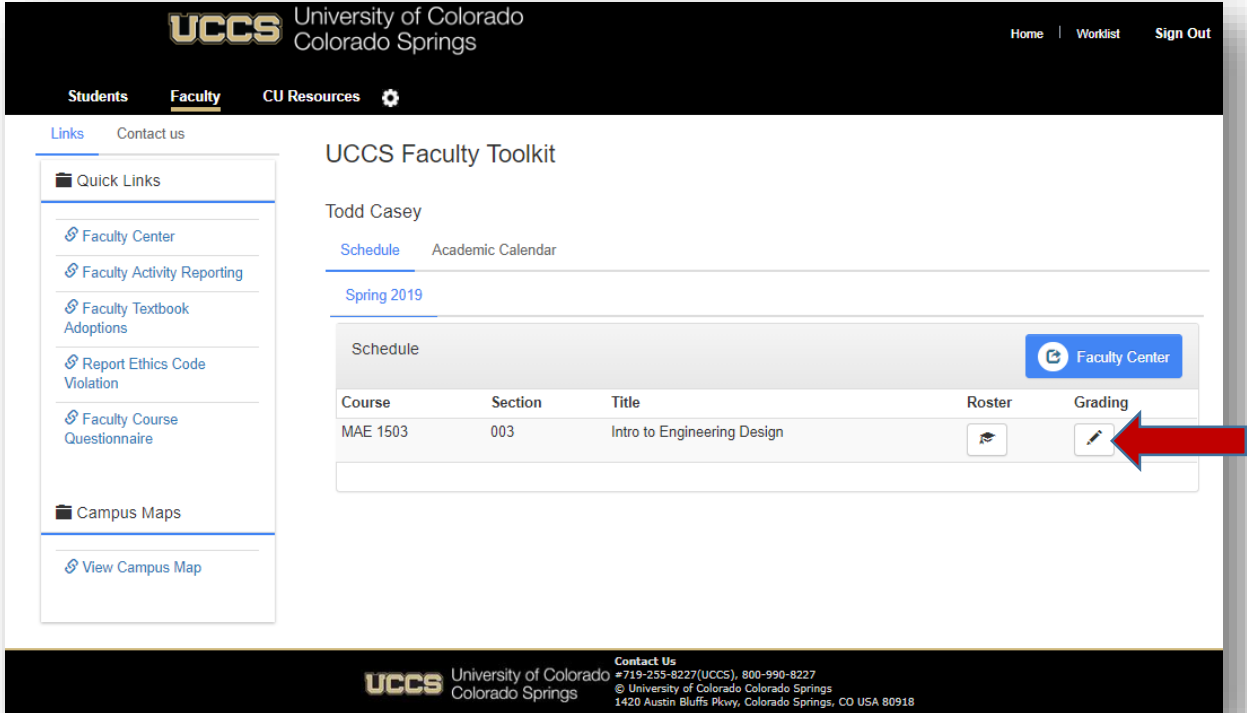


Faculty Web Grading

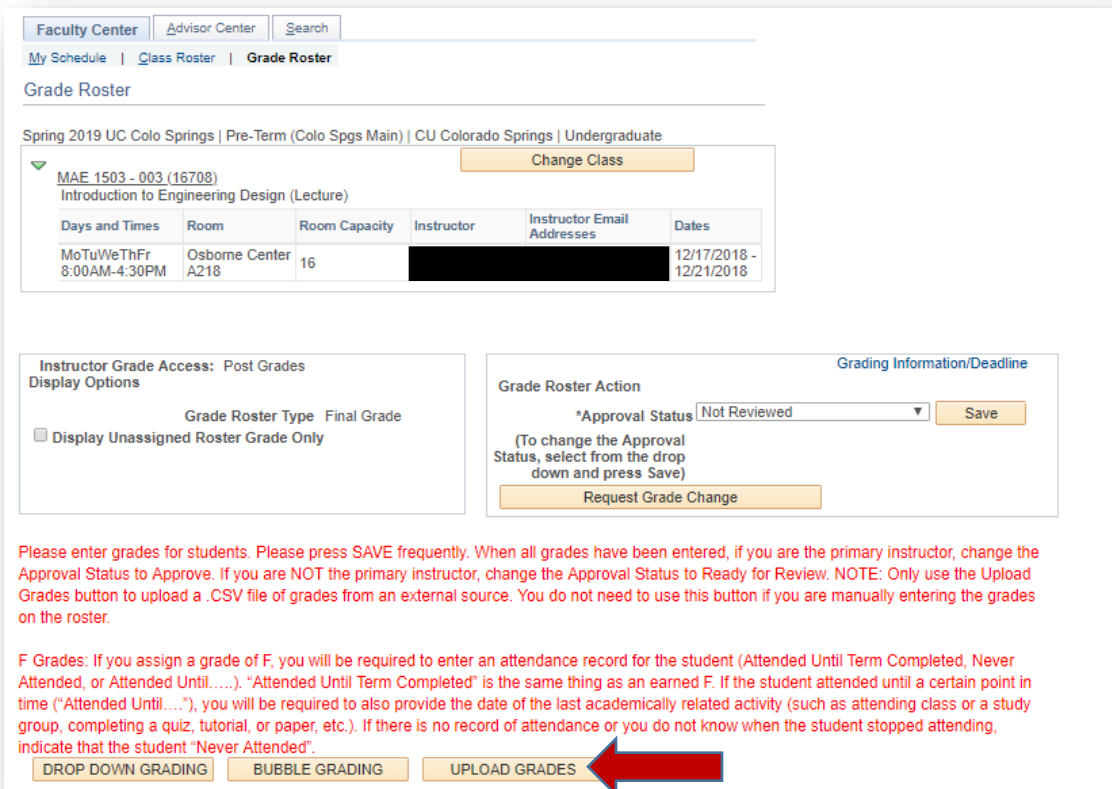
| Batch uploading grades to grade roster using a CSV file |

Navigation

- Log into the myUCCS Portal and navigate to the **Faculty Tab**.
- Within the **Faculty Toolkit**, click on the icon under **Grading**.



