

# Upload Grades from a file to Enroll & Pay for Faculty

First, log on to Enroll & Pay with your Online ID. <https://sa.ku.edu>

Then navigate to the Faculty Center/My Schedule.

Make sure the Term you want is listed, if not click on change term.

Click on the Grade Roster icon for the class you want to grade.

*Please Note: If you must download roster files with protected information to your computer's hard disk, be sure to safeguard your computer from access by others. If you have a protected network drive available, please save files there. Education records are protected under privacy laws including FERPA. Carefully protect all information you save, print or discard.*

My Schedule

**Enroll & Pay**

Favorites Main Menu > Self Service > Faculty Center > My Schedule

KU Faculty

Faculty Center Search

Faculty Center

My Schedule

2010 Spring | University of Kansas change term

Select display option:  Show All Classes  Show Enrolled Classes Only

My Teaching Schedule > 2010 Spring > University of Kansas							
Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		<a href="#">ART 122-1000 (79503)</a>	Fundamentals of Sculpture (Laboratory Main)	9	TuTh 1:30PM - 5:20PM	Art & Desi 105	Jan 14, 2010- May 14, 2010
		<a href="#">BIOL 423-3400 (52201)</a>	Non-laboratory Independent Study (Independent Study)	0	TBA	TBA	Jan 14, 2010- May 14, 2010
		<a href="#">BIOL 999-5700 (52749)</a>	Doctoral Dissertation (Thesis/Dissertation)	0	TBA	TBA	Jan 14, 2010- May 14, 2010
		<a href="#">CHEM 184-1000 (53431)</a>	Foundations of Chemistry I (Lecture)	290	MWF 9:00AM - 9:50AM	Budig Hall 110	Jan 14, 2010- May 14, 2010
		<a href="#">CHEM 184-1600 (53447)</a>	Foundations of Chemistry I (Laboratory)	20	W 11:00AM - 1:50PM	Malott 2025	Jan 14, 2010- May 14, 2010
		<a href="#">HIST 128-1000 (70161)</a>	Histry of US Through Civil War (Lecture)	30	TuTh 9:30AM - 10:45AM	Wescoe 4002	Jan 14, 2010- May 14, 2010

Grades can be manually entered from the drop down menu or by using the tab key to tab through the fields and type the letter grade. Additionally, grades can be entered from a .csv (comma delimited) file that lists the students' ID Number (emplid) and their grade. A csv file is a list of values separated by commas. You can save an excel spreadsheet as a .csv by choosing "Save as". Macintosh users please save as a CSV (Windows) format type.

A .csv file with student ID numbers and grades is required to upload grades. You can use any list and make it a csv file. You can save your Blackboard grades roster as a csv file. See additional instructions for Blackboard on page seven. If you do not already have a file listing your students, you can download the Enroll and Pay grade roster using the instructions beginning on page eight. For KUMC faculty, automatic downloading of grades from Angel is currently not available.

KU Faculty

[Help for Grade Entry](#)

Grade Roster

[View FERPA Statement](#)

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ **CLSX 790 - 1000 (75693)** [change class](#)

Practicum in the Teaching of Classics (Field)

Days and Times	Room	Instructor	Dates
TBA	TBA	KU Faculty	01/14/2010 - 05/14/2010

Display Options:

\*Grade Roster Type  ▼  
 Display Unassigned Roster Grade Only

Grade Roster Action:

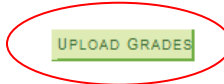
\*Approval Status  ▼ [save](#)  
 By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Student Grade		Incomplete Comments					
	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 8765432	<a href="#">Four, Student R</a>	<input type="text" value=""/>		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	2 7654321	<a href="#">One, Student C</a>	<input type="text" value=""/>		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	3 1234567	<a href="#">Two, Student</a>	<input type="text" value=""/>		G11	Liberal Arts Graduate	Graduate

