Grade Roster Upload File Requirements and Upload Errors

Important Information

- For information on who can upload grades to the Faculty Center grade roster, see the *About the Grade Roster Support Material*.

- Uploading grades allows users to load electronically-maintained grades into the Faculty Center grade roster rather than manually entering each individual grade. See the *Upload Grades Step-by-Step Procedure* for detailed steps on uploading grades.

- Upload file types include:
    - Windows CSV (save as a Comma Separated Value Windows version only)
    - Windows XLS or XLSX (save as Windows version only)
    - TXT (Text)

- Do not include a period in the file name; it will cause an upload error. For example, it is NOT ok to have the filename class.term.csv. It is ok to have the filename classterm.csv.

- An upload file can contain only two columns. The first must contain the students' UMIDs or uniqnames, and the second column must contain the letter grades.

- Headings, extra information, and any formatting will prevent a successful upload.

- Excel cells must be formatted using the "General" category on the Number tab. Any other format category (i.e., "Special" or "Custom") causes upload errors.

- For a list of students, you can download the class roster or the grade roster to Excel by clicking the roster's grid icon 🖩. If you experience problems downloading the roster to Excel, see the *Download Grid Data to Excel Step-by-Step Procedure*.

This example outlines the formatting steps for a basic Excel document.

Microsoft Excel Document Example (before edits)

	A	B	C	D	E	F	G
1	ID	Name	Roster Grade	Status	Academic Career	Level	Units Taken
2	12345678	Pstrain,Jessica Lynne		Pending	Undergraduate L S & A	Junior	4
3	23456789	Pstrain,Annalisa Katherine		Pending	Undergraduate L S & A	Senior	4
4	34567890	Pstrain,Robert Leo		Pending	Undergraduate L S & A	Junior	4
5	45678901	Pstrain,Johnisha Sheree		Pending	Undergraduate L S & A	Senior	4
6	56789012	Pstrain,Alexander Moaz		Pending	Undergraduate L S & A	Junior	4

Microsoft Excel Document Example (after edits)

	A	B
1	12345678	A+
2	23456789	A
3	34567890	C
4	45678901	B+
5	56789012	A-

1. Open the .xls file.

2. Delete any header, footer, column headings, and extra columns from the document.

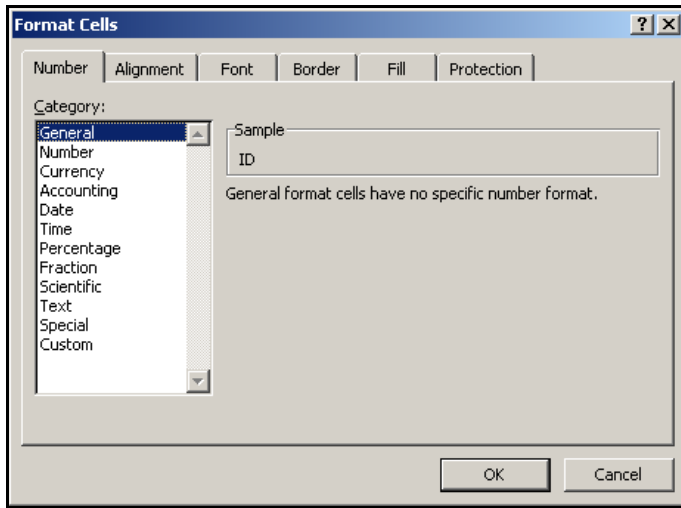   **Note:** In this example, all highlighted areas need to be deleted.

3. Enter grades for the students in the column next to the student's UMID or uniqname.
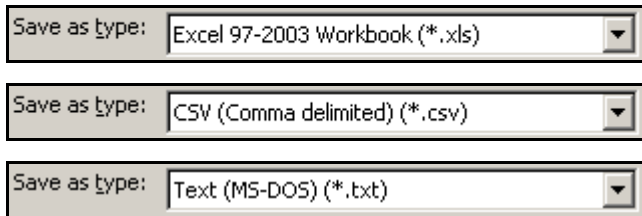
   REMEMBER: The file can contain only two columns, one for UMIDs or uniqnames and one for grades. Headings and extra information will prevent a successful upload.

Format Cell Dialogue Box

4. Confirm the document cells are assigned a "General" category (Format Cells > Number Tab).
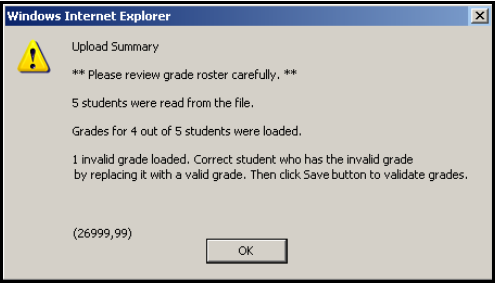
Save File Types

