

HOW TO UPLOAD FINAL GRADES

in Faculty Center

Instructors may upload grades from a spreadsheet into the grade roster for submission. If downloading a spreadsheet from a gradebook in Canvas, please make sure to follow [these instructions](#) prior to uploading grades.

Preparing your Spreadsheet

1. From Excel, select “**Save as**” from the file menu
 - a. If using a PC, select **.csv (comma delimited)** format.
 - b. If using a Mac, select **Windows Comma Separated (.csv)** format.
Note: You may have more than one .csv file type in your format selection menu.
2. Remove all column headings from your spreadsheet.
3. Sample .csv file >
 - a. Column A must contain student ID numbers.
 - b. Column B must contain student grades.
 - c. Column C must contain the last date of participation for any students receiving an F or N grade. Please use this format to enter a last date of participation: MM/DD/YYYY.
Note: Mac users may be able to omit extraneous zeroes from the date.

A	B	C
0000088	B	
0000089	F	12/08/2008
0000090	B-	
0000091	C+	
0000092	A	
0000093	B-	
0000094	B-	
0000095	A	
0000096	A	
0000097	A	
0000098	A	
0000099	A	

Accessing PeopleSoft Final Grade Roster

1. Log in to **MyU.umn.edu** with your Internet ID and password.
2. Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.
Note: If you do not see your classes listed please contact your departmental scheduler.
3. Click on the **Grades** icon.

The screenshot shows the MyU PeopleSoft interface. The top navigation bar includes 'MyU', 'Key Links', 'Campus Info', 'Resources', and 'Favorites'. The user is logged in as 'Wolfgang Amadeus'. The left sidebar contains navigation options: NEWS, TEACHING (selected), MY ADVISEES, RESEARCH, FACULTY CAREER, MY TIME, and MY PAY. The main content area shows the 'SEMESTER' dropdown set to 'Fall 2018'. A message states: 'Instructors teaching Canvas courses may access those courses via the Canvas Dashboard.' Below this is a 'MOODLE HOME' button. The class title is 'MUS 5460 - World Music Ensemble'. A table below lists class components:

Component	Time	Location	Class List	Moodle	Grades
Laboratory (001)	W 06:00 PM - 08:00 PM	Ferguson Hall 95 Twin Cities	15/25		

Upload Grades

4. Click on **Grade Upload**.

Fall 2018 | 001 Regular Academic Session | Twin Cities/Rochester | Undergraduate

POL 4410 - 002 (34677)
Topics in Comparative Politics - Populist Visual Politics (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 11:15AM-12:30PM	Blegen Hall 240	First Last	09/04/2018 - 12/12/2018

To upload grades from a file, click Grade Upload.

grade upload

5. Click **Upload File**.

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For details on how to upload grades from a file, click here: [How Do I Upload?](#)

Upload File

6. Click **Browse** to find your .csv file containing the grades.
7. Once the file is attached, click on **Upload**.

File Attachment

Browse... Grades.csv

Upload Cancel

8. The upload summary message will confirm success or inform you of any errors.

Tip: If you receive a file error, try deleting multiple blank rows and columns next to those you are trying to upload.

9. Once the grades have loaded, click on **Back to Grade Roster**.

10. Once all grades are entered and ready for submission, change the **Approved Status** to **Approved** and click **Save**. Grades will be posted nightly.
- Note:** Use the **Approval Status** of **Ready for Review** if a primary instructor needs to review the grades and then submit them.
11. A confirmation message will display. Click **OK**.

Grade Roster

View FERPA Statement

Fall 2017 | 001 Regular Academic Session | Twin Cities/Rochester | Undergraduate

MUS 1014 - 002 (17932)
Rock II: Rock Music from 1970 to the Present (Discussion)

Days and Times	Room	Instructor	Dates
Fr 8:00AM-8:50AM	Ferguson Hall 149	Wolfgang Amadeus	09/05/2017 - 12/13/2017

To upload grades from a file, click Grade Upload.

grade upload

Display Options

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status: Approved

Save

Message

Grades have been submitted to the registrar. (28000,1118)

Grades will be available to students online in 24 hours.

OK