Find |  | Download |  |

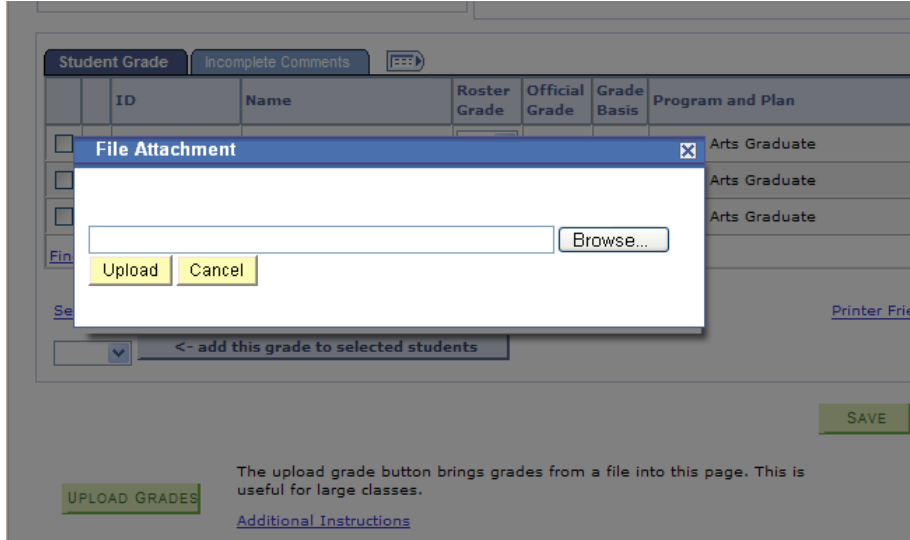
[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[SAVE](#)

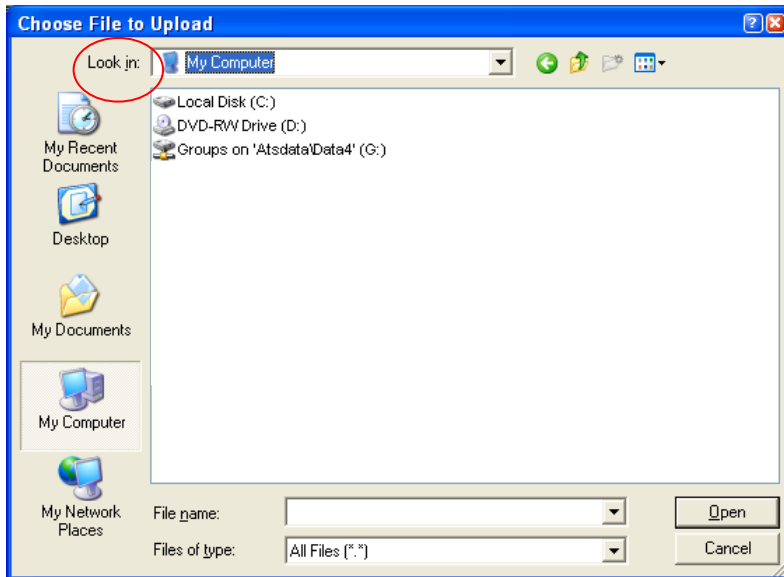


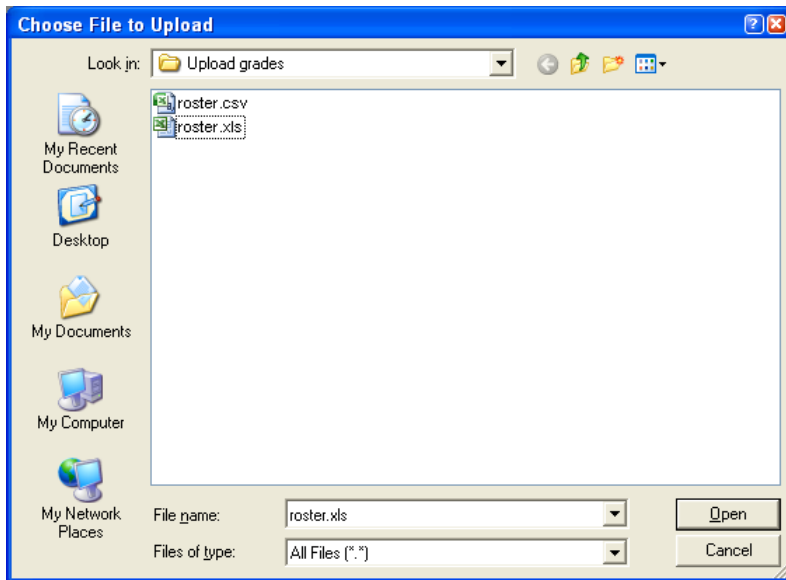
The upload grade button brings grades from a file into this page. This is useful for large classes.  
[Additional Instructions](#)

The popup window appears after the Upload Grades button is clicked. Enter the file name and location or **Click on the Browse button** to find the .csv file.

