

Document Title: Grade Roster Upload Process
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Upload grades into PeopleSoft

The grade upload process in PeopleSoft permits instructors:
to use an existing CSV file **or** create a CSV file in PeopleSoft.

The instructions below begin with creating a CSV file in PeopleSoft to upload grades.
If you are using an existing CSV file start at [pg. 4, Upload Grades](#).

1. From the MyCoyote Portal navigate to **Faculty Center**. The Faculty Center My Schedule page displays.

Faculty Center My Schedule

Summer 2015 | CSU San Bernardino

[change term](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster



Grade Roster



Learning Management



Class Permissions

My Teaching Schedule > Summer 2015 > CSU San Bernardino

View All |  |  First  1-2 of 2  Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 	ACCT 211-03 (60958)	INTRO ACCT I (Lecture)	32	TuTh 1:00PM - 4:50PM	College of Education 108	Jun 24, 2015- Jul 30, 2015
 	ACCT 347-01 (60220)	MGMT ACCT & DECISION MAKING (Lecture)	30	MoWe 1:00PM - 4:50PM	Jack Brown Hall 144	Jun 24, 2015- Jul 30, 2015

[View Weekly Teaching Schedule](#)

[Go to top](#)

2. Select the Class or the Grade Roster Icon. The Grade Roster Icon is typically not available until grade rosters have been generated by the Office of the Registrar.

Class	Class Title	Enrolled	Days & Times	Room
 ACCT 211-03 (60958)	INTRO ACCT I (Lecture)	32	TuTh 1:00PM - 4:50PM	College of Education 108
 ACCT 347-01 (60220)	MGMT ACCT & DECISION MAKING (Lecture)	30	MoWe 1:00PM - 4:50PM	Jack Brown Hall 144

View All |  |  | First

Class Roster Icon Grade Roster Icon

3. After selecting the **Class Roster** icon then select the Excel download icon located on the right of the top navigation bar (Pop-ups must be enabled).

Enrolled Students									
Notify	ID	Name	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt	Incomplete Contract	
<input type="checkbox"/>	003711096	Andonu,Iaitun Kaeuantun	4.00	Undergraduate - Admin - Accounting Conc	Senior	05/07/2015			Add
<input type="checkbox"/>	005146046	Aniidinu,Etownuw Ewao	4.00	UGRD Early Summer Admit/NSE - Undergrad Early Summer Admit	Freshman	05/19/2015			Add

Find | View All |  | First | 1-30 of 30 | Last

4. After selecting the **Grade Roster** icon select the Download link on the bottom left of the page to create an Excel spreadsheet.

<input type="checkbox"/>	29	004629390	Xnnut	Jt	<input type="text"/>	Undergraduate
<input type="checkbox"/>	30	005081540	Xnnut	Mtnadtu	<input type="text"/>	Undergraduate

View All |  | **Download** | Rows 1 - 30 of 30

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

<- add this grade to selected students

5. Sample of the **Grade Roster** Excel file is displayed below. Spreadsheet includes ID, Last Name, First Name, Roster Grade, Official Grade and Academic Career fields.

	A	B	C	D	E	F
1	ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career
2	4268380	Aaujnwuj	Tuuu	+		Undergraduate
3	4246358	Ainua	Anwtn			Undergraduate
4	4332353	Aneentu	Eanntw			Undergraduate
5	4516979	Atwtuvinuto	Initeoanui			Undergraduate
6	3507152	Eitoniudui	Eaunwt			Undergraduate
7	3978350	Eiuuuud	Gntu			Undergraduate
8	4400317	Ennn	Gnennu			Undergraduate
9	4276245	Enuotwwnuue	Itutd			Undergraduate
10	4320770	Fvnvontu	Fvtwinneuu			Undergraduate
11	5072726	Fweittnu	Eanniut			Undergraduate
12	5099155	Fwenintwui	Aini			Undergraduate
13	4788624	Fwenuntt	Ininv			Undergraduate
14	5060506	Fwenvot	Mnduj			Undergraduate
15	4774639	Fwfnnonut	Fwt			Undergraduate
16	4509452	Fwindue	Gnnwtt			Undergraduate

Note: If the **Class Roster** is used, a column for the grade must be inserted.

