Document Title: Grade Roster Upload Process
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Upload grades into PeopleSoft

The grade upload process in PeopleSoft permits instructors:

> to use an existing CSV file **or** create a CSV file in PeopleSoft.

The instructions below begin with creating a CSV file in PeopleSoft to upload grades.

If you are using an existing CSV file start at .

1. From the MyCoyote Portal navigate to **Faculty Center**. The Faculty Center My Schedule page displays.

Faculty Center

My Schedule

Summer 2015 | CSU San Bernardino   change term   My Exam Schedule

Select display option: ⦿ Show All Classes   ◯ Show Enrolled Classes Only

| Icon Legend: | 👥 Class Roster | 📝 Grade Roster | 🖥 Learning Management | 🧩 Class Permissions |

My Teaching Schedule > Summer 2015 > CSU San Bernardino

View All | 🔗 | 📅   First ◀ 1-2 of 2 ▶ Last

		Class	Class Title	Enrolled	Days & Times	Room	Class Dates
👥	📝	ACCT 211-03 (60958)	INTRO ACCT I (Lecture)	32	TuTh 1:00PM - 4:50PM	College of Education 108	Jun 24, 2015- Jul 30, 2015
👥	📝	ACCT 347-01 (60220)	MGMT ACCT & DECISION MAKING (Lecture)	30	MoWe 1:00PM - 4:50PM	Jack Brown Hall 144	Jun 24, 2015- Jul 30, 2015

View Weekly Teaching Schedule   Go to top

2. Select the Class or the Grade Roster Icon. The Grade Roster Icon is typically not available until grade rosters have been generated by the Office of the Registrar.

3. After selecting the **Class Roster** icon then select the Excel download icon located on the right of the top navigation bar (Pop-ups must be enabled).

4. After selecting the **Grade Roster** icon select the Download link on the bottom left of the page to create an Excel spreadsheet.

5. Sample of the **Grade Roster** Excel file is displayed below. Spreadsheet includes ID, Last Name, First Name, Roster Grade, Official Grade and Academic Career fields.

	A	B	C	D	E	F
1	ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career
2	4268380	Aaujnwuj	Tuuu	✛		Undergraduate
3	4246358	Ainua	Anwtn			Undergraduate
4	4332353	Aneentu	Eanntw			Undergraduate
5	4516979	Atwtuvinuto	Initeoaanui			Undergraduate
6	3507152	Eitoniudui	Eaunwt			Undergraduate
7	3978350	Eiuuuud	Gntu			Undergraduate
8	4400317	Ennn	Gnennu			Undergraduate
9	4276245	Enuotwwnuue	Itutd			Undergraduate
10	4320770	Fvnvontu	Fvtnwinneuu			Undergraduate
11	5072726	Fweittnu	Eanniiut			Undergraduate
12	5099155	Fwenintwui	Aini			Undergraduate
13	4788624	Fwenuntt	Ininv			Undergraduate
14	5060506	Fwenvot	Mnduj			Undergraduate
15	4774639	Fwfnnonut	Fwt			Undergraduate
16	4509452	Fwindue	Gnnwtt			Undergraduate

ps ⊕

ⓘ **Note: If the Class Roster is used, a column for the grade must be inserted.**

6. Assign the **roster grade** for each student.

- If the grade appears differently from the roster grade, it will get translated on the students' academic record as the official grade.
- The grade you are assigning must be in the grading basis for the class in which you are grading. If the roster grade is not available in the grading basis, when you upload your grades, the grade will error out and that student will not be graded through this process.
- If you have already assigned a grade to the student in the grade roster prior to the grade upload process, the grade will error out. The grade assigned in the excel spreadsheet does NOT override a grade that has been assigned previously in the grade roster.

7. After the grading has been completed in the excel spreadsheet, save the information on your computer.
- The file must be saved in a comma delimited (or CSV) file.

While saving, you are prompted with a warning that some of the features may be lost if it is saved as a comma delimited file. Continue with the Save.

Upload the Grades from the Excel Spreadsheet

Navigation: Faculty Center>Grade Roster

1. After selecting the PS Grade Roster icon, the Grade Roster page displays. Select the **Import Grades from File** link to begin the upload process.

Mtnut Jtn

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

Summer 2015 | Six Week - First | CSU San Bernardino | Undergraduate

▽ **ACCT 347 - 01 (60220)** change class

Management Accounting and Decision (Lecture)

Days and Times	**Room**	**Instructor**	**Dates**
MoWe 1:00PM-4:50PM	Jack Brown Hall 144	Mtnut Jtn	06/24/2015 - 07/30/2015

Display Options:

*Grade Roster Type   [Final Grade ▽]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   [Not Reviewed ▽]   save

Import Grades from File

Student Grade

2. The Grade Import Instruction page is displayed. Select **Next** to continue importing the existing Excel spreadsheet file.