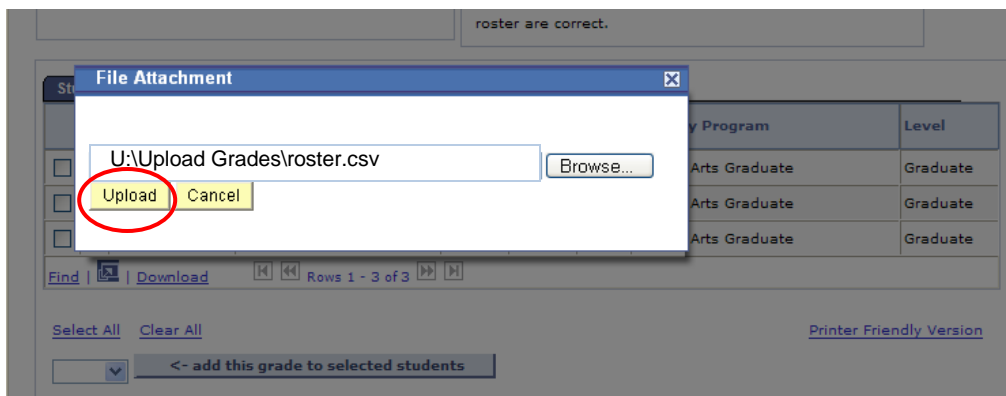


If you select browse, the choose file to upload box will appear as another window. Choose the folder location from the “Look in” drop down at the top. Then select the file from the middle window. Make sure the “Files of type” drop down at the bottom has **All Files** listed so you can see the .csv file listed in the middle window.





Once you select the file and click the Open button, it loads into the Browse screen. Next click Upload. Click on Cancel if you decide not to upload the file. Click on Browse if you want to select a different file. File must be .csv to work correctly.



The grades then fill in the Roster Grade field. The example below added two grades but did not add one other grade. Below the grade roster is the UPLOAD SUMMARY that appears after the load completes. It will list how many grades were successfully loaded and any errors.

Student Grade		Incomplete Comments						
	ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level	
<input type="checkbox"/>	1 :2345678	<a href="#">Four,Student R</a>	B		G11	Liberal Arts Graduate	Graduate	
<input type="checkbox"/>	2 :7654321	<a href="#">One,Student C</a>	B		G11	Liberal Arts Graduate	Graduate	
<input type="checkbox"/>	3 :8765432	<a href="#">Two,Student</a>			G11	Liberal Arts Graduate	Graduate	

Find | Download | Rows 1 - 3 of 3

Select All Clear All Printer Friendly Version

<- add this grade to selected students

SAVE

UPLOAD GRADES

The upload grade button brings grades from a file into this page. This is useful for large classes.

[Additional Instructions](#)

### UPLOAD SUMMARY

Invalid ID : 8765434 C

1 Invalid

**2 of 3 grades were successfully input from the grades upload process**

Errors include:

- **Not Graded** - if no grade was entered on the spreadsheet or if the student ID number was missing from the file.
- **Unmatched ID** - if the student ID number in the file does not match any id numbers on the grade roster. This can happen if the ID number has a leading zero and the ID number is listed as numeric instead of text. ID numbers should include leading zeros.
- **Invalid ID** – if the student ID does not match.
- **Grade already present** - if the student already has a grade posted, for example a WP or WF then the system will not add another grade. A grade change will have to be completed.

Errors may be fixed by hand using the drop down fields on the grade roster. Grades cannot be loaded multiple times from a file. **All students' grades need to be in the file for loading; they cannot be loaded in sections.**

Once all errors are fixed, the grade roster will need to be **SAVED**.

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ [CLSX 790 - 1000 \(75693\)](#) change class

Practicum in the Teaching of Classics (Field)

Days and Times	Room	Instructor	Dates
TBA	TBA	KU Faculty	01/14/2010 - 05/14/2010

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▼ save

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

**Student Grade** Incomplete Comments ☰

	ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level
<input type="checkbox"/>	1 1234567	<a href="#">Four_Student R</a>	B ▼		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	2 7654321	<a href="#">One_Student C</a>	B ▼		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	3 8765432	<a href="#">Two_Student</a>	C ▼		G11	Liberal Arts Graduate	Graduate

Find |  | [Download](#) | Rows 1 - 3 of 3

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

▼ <- add this grade to selected students

If you are ready for the grades to be posted to the student's record that night, then you also need to change the grade roster approval status to "**Approved**". This establishes that you have reviewed all grades and are ready to submit them.

