture)	34	MoWeFr 8:00AM - 9:30AM	LAB 101	May 29, 2012- Jun 26, 2012	NOT REVIEWED	

4. Select the appropriate grade roster type. This can be used for mid-term or final grades.

Display Options:

*Grade Roster Type: Final Grade ▼

Display Unassigned Roster Grade Only

[import grades](#) ←

Student Grade	Requirement Designation			
ID	Name	Roster Grade	Official Grade	

5. Click the Import Grade Button.

FILE REQUIREMENTS TO IMPORT GRADE ROSTER

1. File must be in a Comma Delimited file (*.csv).
2. Delete the headings on the import file.
3. Each student must have the emplid and a grade to import properly.
4. List the student ID in Column A.
5. List the appropriate alpha(letter) grade in Column B.
6. Delete all other columns.
7. Save the import file as a Comma Delimited (*.csv) file.
8. Save your import file to your desktop so you can locate it easily for import.
9. Review the Grade Import Email that is sent to USM email for any errors.
10. Adjust any upload errors, Save, and Approve final grade roster

Browse...

Upload Cancel

6. Click the Browse button to take you to your computer where you have ALREADY saved your grade book file as a *.csv file.

ments and Settings\Debby Hill\Desktop\testing it 3.csv

Browse...

Upload Cancel

7. Click UPLOAD.

- The process will take you back to your Faculty Center grade roster page and show the grades. You may have to change the Grade Roster Type back to view FINAL GRADES.

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status Not Reviewed save

import grades

Student Grade	Requirement Designation						
ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	
<input type="checkbox"/>	1	A		GRD	Mathematics - Mathematics BS	Sophomore	
<input type="checkbox"/>	2	WP		WD	Forensics - Forensics (Biological Sci) BS	Freshman	
<input type="checkbox"/>	3			GRD	Economic & Workforce Devl - Applied Technology BS	Junior	
<input type="checkbox"/>	4	WF		WD	Music - Mus (Perform-Wind Instrumnt)BM	Senior	
<input type="checkbox"/>	5	B		GRD	Nursing - Pre-Nursing BSN/Dance Minor	Sophomore	
<input type="checkbox"/>	6	A		GRD	Forensics - Forensics (Chem/Biochem) BS	Sophomore	
<input type="checkbox"/>	7	D		GRD	Forensics - Forensics (Chem/Biochem) BS	Freshman	
<input type="checkbox"/>	8			GRD	Business Admin BSBA - Bus Adm (Entrepreneur) BSBA	Sophomore	
<input type="checkbox"/>	9	F		GRD	Political Sci, Intl Devl, I.A. - Political Science BA/Hospitality Management Minor	Junior	

- An email is also sent from gradeentrysupport@usm.edu to the Instructor's USM email account. Instructors may need to check the JUNK/SPAM folder in case the email was filtered automatically.

- The email will indicate the type of error received.

From: gradeentrysupport@usm.edu Sent: Mon 6/18/2012 10:22
 To: Debby Hill
 Cc:
 Subject: Grade Import Report: 2012-06-18 22:21Term: 4128, HIS 101, Class number: 2137

EMPLID	NAME	REASON
8		Wrong grade value WP for the GRD scheme
8		Wrong grade value E for the GRD scheme
8		Wrong grade value G for the GRD scheme
8		Wrong grade value P for the GRD scheme
8		Official Grade previously recorded
8		Wrong grade value S9 for the GRD scheme
6		Wrong grade value E for the GRD scheme
6		Wrong grade value 45 for the GRD scheme
5		Wrong grade value S for the GRD scheme
5		Official Grade previously recorded
7		Not enrolled in class

The grade import file uploaded. If there are no errors shown in the table above, all grades were uploaded. If there are errors shown in the table above, please correct the errors on the file and re-upload OR correct the students' grades on the grade roster page individually. You must go back to the final grade roster to verify the appropriate grades and change the Grade Roster Status to APPROVED once all grades are accurate. Email gradeentrysupport@usm.edu if you need assistance.

- Changes can be made by using the drop down OR correcting the .csv file and uploading again.
- Once all grades have been entered, change the Approval Status at the top to 'Approved' and SAVE.

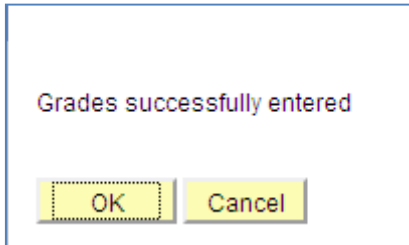
Grade Roster Action:

*Approval Status Approved save

[Request Grade Change](#)

import grades

13. After the SAVE, instructors receive a 'Grades entered successfully' note.



For any issues, please email gradeentrysupport@usm.edu with errors and instructor contact information to troubleshoot.