6. Assign the **roster grade** for each student.

- If the grade appears differently from the roster grade, it will get translated on the students' academic record as the official grade.
- The grade you are assigning must be in the grading basis for the class in which you are grading. If the roster grade is not available in the grading basis, when you upload your grades, the grade will error out and that student will not be graded through this process.
- If you have already assigned a grade to the student in the grade roster prior to the grade upload process, the grade will error out. The grade assigned in the excel spreadsheet does NOT override a grade that has been assigned previously in the grade roster.

7. After the grading has been completed in the excel spreadsheet, save the information on your computer.

- The file must be saved in a comma delimited (or CSV) file.

While saving, you are prompted with a warning that some of the features may be lost if it is saved as a comma delimited file. Continue with the Save.

Upload the Grades from the Excel Spreadsheet

Navigation: Faculty Center>Grade Roster

1. After selecting the PS Grade Roster icon, the Grade Roster page displays. Select the **Import Grades from File** link to begin the upload process.

Mtnut Jtn

Faculty Center	Advisor Center	Search
my schedule	class roster	grade roster

Grade Roster

Summer 2015 | Six Week - First | CSU San Bernardino | Undergraduate

▼ **ACCT 347 - 01 (60220)** [change class](#)

Management Accounting and Decision (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 1:00PM-4:50PM	Jack Brown Hall 144	Mtnut Jtn	06/24/2015 - 07/30/2015

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="button" value="v"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Not Reviewed"/> <input type="button" value="save"/> Import Grades from File
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2. The Grade Import Instruction page is displayed. Select **Next** to continue importing the existing Excel spreadsheet file.

Grade Import - Instructions

Term 2156
Class Nbr 60220 ACCT 347 - 01
MGMT ACCT & DECISION MAKING

1 2 3
[Return to Grade Roster](#)

3. Complete steps 1 and 2 below to select your File.

Step 1: Select **Comma** from the drop down. (The Excel spreadsheet was saved as a comma delimited or CSV file).

Grade Import - File Selection

Term 2156
Class Nbr 60220 ACCT 347 - 01
MGMT ACCT & DECISION MAKING

  
[Return to Grade Roster](#)

[Previous](#)

Step 1: Select a file delimiter

Step 2: Select the file to load

Step 2: Navigate and select the Excel file to load by selecting **Get File**.

Grade Import - File Selection

Term 2156
Class Nbr 60220 ACCT 347 - 01
MGMT ACCT & DECISION MAKING

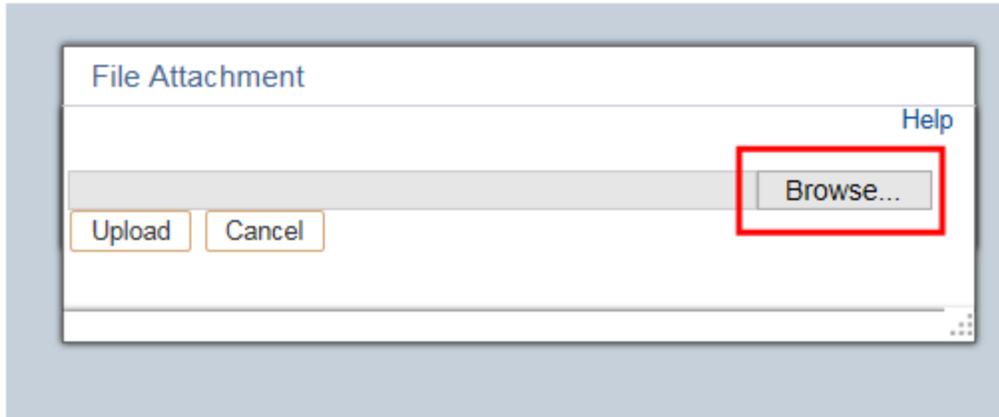
  
[Return to Grade Roster](#)

[Previous](#)

