

To upload grades from an Excel file, select the **'Upload Grades'** button on the grade roster page.

Grade Roster

Spring 2011 UC Denver | Regular Semester (Den) | CU Denver | Undergraduate

▼ **CRJU 4042 - 001 (27930)** [change class](#)

Corrections (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 2:00PM-3:15PM	NORTH 1511	[REDACTED]	01/18/2011 - 05/14/2011

Instructor Grade Access: Approve Grades

Display Options:

Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only (Press Save before checking this box)

Grade Roster Action: [Grading Information/Deadline](#)

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

(To change the Approval Status, select from the drop down and press Save)

Please enter grades for students. Please press SAVE frequently. When all grades have been entered, if you are the primary instructor, change the Approval Status to Approve. If you are NOT the primary instructor, change the Approval Status to Ready for Review. NOTE: Only use the Upload Grades button to upload a .CSV file of grades from an external source. You do need to use this button if you are manually entering in grades on the roster.

[DROP DOWN GRADING](#) [BUBBLE GRADING](#) [UPLOAD GRADES](#) [SAVE](#)

Drop Down Grading

	FERPA	ID	Name	Preferred Name	Roster Grade	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]		▼	College of Lib Arts & Sci UGRD - Communication/Psychology	Junior
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]		▼	School of Public Affairs UGRD - Criminal Justice/Political Science	Junior
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]		▼	School of Public Affairs UGRD - Criminal Justice	Sophomore

On the following page, select the **'Attach File'** button.

**Academic Institution:** CUDEN CU Denver

**Term:** 2111 Spring 2011

**Instructor ID:** [REDACTED] [REDACTED]

**Class Nbr:** 27930 Corrections

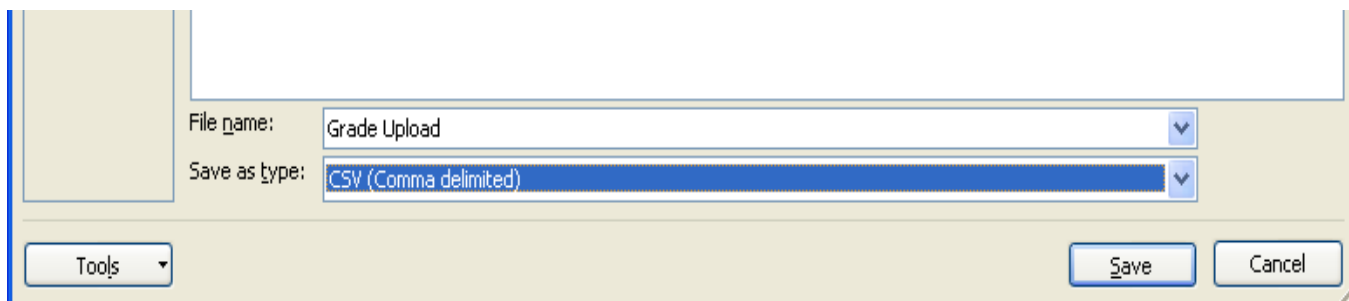
[ATTACH FILE](#) [RETURN TO ROSTER](#)

Roster file must be in CSV format and should not contain a header row. The roster file should only include two columns: Student ID Number (9 digit ID number) and the student grade. The grades MUST be in UPPERCASE. See sample below:

123456789	A
976543210	B+

The file you select to attach must be saved as a comma separated value (.csv) file.

*[Note: You must save the document as CSV (Windows) for the file to upload into the grade roster. Do not save it as CSV (MAC) or CSV (MS DOS).]*



The data in the CSV file must be in the following order by column:

Student ID number	Letter Grade/upper case i.e. 'A'
-------------------	----------------------------------

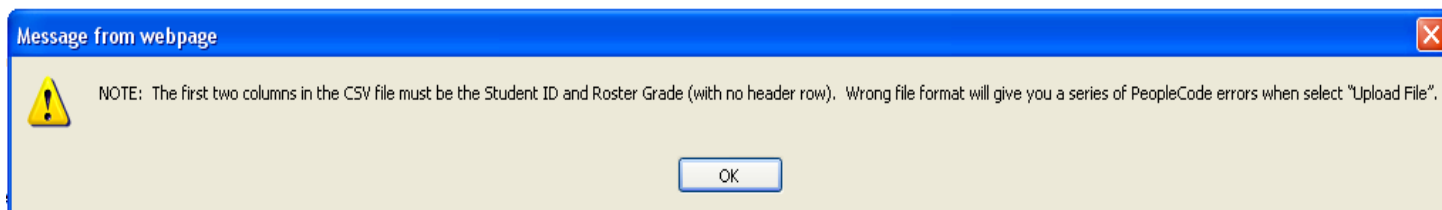
The Student ID number (SID) must be in the first column and the letter grade must be upper case and in the second column to upload correctly. The file cannot contain a header row. *[Note: The SIDs in the file do NOT need to be in the same order as those on the grade roster.]*

Remember, if you are using a Mac, you must save the document as **CSV (Windows)** for the file to upload into the grade roster. *[Do not save it as CSV (MAC) or CSV (MS DOS).]*

Select 'Save' to attach the file.

When you press Save to attach a CSV file, the following message box will pop up which states,

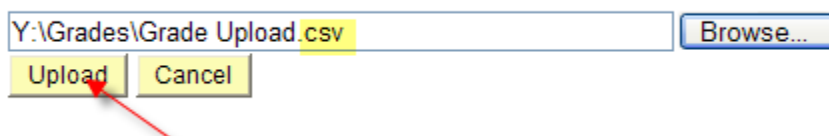
'NOTE: The first two columns in the CSV file must be the Student ID and Roster Grade (with no header row). Wrong file format will give you a series of PeopleCode errors when select "Upload File".'



ALL users are presented with this warning message, even if the file is correctly formatted. If the columns in the file are NOT formatted as indicated above, you will get a series of PeopleCode errors when you attempt to upload the file and the file will not upload successfully.

Click 'OK' to continue.

After you have attached the file, you will see the following page with the File Name.



Select the 'Upload' button.

If the columns in the file are in the correct format you will see the following page outlining the number of 'Errors in Upload' and the number of 'Records Successfully Uploaded'.

[Note: You will also receive an email with more details concerning the upload and errors and successes.]

Select the 'Return to Roster' button to see the grades uploaded to the roster.

**Academic Institution:** CUDEN CU Denver  
**Term:** 2111 Spring 2011  
**Instructor ID:** [REDACTED] [REDACTED]  
**Class Nbr:** 27930 Corrections  
**File Path and Name (ANZ):** /ps/csprep/appserv/csprep2/files/shared\_files/  
**File Name:** Grade\_Upload.csv  
**Errors in Upload:** 1 **Records Successfully Uploaded:** 4

Roster file must be in CSV format and should not contain a header row. The roster file should only include two columns: Student ID Number (9 digit ID number) and the student grade. The grades MUST be in UPPERCASE. See sample below:

123456789	A
976543210	B+

Select the 'Save' button to save your grades.

Drop Down Grading

	FERPA	ID	Name	Preferred Name	Roster Grade	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	[REDACTED]		A	College of Lib Arts & Sci UGRD - Communication/Psychology	Junior
<input type="checkbox"/>	2	[REDACTED]	[REDACTED]		B	School of Public Affairs UGRD - Criminal Justice/Political Science	Junior
<input type="checkbox"/>	3	[REDACTED]	[REDACTED]		C	School of Public Affairs UGRD - Criminal Justice	Sophomore

[Note: Save buttons are located at the top and bottom of both the Drop Down Grading and Bubble Grading pages. Click the SAVE button often!!!]