Uploading Grades from a File

This guide will summarize the steps to upload grades from a comma separated value (csv) file. Instructions to add grades using other methods can be found here: https://sis.ku.edu/enrollpay-faculty.

Please note: Educational records are protected under the privacy laws including FERPA. **Carefully protect all information you save, print or discard.**

Grades can manually be entered from the drop down menu, imported from Blackboard or Canvas or can be entered from a comma separated value (csv) file that lists the students ID number (emplid) and their grade.

Creating a CSV file

A csv file with student ID numbers and grades is required to upload grades. You can use an existing file with this information or can elect to download the Enroll & Pay grade roster by selecting the **Download to Excel** link on the grade roster for your class.
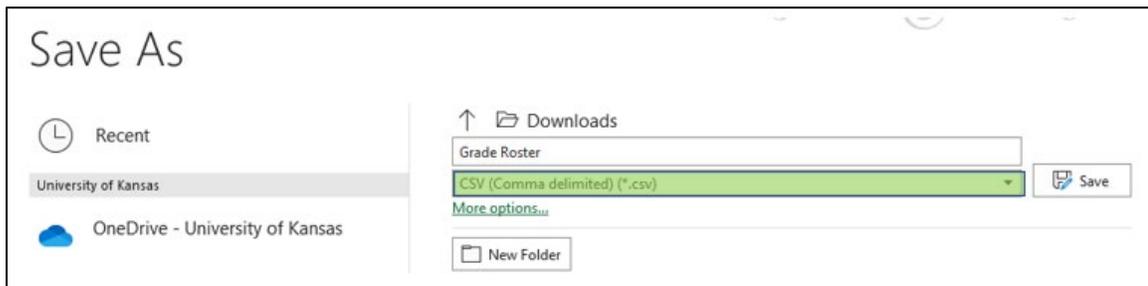
First, select the KU Faculty tile on the Instructor Homepage. Confirm that you are viewing the correct term. Select the **Change Term** button, if needed. Select the grade roster for your class.

Select the Download to Excel Icon.

When saving your file, make sure to save it as a *.csv file. Mac users, please save as a CSV (Windows) format type.

Only two columns are required to use the Upload Grades process – the student's ID and the student's grade. All other columns should be deleted.
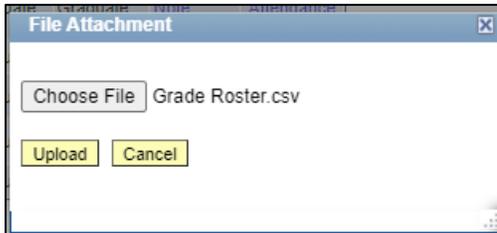
Uploading a CSV file

At the bottom of the grade roster, you will see a button to **Upload Grades**.

Select the grade roster file and select upload.

The grades will be uploaded from your file to the **Roster Grade** field. Information on the upload will appear in the UPLOAD SUMMARY after the load completes. It will list how many grades were successfully loaded and if there were any errors.

UPLOAD SUMMARY

Invalid Grade: 1111111

1 Invalid

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

The example above added two grades but did not the other grade. The A+ grade is not a valid grade for the course and will not be filled out in this upload process.

Save results of the grade upload by selecting the **Save** button under Grade Roster Action

Additional Error Information

You may see some of these errors on the Upload Summary:

Not Graded: No grade was entered on the spreadsheet or if the student ID number missing from the file

Unmatched ID: The student ID number in the file does not match any of the ID numbers on the grade roster. This can happen if the ID number has a leading zero and the ID number listed is numeric instead of text. ID numbers should include the leading zeros, if necessary.

Invalid ID: The student ID does not match

Grade already present: The student already has a grade posted, for example, a W (Withdrawal), the system will not add another grade. A grade change will need 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 student grades must be in the file for loading – they cannot be loaded in groups.**

Completing the Grade Roster

Once any errors have been fixed, the grade roster will need to be approved. Select **Approved** from the drop down box and select the **Save** button.

Additional information may be required for students that have earned an Incomplete, received an F or have arranged to complete an Honors Course Contract or a Collective Honors Contract. More detailed information for online grading can be found here.

The majority of classes are set to allow instructors to post grades immediately. Once you have approved and saved your grades, you can scroll down to the bottom of the grade roster and select **Post**.

If you were not granted access to post grades, they will be posted overnight to each student's record.

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

Lawrence (Main) Campus   KU Medical Center

785-864-4423   913-588-7055