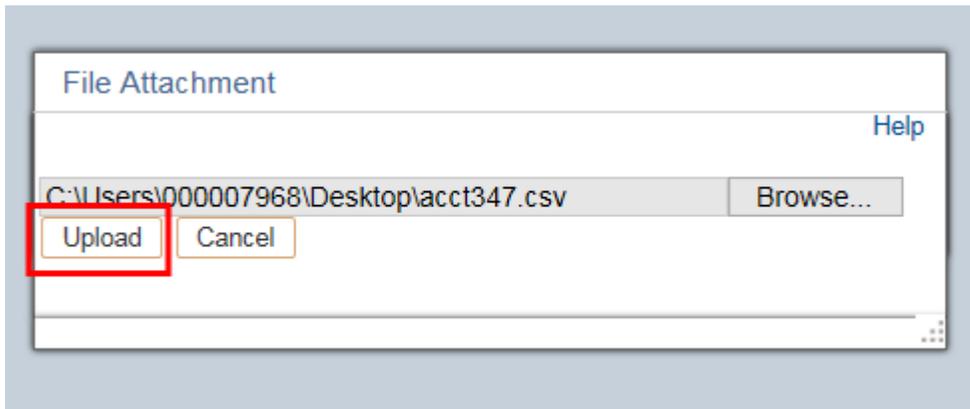
Step 1: Select a file delimiter

Step 2: Select the file to load

4. The file attachment dialog box displays. Select **Browse** to attach the Excel file.



5. Once the Excel file is attached, select **Upload** to import the Excel file.



6. After uploading, use the dropdown option under Column Mapping field to the right to **Map** (1) **ID with Student ID** and (4) **Roster Grade with Grade**.

Grade Import - Column Mapping ① — ② ③

Term 2156 [Return to Grade Roster](#)

Class 60220 ACCT 347 - 01

Nbr
MGMT ACCT & DECISION MAKING

The column description represents the columns from the file. Choose the Student ID and Grade mapping from the drop down list next to the Student ID and Grade Columns.

Column Description	Column Mapping
1 ID	Student ID
2 LAST NAME	
3 FIRST NAME	
4 ROSTER GRADE	Grade
5 OFFICIAL GRADE	
6 ACADEMIC CAREER	

7. Confirm that the Column Mapping is correct by selecting **Next**.

Grade Import - Column Mapping ① — ② ③

Term 2156 [Return to Grade Roster](#)

Class 60220 ACCT 347 - 01

Nbr
MGMT ACCT & DECISION MAKING

8. Review that the information is correct and select **Submit** to finish importing the Excel Grade Roster from file.

Grade Import - Grades

Term 2156

Class Nbr 60220 ACCT 347 - 01

MGMT ACCT & DECISION MAKING

Return to Grade Roster

Previous

Submit

Student ID	Grade	Error Message
1 003711096	A	
2 005146046	A	
3 005081527	A	

Note: Any errors will be marked in red.

9. Select **Return to the Grade Roster** to confirm the grades were assigned.

In addition, if errors appear, fix all errors in the fields from the previous page that now appear blank.

A. An error message will display if a grade was not successfully uploaded.

Common reason(s) that prompt an message(s) include:

1. Grades which were not in the grading basis for the class.
2. A grade was already assigned.

If no Incomplete Grade is assigned go to Step 10.

If an Incomplete Grade was assigned, this will trigger you to add an incomplete contract for the student.

1. The incomplete contract is the agreement between the faculty member and the student regarding what needs to be completed to complete the incomplete.
2. Select the **Add** link.
3. Enter the reason for the incomplete.

4. Indicate the grade that will be assigned to the student if they do not complete the work required.
 5. The deadline to complete the incomplete **defaults** to one year later. Change if the date is sooner.
 6. Enter the work required to complete the incomplete.
 7. Select **Apply**.
 8. Select **OK**.
 9. Remind students to go navigate to their MyCoyote Student Center to accept their incomplete contract. **Otherwise, there will be a hold placed on their records.**
 10. The add link will change to update. This indicates that the incomplete contract has been created.
- B. "WU" or withdraw unofficial grades require faculty to indicate the date of the student's last day of attendance.
1. Enter the student's last day of attendance.

10. Select the **Save** button on the bottom right of the page to confirm the upload. This is a precaution to ensure data is ready for Approval. Saving often is a good practice.