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ [CLSX 790 - 1000 \(75693\)](#) change class

Practicum in the Teaching of Classics (Field)

Days and Times	Room	Instructor	Dates
TBA	TBA	KU Faculty	01/14/2010 - 05/14/2010

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▼ save

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

**Student Grade** Incomplete Comments ☰

	ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level
<input type="checkbox"/>	1 1234567	<a href="#">Four_Student R</a>	B ▼		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	2 7654321	<a href="#">One_Student C</a>	B ▼		G11	Liberal Arts Graduate	Graduate

**SAVE** the grade roster with the Approved Status and watch for the word **Saved** in the upper right hand corner. It does not stay there permanently. If you try to leave the page and it says you have unsaved data, please confirm you have indeed saved.

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ **CLSX 790 - 1000 (75693)** [change class](#)

Practicum in the Teaching of Classics (Field)

Days and Times	Room	Instructor	Dates
TBA	TBA	KU Faculty	01/14/2010 - 05/14/2010

**Display Options:**

\*Grade Roster Type:  ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status:  ▼ [save](#)

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Student Grade	ID	Name	Roster Grade	Official Grade	Grade Basis	Primary Program	Level
<input type="checkbox"/>	1 1234567	<a href="#">Four,Student R</a>	B		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	2 7654321	<a href="#">One,Student C</a>	B		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	3 8765432	<a href="#">Two,Student</a>	C		G11	Liberal Arts Graduate	Graduate

Find | [Download](#) | Rows 1 - 3 of 3

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

**Please note:**

At the end of the semester grades are posted through a process run nightly. Faculty can use the Change of Grade process to change grades that are posted.

If you need further assistance with grading, please contact the Registrar's Office on your campus:

Lawrence Campus  
 Carol Bray 785-864-5123  
 Ronda Morgison 785-864-5124  
 Judy New 785-864-5553

Medical Center  
 Registrar's Office 913-588-7055

## Instructions to Download Grades from Blackboard Gradebook

*These instructions assume that you have already established a column in your Bb gradebook for final grades, and entered the letter grades in that column.*

### ▪ **Set up Gradebook for Download:**

- 1) Click 'Gradebook' on the Control Panel
- 2) Click 'Gradebook Settings' (gray taskbar at top of spreadsheet)
- 3) Choose 'Column Settings'
- 4) In 'Spreadsheet Display Options' put a checkmark by Student ID; uncheck all other options; click Submit
- 5) Return to the Gradebook Spreadsheet view (you can use the breadcrumb trail link at the top to do this)
- 6) Click 'Manage Items' (gray task bar)
- 7) Find your final grade column in the list, and choose "1" from the pull-down menu directly to its left
- 8) Click OK to return to the spreadsheet where the final grade column is now displayed immediately to the right of the Student ID #'s

### ▪ **Download Gradebook:**

- 1) Click 'Download Grades'
- 2) Click 'Comma' as delimiter type
- 3) Click 'Submit'
- 4) Click 'Download' button, then 'Save'
- 5) Save the file to a secure directory and note the location so that you can find it easily (Do not change the file name or file type!)
- 6) Click 'Save' and download is completed
- 7) Close or minimize Blackboard to locate the file on your desktop
- 8) Double click the file to open with Excel

For assistance, contact IDS at [ids@ku.edu](mailto:ids@ku.edu), or call 4-2600.



## Instructions to Download the Grade Roster from Enroll and Pay

Click on the download link at the bottom of the grade roster and save the file.

*If you have a protected network drive available, save it there. If you must download the file to your computer's hard disk, be sure to safeguard your computer from access by others. Education records are protected under privacy laws including FERPA. Please carefully protect all information you save, print or discard.*

2010 Spring | Regular Academic Session | University of Kansas | Graduate

▼ [CLSX 790 - 1000 \(75693\)](#) [change class](#)

Practicum in the Teaching of Classics (Field)

Days and Times	Room	Instructor	Dates
TBA	TBA	KU Faculty	01/14/2010 - 05/14/2010

**Display Options:**

Final Grade:    
 Roster Grade Only:

**Grade Roster Action:**

\*Approval Status:

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Download Click here.

