

Faculty Web Grading

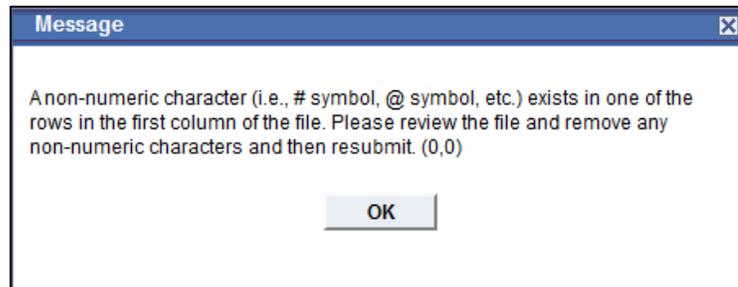
CSV File Format Requirements & Upload Instructions

CSV File Format Requirements

- The file cannot contain a header row.
- Grades must be in uppercase.
- The first column in the file must be the student ID and the second column must be the letter grade in all caps, as in the example below:

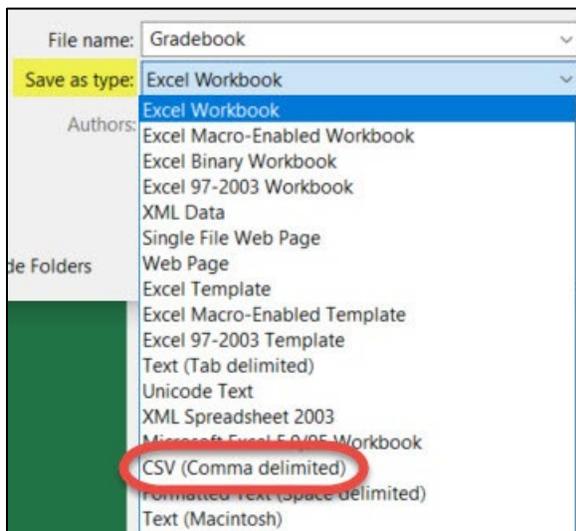
123456789	A
976543210	B+

- Student IDs can be in any order but must not include dashes or # signs or any other characters. A non-numeric character in the first column of the file causes the upload to fail and produces the following error message:



Uploading a CSV File

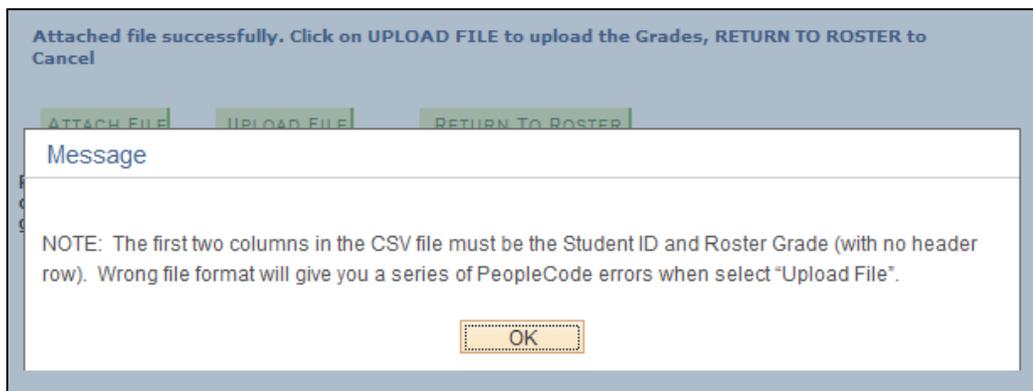
- Be sure to use the correct CSV formatting for your operating system; attempting to upload an Excel document or other CSV type will fail.
 - **PC users:** Go to **File, Save As** and change the file type to **CSV (Comma delimited)**.



- **Mac users:** Go to **File, Save As**, then choose one of these file types from the drop-down list of options: **Comma Separated Values (.csv)**, **MS-DOS Comma Separated (.csv)** or **Windows Comma Separated (.csv)**.
- Grades can only be uploaded when the roster approval status is **Not Reviewed**.
- The grade uploaded in the file (including blank values) will overwrite any grades already entered in the roster for the corresponding SID.
- After each upload, information about any failed records as well as successfully uploaded records will display on the screen.
- After grades are posted, the roster is considered finalized and is therefore locked in web grading. Faculty must submit any grade changes by contacting their department to submit a Change of Record Form for each inaccurate grade.

Errors and Warning Messages

- If the columns in the file are not formatted as indicated above, a series of errors will appear during the file upload and the upload will fail.
- ALL users see a warning message, even if the file is correctly formatted. It is not an error message, just a reminder of how to format the file:



- A blank grade is uploaded if the file contains one of the following errors:
 - The grade letter is invalid (e.g., W or Z). Only grades associated with the grading basis for the class can be uploaded.
 - The student is enrolled for no credit.
 - The student has already been assigned a W grade (i.e., the student withdrew from the class).
 - The grade letter is lowercase (e.g., c+).
 - The student is not enrolled in the class or their SID contains a typo.
 - An SID appears more than once. The grade value associated with the first instance of the SID in the file is uploaded, even if it's blank. Subsequent instances of that SID create an error and remain blank.