

Importing Grades

The following data elements must be in your Excel file for importing: Term, CRN, Student ID and Final Grade. We recommend including Last Attend Date for students with failing grades.

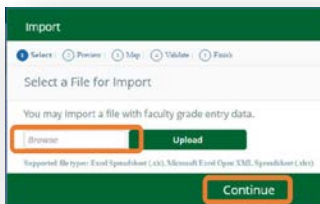
	A	B	C	D	E
1	Term	CRN	Student ID	Final Grade	Last Attend Date
2	201701	12345	980000567	C	
3	201701	12345	980000568	D	
4	201701	12345	980000569	E	2/2/2017
5	201701	12345	980000570	A	
6	201701	12345	980000571	B+	
7	201701	12345	980000572	C-	
8	201701	12345	980000573	B	
9	201701	12345	980000574	C+	
10	201701	12345	980000576	A-	
11	201701	12345	980000577	C	
12					

Import Steps

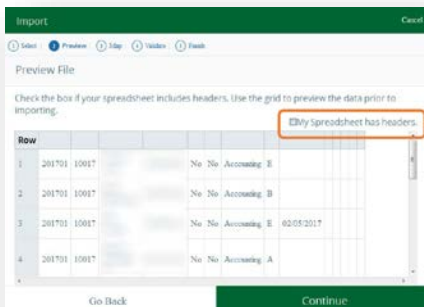
- Click on the  icon and select import.



- Browse to locate your file, click upload, then continue.



- Check/Uncheck "My spreadsheet has headers" as necessary.



- Map the data for each column.

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code*	CRN*	Student ID*	Midterm Grade	Last Attended Date
201701	10017	8C	B	
201701	10017	8C	E	02/05/2017
201701	10017	8C	A	
201701	10017	8C	A	
201701	10017	8C	D-	
201701	10017	8C	B	

Map: Term Code* CRN* Student ID* Midterm Grade Last Attended Date

Row: 1 201701 10017 8C B

Go Back Continue

- Validate - Download validation report, click continue

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 10 records will be imported:
 1 records containing errors will not be imported.
 0 unchanged records will not be imported.

Download the validation report

Row	201701	10017	8	E	02/06/2017
1	201701	10017	8	B	
2	201701	10017	8	E	02/05/2017
3	201701	10017	8	A	
4	201701	10017	8	A	
5	201701	10017	8	D-	
6	201701	10017	8	B	
7	201701	10017	8	C	

Go Back Continue

- Import complete

Import Complete

The import wizard is complete.

5 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

Finish