**Student Grade**

	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	1 1334567	<a href="#">Four, Student R</a>	<input type="text" value="v"/>		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	2 9876532	<a href="#">One, Student C</a>	<input type="text" value="v"/>		G11	Liberal Arts Graduate	Graduate
<input type="checkbox"/>	3 8765432	<a href="#">Two, Student</a>	<input type="text" value="v"/>		G11	Liberal Arts Graduate	Graduate

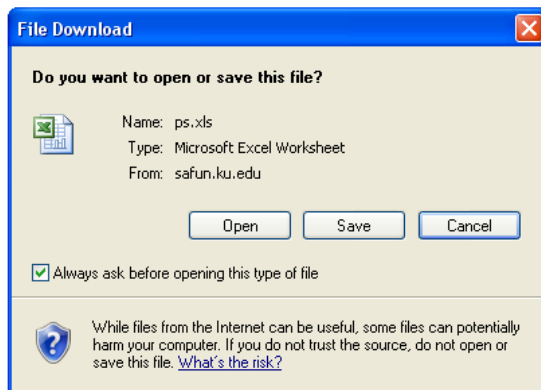
Find | [Download](#) |   Rows 1 - 3 of 3

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

<- add this grade to selected students

When you click on the download icon, the Windows file screen below will appear to allow you to save the file. Click on Save. Note if this window does not appear you may need to allow pop-ups to sa.ku.edu or reset your browser settings to allow downloads. Additional instructions to do either of these is at

<http://www2.ku.edu/~sakut/tutorials/facultystaff.shtml>



You will need to change the directory to the location you want the file stored. You can also name the file anything you want with the .xls extension. The file name here is “roster”.

The file created will be an excel spreadsheet with the columns of ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level. Each class with a separate grade roster will have to have a separate file to upload with the grades.

	A	B	C	D	E	F	G	H
1	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level	
2	1234567	Four, Student			G01	Liberal Arts Undergraduate -	Freshman	
3	987654	One, Student			G01	Liberal Arts Undergraduate -	Sophomore	
4	345678	Three, Student			G01	Liberal Arts Undergraduate -	Freshman	
5	7654321	Two, Student			G01	Liberal Arts Undergraduate -	Freshman	
6								
7								
8								
9								

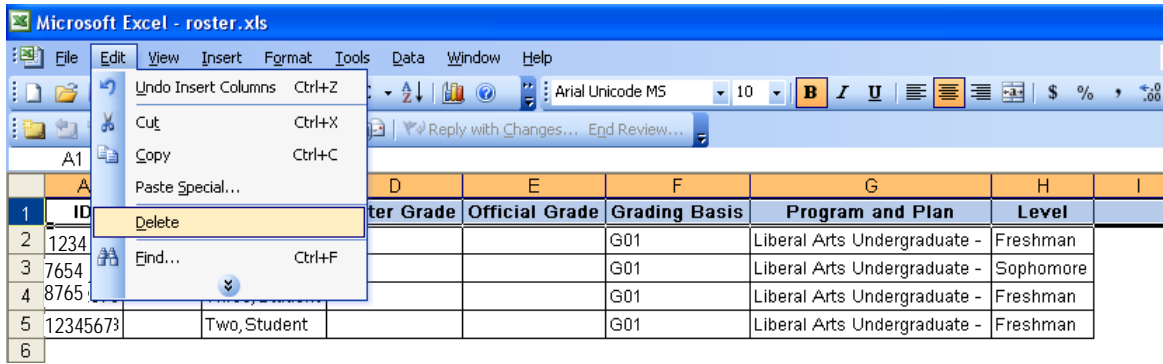
You will need to insert a column after the ID to add the grade for each student that you want to be entered into Enroll and Pay. To do that, click on the Cell marked “B” to highlight it; then go to the INSERT menu and then COLUMNS. For the file to be uploaded to Enroll and Pay, it must have the student id in the first column and the student’s grade for this class in the second column. The process ignores any columns after the second column so information can be left there or deleted.

NOTE: if you kept your grades in a spreadsheet file throughout the semester, you may upload that as long as the first column has the correct student ID and the second column has the grade.

