Faculty Web Grading

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

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

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• 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.

· · · · · · · · · · · · · · · · · · ·			[rado Springs Undergraduate Change Class						
MAE 1503 - 003 () Introduction to En	<u>16708)</u> gineering Design ((Lecture)								
Days and Times	Room	Room Capacity	Instructo	r Addresses	Dat	es				
MoTuWeThFr 8:00AM-4:30PM	Osborne Center A218	16				17/2018 - 21/2018				
Grade Roster Type Final Grade Display Unassigned Roster Grade Only			(To change the Approval S (To change the Approval S Status, select from the c down and press S Request Gr	oval rop ave)	Not Reviewed		T	Sa	VU.	
oval Status to App les button to uploa ne roster. ades: If you assig	orove. If you are I ad a .CSV file of g n a grade of F, yo	NOT the primary grades from an o	/ instructo external s ed to ente	When all grades have bee r, change the Approval Sta ource. You do not need to u r an attendance record for f r' is the same thing as an e	tus to ise th he sti	Ready for Re his button if yo udent (Attend	view. NO u are man ed Until Te	TE: Only u lually ente erm Comp	ise the l ring the leted, N	Upload grades ever

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

ferm:	2191	Spring 2019	
Instructor ID:			
Class Nbr:	16708	Intro to Engineering Design	
include two columns	: Student ID Nu	d should not contain a header row. The roster file should only mber (9 digit ID number) and the student grade. The grades le below:	
include two columns MUST be in UPPERC	: Student ID Nu	mber (9 digit ID number) and the student grade. The grades	
include two columns MUST be in UPPERC	: Student ID Nu ASE. See samp	mber (9 digit ID number) and the student grade. The grades le below:	

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:

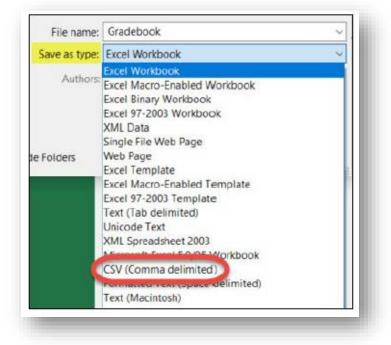
123456789	A
976543210	B+

• 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:

Message	×			
Anon-numeric character (i.e., # symbol, @ symbol, etc.) exists in one of the rows in the first column of the file. Please review the file and remove any non-numeric characters and then resubmit. (0,0)				
ОК				

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 <u>Online Grade Change</u> 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):

Attached file successfully. Click on UPLOAD FILE to upload the Grades, RETURN TO ROSTER to Cancel	
ATTACH FUE IIPLOAD FUE RETURN TO POSTER	
Message	
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".	
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- 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+)
 - \circ $\;$ 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 <u>Office of the Registrar</u> at 719-255-3361 or email us at <u>registrar@uccs.edu</u>.