- First, you can use the **Download** link at the bottom of the grade roster to download a list of students and their student ID's. Utilize the downloaded list to generate your CSV file. Then select the **Upload Grades** option.



- The next screen gives you the option to upload your CSV file. Please follow the detailed instructions under **CSV File Upload Instructions** below.

Academic Institution: CUSPG CU Colorado Springs
Term: 2191 Spring 2019
Instructor ID: [REDACTED]
Class Nbr: 16708 Intro to Engineering Design

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+

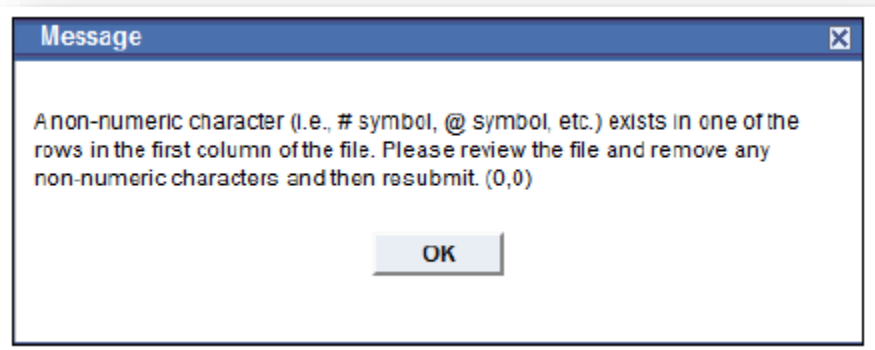
CSV File Upload Instructions

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:

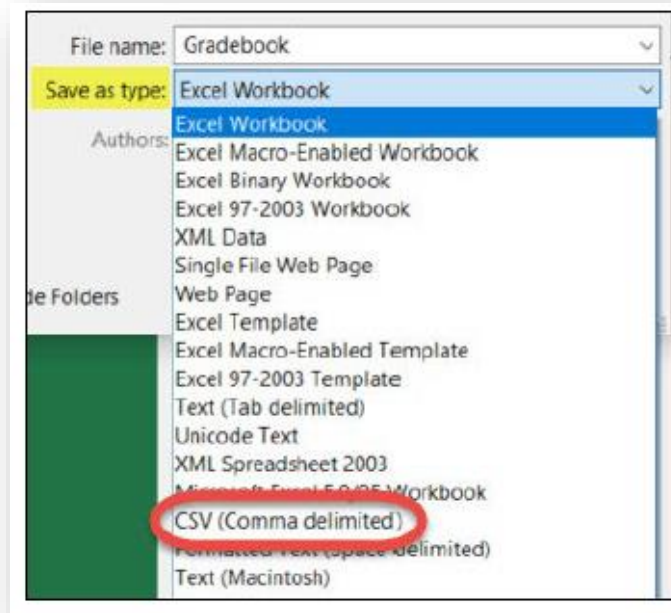
123456789	A
976543210	B+

- Student IDs can be in any order but must not include dashes, # 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)**.

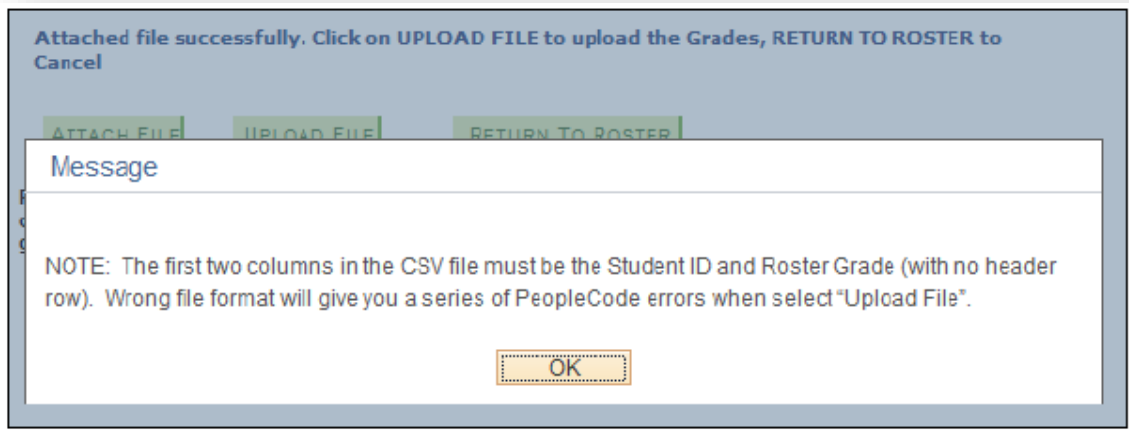


- **Mac users:** Go to **File, Save As**, then choose one of these file types from the drop-down list of options:
Comma Separated Values (.csv), **MS-DOS Comma Separated (csv.)** or **Windows Comma Separated (csv.)**.
- Grades can only be uploaded when the roster approval status is set to **Not Reviewed**.
- The grade uploaded in the file (including blank values) will overwrite any grades already entered in the roster for the corresponding student ID.
- 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 submitting an [Online Grade Change](#) or 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, it is just a reminder of how to format the file (see next page for screenshot):



- 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.
- If you have any questions or need help troubleshooting, please do not hesitate to call the [Office of the Registrar](#) at 719-255-3361 or email us at registrar@uccs.edu.