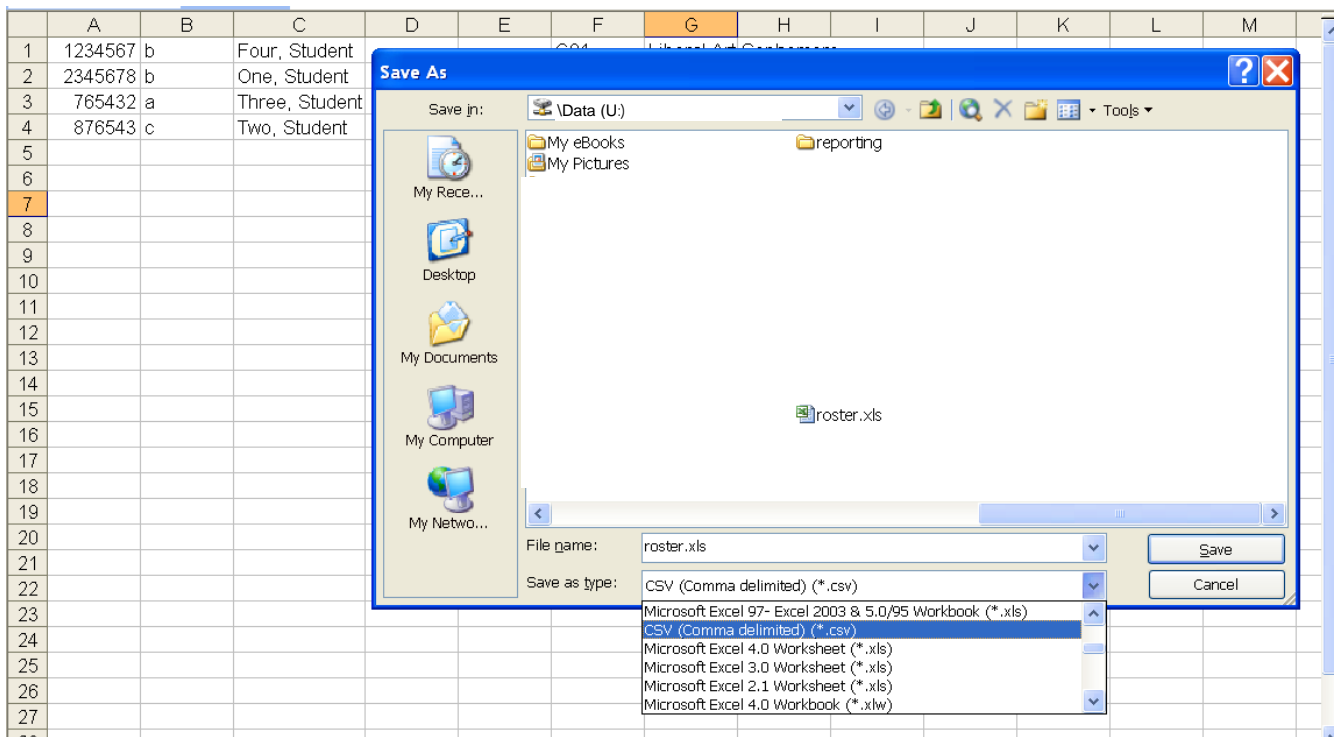
Enter the grades in the second column. It is not case-sensitive.

	A	B	C	D	E	F	G	H	I
1	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level		
2	1234567	b	Four, Student			G01	Liberal Arts Undergraduate -	Freshman	
3	2345678	b	One, Student			G01	Liberal Arts Undergraduate -	Sophomore	
4	7654321	a	Three, Student			G01	Liberal Arts Undergraduate -	Freshman	
5	8765432	c	Two, Student			G01	Liberal Arts Undergraduate -	Freshman	
6									
7									
8									
9									

You will need to delete the header line of the spreadsheet or it will appear as an error on your download summary report at the end of the upload process. To do that, highlight the first line by clicking on the “1” in the left-hand column to highlight it. Then go to the EDIT menu and DELETE or right click and select delete.

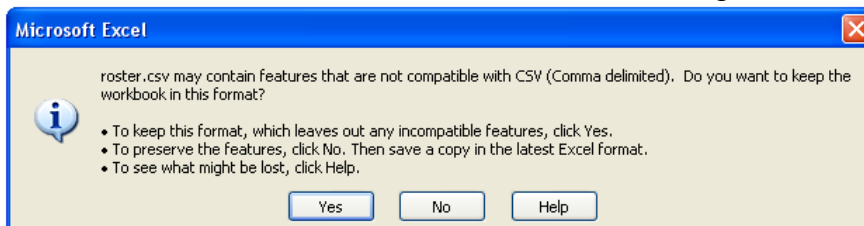


Then save the spreadsheet as a .csv file. Click on File, Save as. Choose the .csv file type from the Save as type dropdown. Any .csv file will work in this process; it does not have to be created from Excel.



**Note: Macintosh users will need to save the file with the type as CSV (Windows) and not as the regular CSV file type. Filename must include .csv on the end.**

When the file is saved as .csv in Excel some messages appear to warn you that the csv format is different from Excel. Click on Yes to the message below.



Return to the Grade Roster in Enroll and Pay to Upload the Grades.