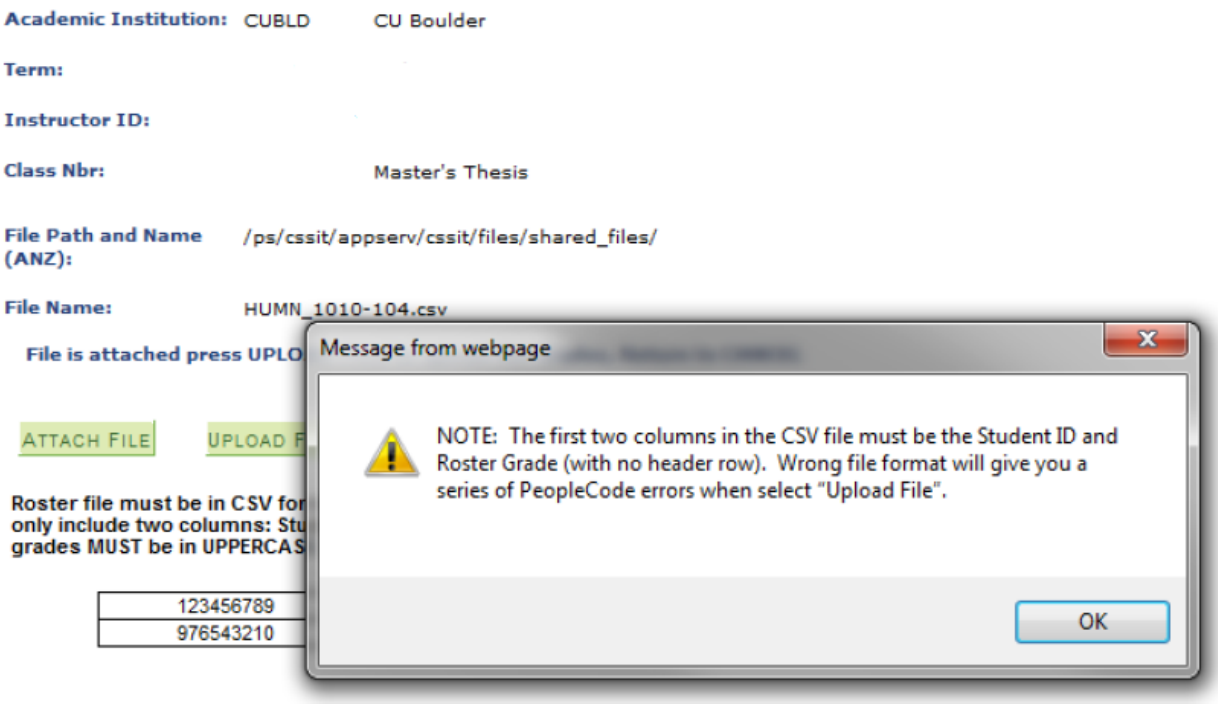
.CSV file format

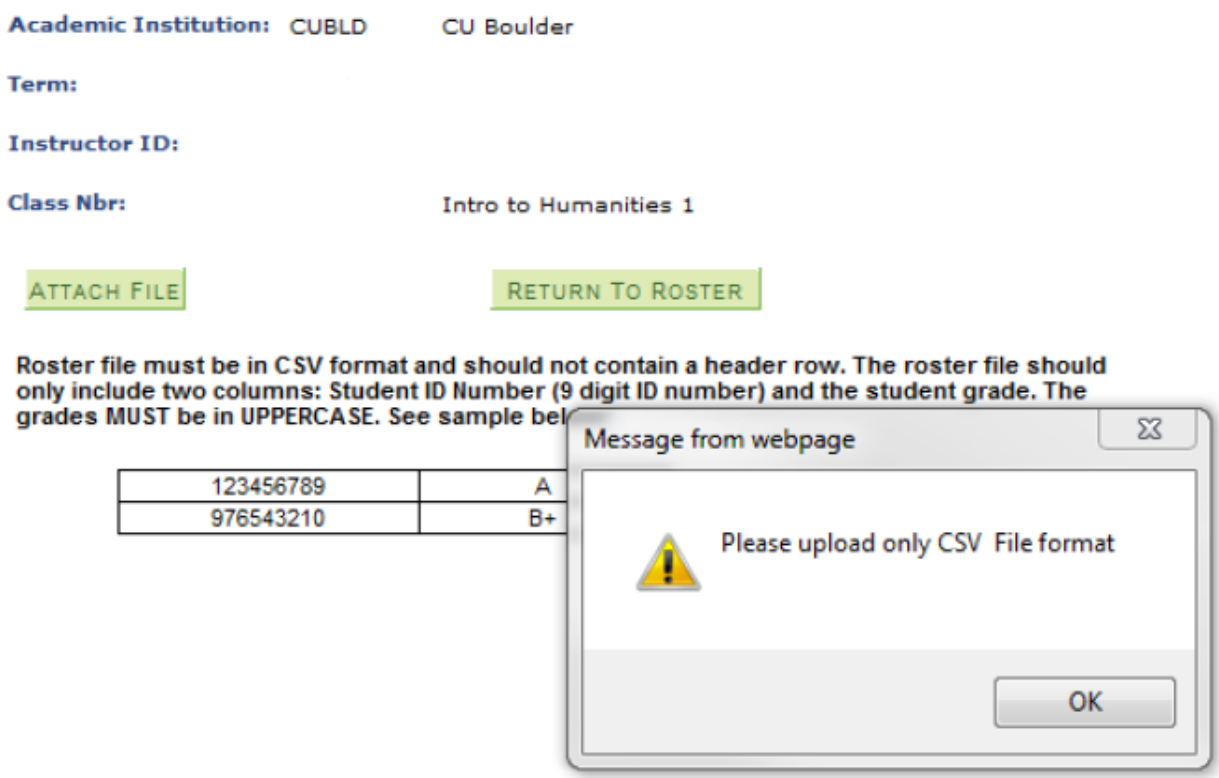
- The first column in the file must be the student ID and the second column must be the grade (there can be additional info in other columns but that will be ignored)*