Grade Import - Instructions

Term   2156

Class Nbr   60220   ACCT 347 - 01

MGMT ACCT & DECISION MAKING

①—②—③

Return to Grade Roster

Next

3. Complete steps 1 and 2 below to select your File.

Step 1: Select **Comma** from the drop down. (The Excel spreadsheet was saved as a comma delimited or CSV file).

Step 2: Navigate and select the Excel file to load by selecting **Get File**.

4. The file attachment dialog box displays. Select **Browse** to attach the Excel file.
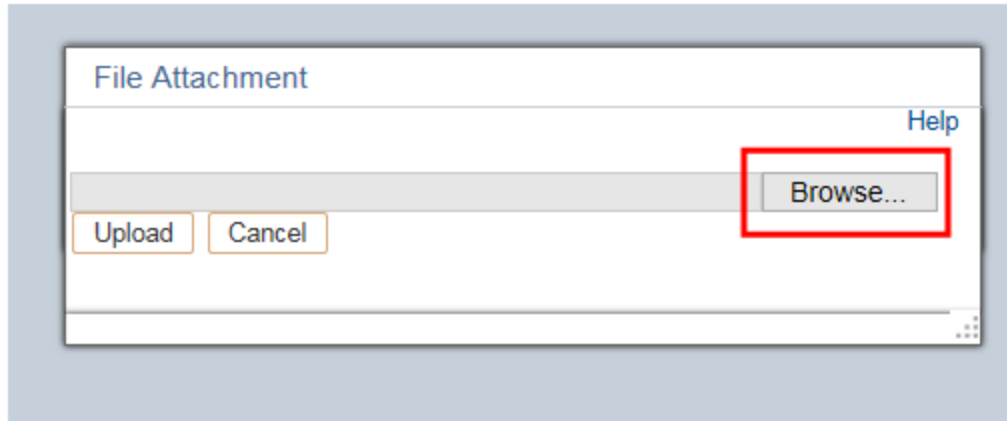
5. Once the Excel file is attached, select **<u>Upload</u>** to import the Excel file.

6. After uploading, use the dropdown option under Column Mapping field to the right to **Map** (1) **ID with Student ID** and (4) **Roster Grade with Grade.**

7. Confirm that the Column Mapping is correct by selecting **Next**.

8. Review that the information is correct and select **Submit** to finish importing the Excel Grade Roster from file.

Grade Import - Grades

Term 2156

Class Nbr 60220 ACCT 347 - 01

MGMT ACCT & DECISION MAKING

① — ② — ③
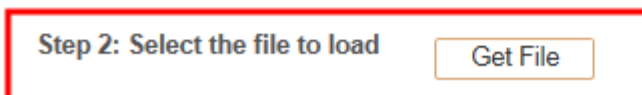
Return to Grade Roster

Previous

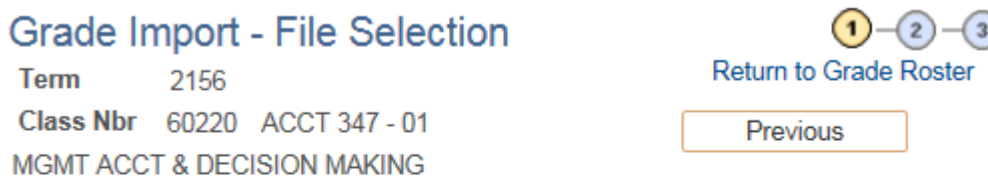Submit

	Student ID	Grade	Error Message
1	00	A	
2	00	A	
3	00	A	

Personalize | Find | View All | 🔲 | ⊞ First ◄ 1-30 of 30 ► Last

ℹ **Note: Any errors will be marked in red.**

9. Select **Return to the Grade Roster** to confirm the grades were assigned.

In addition, if errors appear, fix all errors in the fields from the previous page that now appear blank.

    A. An error message will display if a grade was not successfully uploaded. Common reason(s) that prompt an message(s) include:
        1. Grades which were not in the grading basis for the class.
        2. A grade was already assigned.

If no Incomplete Grade is assigned go to Step 10.

    If an Incomplete Grade was assigned, this will trigger you to add an incomplete contract for the student.
        1. The incomplete contract is the agreement between the faculty member and the student regarding what needs to be completed to complete the incomplete.
        2. Select the **Add** link.
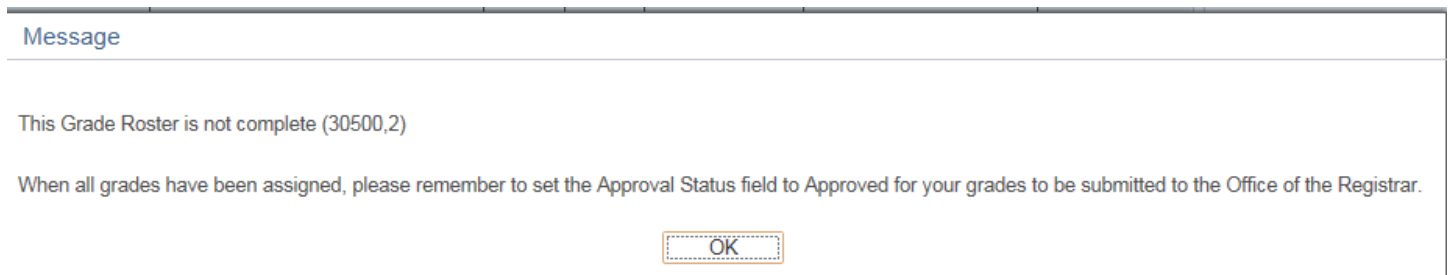   3. Enter the reason for the incomplete.