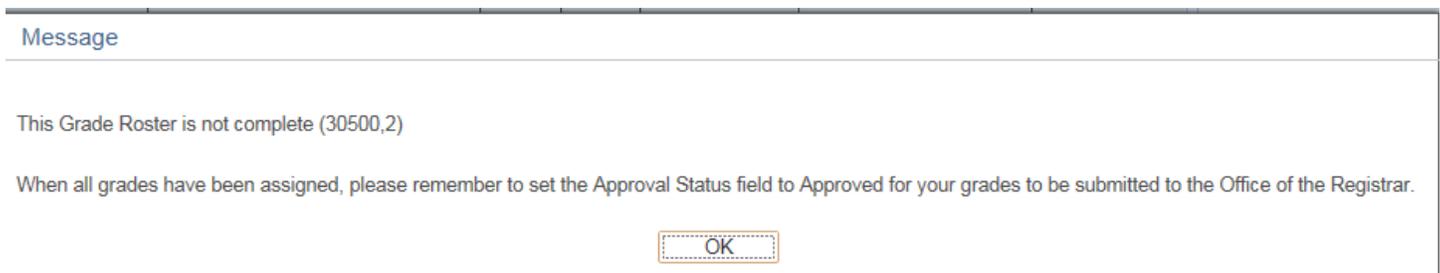


The screenshot shows a web interface with several buttons and links. At the top left, there are links for "Select All" and "Clear All". At the top right, there is a link for "Printer Friendly Version". Below these, there is a dropdown menu with a downward arrow, followed by a button labeled "<- add this grade to selected students". Below that, there are two buttons: "notify selected students" and "notify all students".



A message should display that the grade roster is not complete until the status has been changed from Not Reviewed to Approved (see below).

Select **OK and complete Step 11 to upload successfully.**



The screenshot shows a message box with the following text:

Message

This Grade Roster is not complete (30500,2)

When all grades have been assigned, please remember to set the Approval Status field to Approved for your grades to be submitted to the Office of the Registrar.

OK

11. Once the course grades are reviewed and finalized, change **Approval Status** from **Not Reviewed** to **Approved**.

12. Select **Save**.

Days and Times	Room	Instructor	Start
MoWe 1:00PM-4:50PM	Jack Brown Hall 144	Mtnut Jtn	06/24/2015 - 07/30/2015

Display Options:

*Grade Roster Type

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status

[Import Grades from File](#)

Student Grade

ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career	WU Last Date Attendance
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A congratulatory message stating grades have been successfully posted will display. The final grade posting process will be completed in the Office of the Registrar.

Message

Congratulations! You have successfully completed grading this class. (30500,1)

The grades for this class have been submitted to the Office of the Registrar and will be posted within 24 business hours. Once grades are posted, all changes require a Change of Grade Request. Please contact the Office of the Registrar at 909-537-5200, option 2, with any questions.

Grade Upload Quick Reference Steps

1. From the MyCoyote Portal navigate to Faculty Center. Select the Class or the Grade Roster Icon. The Grade Roster Icon is typically not available until grade rosters have been generated by the Office of the Registrar.

Use PeopleSoft to create Excel file.

2. Select the Excel download icon (Pop-ups must be enabled). After selecting the Grade Roster icon select the Download link on the bottom left of the page to create an Excel spreadsheet.
3. Assign the roster grade for each student.
4. After the grading has been completed in the excel spreadsheet, **save the information** on your computer. **The file must be saved in a comma delimited (CSV) file.**

Upload the Grades from an Excel Spreadsheet

1. After selecting the PS Grade Roster icon, the Grade Roster page displays. Select the Import Grades from File link to begin the upload process.
2. Select Next to continue importing the existing Excel spreadsheet file.
3. Select Comma from the drop down. (The Excel spreadsheet was saved as a comma delimited or CSV file).
4. Navigate and select the Excel file to load by selecting Get File.
5. The file attachment dialog box displays. Select Browse to attach the Excel file.
6. Once the Excel file is attached, select Upload to import the Excel file.
7. After uploading. Use the dropdown option under Column Mapping field to the right to Map (1) ID with Student ID and (4) Roster Grade with Grade.
8. Confirm that the Column Mapping is correct by selecting Next.
9. Review that the information is correct and select Submit to finish importing the Excel Grade Roster from file.

If an Incomplete Grade was assigned, an Incomplete Contract for the student must be completed. [Return to page 8 of guide to follow the required steps.](#)

10. Select the Save button on the bottom right of the page to confirm the upload. This is a precaution to ensure data is ready for Approval. Saving often is a good practice.

A message should display that the grade roster is not complete until the status has been changed from Not Reviewed to Approved.

11. Select OK.
12. Once the course grades are reviewed and finalized, change Approval Status from Not Reviewed to Approved.
13. Select Save.

A congratulatory message stating grades have been successfully posted will display. The final grade posting process will be completed in the Office of the Registrar.

Icon Key

 = Specific Notes/Business Rules  = Reminders  = Important info

Date	By	Action	Pages
11/04/15	Melissa Cobb	Original Document	All
11/30/15	ITS Training Support	Update- ADA Compliance	All