123456789	A
976543210	B+

- The file cannot contain a header row
- If the columns in the file are not formatted as indicated above, user will get a series of PeopleCode errors when they attempt to upload the file and it will not load successfully. NOTE: After a user attaches a .CSV file, they'll get the following message as a warning of what will happen if the columns in the file are not in the correct format. ALL users are presented with
- this warning message, even if the file is correctly formatted.

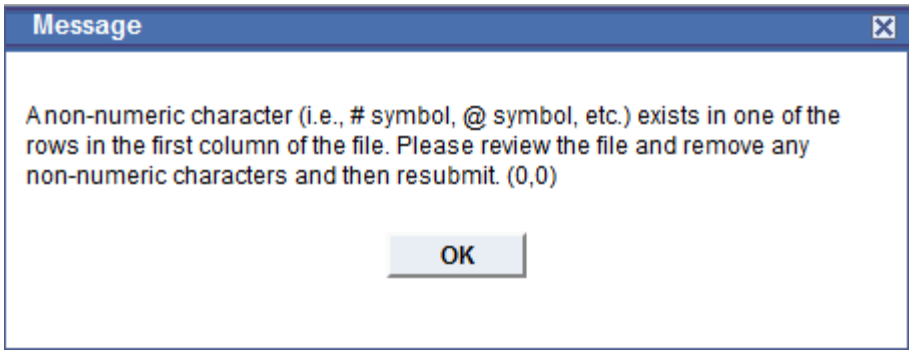


- The file must be a ..CSV file....if the user tries to attach an Excel document for example, they'll get the error message below.



Other particulars about the .CSV file

- Student IDs do not have to be in the same order as the IDs on the roster
- Student IDs cannot include dashes, i.e., they can't be 000-00-0000*
- Grades must be in upper case*
- Whatever grade/value is uploaded in the file (included blank values) will overwrite any grade values already entered in the roster. (But of course the file must contain valid grade values.)
- Invalid grade values in the upload will error out and be listed as such. Examples of errors:
  - attempt to assign an invalid grade (like a W or a Z grade); can only assign grades associated with the grading basis on the class; this will result in a blank grade being uploaded for the student
  - attempt to assign grade to a student enrolled for no credit
  - attempt to assign grade to a student with a W grade (student has withdrawn from the class)
  - grade in the file is lower case (i.e., c+); this will result in a blank grade being uploaded for the student
  - student in the file is not enrolled in the class
  - student is listed in the file more than once…the grade value (even if blank) that's associated with the first listing of the student ID in the file is the one that will be uploaded, the subsequent listing of the student (and that grade value) will error out
- A non-numeric character (i.e. # symbol) in the first column of the file will produce the following error message which will prevent you from uploading the grades.



Miscellaneous

- User will get an e-mail each time they upload a file with details about any failed records as well as records that successfully had a grade uploaded
- Users can only upload grades when the roster approval status is in Not Reviewed
- Users cannot use web grading after final grading deadline