4. Indicate the grade that will be assigned to the student if they do not complete the work required.

5. The deadline to complete the incomplete **defaults** to one year later. Change if the date is sooner.

6. Enter the work required to complete the incomplete.

7. Select **Apply**.

8. Select **OK**.

9. Remind students to go navigate to their MyCoyote Student Center to accept their incomplete contract. **Otherwise, there will be a hold placed on their records.**

10. The add link will change to update. This indicates that the incomplete contract has been created.

B. "WU" or withdraw unofficial grades require faculty to indicate the date of the student's last day of attendance.

1. Enter the student's last day of attendance.

10. Select the **Save** button on the bottom right of the page to confirm the upload. This is a precaution to ensure data is ready for Approval. Saving often is a good practice.

Select All Clear All	Printer Friendly Version
[▾] <- add this grade to selected students	
notify selected students notify all students	

SAVE

A message should display that the grade roster is not complete until the status has been changed from Not Reviewed to Approved (see below).

Select **OK and complete Step 11 to upload successfully.**

Message

This Grade Roster is not complete (30500,2)

When all grades have been assigned, please remember to set the Approval Status field to Approved for your grades to be submitted to the Office of the Registrar.

OK

11. Once the course grades are reviewed and finalized, change **Approval Status** from **Not Reviewed** to **Approved**.

12. Select **Save**.

MoWe 1:00PM-4:50PM	Jack Brown Hall 144	Mtnut Jtn	06/24/2015 - 07/30/2015

Display Options:

*Grade Roster Type   [Final Grade ▾]

☐ Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status   [Not Reviewed ▾]   [save]

Import Grades from File

Student Grade [⊞▸]

	ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career	WU Last Date Attendance

A congratulatory message stating grades have been successfully posted will display. The final grade posting process will be completed in the Office of the Registrar.

Message

Congratulations! You have successfully completed grading this class. (30500,1)

The grades for this class have been submitted to the Office of the Registrar and will be posted within 24 business hours. Once grades are posted, all changes require a Change of Grade Request. Please contact the Office of the Registrar at 909-537-5200, option 2, with any questions.

[OK]

Grade Upload Quick Reference Steps

1. From the MyCoyote Portal navigate to Faculty Center. Select the Class or the Grade Roster Icon. The Grade Roster Icon is typically not available until grade rosters have been generated by the Office of the Registrar.

Use PeopleSoft to create Excel file.

2. Select the Excel download icon (Pop-ups must be enabled). After selecting the Grade Roster icon select the Download link on the bottom left of the page to create an Excel spreadsheet.

3. Assign the roster grade for each student.

4. After the grading has been completed in the excel spreadsheet, **save the information** on your computer. **The file must be saved in a comma delimited (CSV) file.**

Upload the Grades from an Excel Spreadsheet

1. After selecting the PS Grade Roster icon, the Grade Roster page displays. Select the Import Grades from File link to begin the upload process.

2. Select Next to continue importing the existing Excel spreadsheet file.

3. Select Comma from the drop down. (The Excel spreadsheet was saved as a comma delimited or CSV file).

4. Navigate and select the Excel file to load by selecting Get File.

5. The file attachment dialog box displays. Select Browse to attach the Excel file.

6. Once the Excel file is attached, select Upload to import the Excel file.

7. After uploading. Use the dropdown option under Column Mapping field to the right to Map (1) ID with Student ID and (4) Roster Grade with Grade.

8. Confirm that the Column Mapping is correct by selecting Next.

9. Review that the information is correct and select Submit to finish importing the Excel Grade Roster from file.

If an Incomplete Grade was assigned, an Incomplete Contract for the student must be completed. Return to page 8 of guide to follow the required steps.

10. Select the Save button on the bottom right of the page to confirm the upload. This is a precaution to ensure data is ready for Approval. Saving often is a good practice.

   A message should display that the grade roster is not complete until the status has been changed from Not Reviewed to Approved.

11. Select OK.

12. Once the course grades are reviewed and finalized, change Approval Status from Not Reviewed to Approved.

13. Select Save.

A congratulatory message stating grades have been successfully posted will display. The final grade posting process will be completed in the Office of the Registrar.

Icon Key

=Specific Notes/Business Rules　　　　=Reminders　　　= Important info

Date	By	Action	Pages
11/04/15	Melissa Cobb	Original Document	All
11/30/15	ITS Training Support	Update - ADA Compliance	All