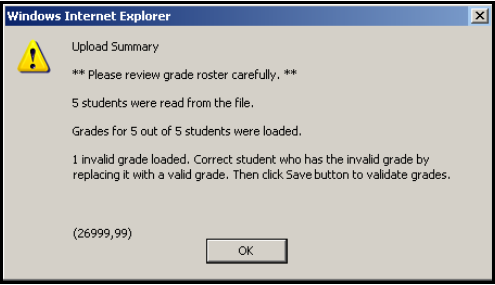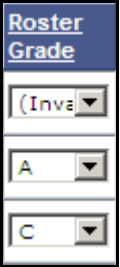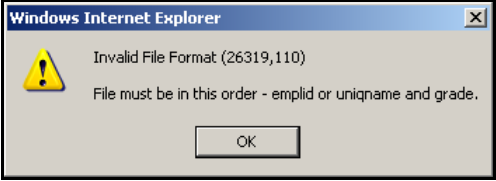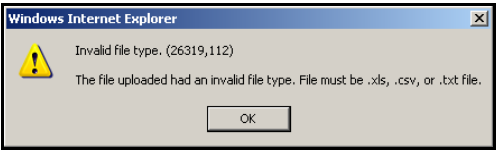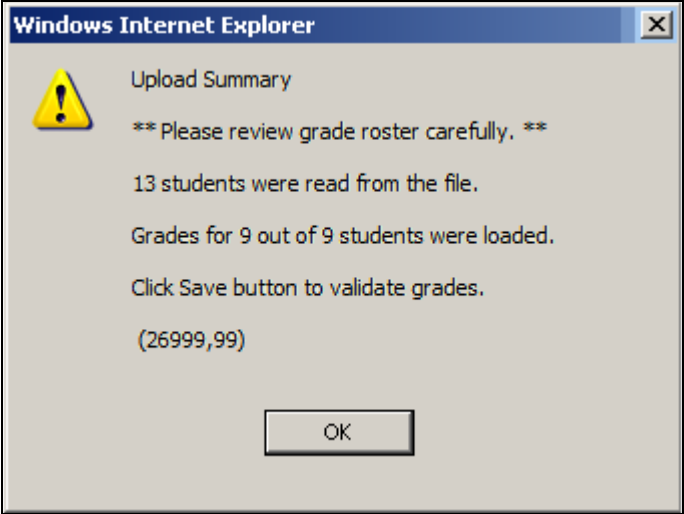5. Save the document as a CSV, XLS, XLSX, or TXT document.

   Notes:
   - Macintosh users must save as a Windows version of the CVS, XLS, or XLSX file.
   - The file is now ready for upload. Refer to the *Upload Grades Step-by-Step Procedure*.

Upload Errors

Error	Potential Cause	Potential Solution
Grades were not loaded for all students *(Windows Internet Explorer dialog box)* Upload Summary ** Please review grade roster carefully. ** 5 students were read from the file. Grades for 4 out of 5 students were loaded. 1 invalid grade loaded. Correct student who has the invalid grade by replacing it with a valid grade. Then click Save button to validate grades. (26999,99)	Official Grade was already entered for the student (e.g., W, VI).	• You cannot enter a grade for a student that already has an Official Grade. Official Grades are entered by the Office of the Registrar prior to the grade processing period.
	Wrong UMID or uniqname entered for the student.	• Verify the UMID or uniqname is correct.
Invalid Grade *(Windows Internet Explorer dialog box)* Upload Summary ** Please review grade roster carefully. ** 5 students were read from the file. Grades for 5 out of 5 students were loaded. 1 invalid grade loaded. Correct student who has the invalid grade by replacing it with a valid grade. Then click Save button to validate grades. (26999,99) (Invalid) appears in the Roster Grade field on the grade roster. **Roster Grade** (Inva ▼) A ▼ C ▼	The grade entered for the student is not a valid grade for the class.	• Manually fix invalid grades. You will need to select a letter grade from the drop-down list in the Roster Grade field. If the grade is unknown, select the blank value, save the grade roster as Not Reviewed, and enter the grade once it is verified. • You will not be able to save the grade roster until you remove all of the "Invalid" grades. • You also have the option to fix invalid grades in your source file and reload grades. • If you have questions about how grades should be applied for your school/college, see your school's/college's bulletin. • If a student has elected the Pass (P)/Fail (F) option for a letter graded (A-E) course, instructors should submit a grade of A-E. This letter grade will convert to reflect the P or F (on the student's record) according to the School/College rules for the individual student.

Invalid File Format *Windows Internet Explorer* Invalid File Format (26319,110) File must be in this order - emplid or uniqname and grade. OK	Your input file has extra information, e.g., headings, footers, extra columns, etc. or "Special" and "Custom" formatting.	• Remove extra information from the file. It should contain only the UMID or uniqname, and student grade. The cells in the Excel file should be formatted using the "General" cell format category.
Invalid File Type *Windows Internet Explorer* Invalid file type. (26319,112) The file uploaded had an invalid file type. File must be .xls, .csv, or .txt file. OK	You selected an invalid file type to upload.	• Use a CSV, XLS, XLSX, or TXT file to upload the Grade Roster.
Additional Student Grade Data Read From File *Windows Internet Explorer* Upload Summary ** Please review grade roster carefully. ** 13 students were read from the file. Grades for 9 out of 9 students were loaded. Click Save button to validate grades. (26999,99) OK	Student UMID or uniqname appears more than once on the upload file.	• Multiple section or class grade roster upload will cause grade input errors for students enrolled in more than one class or section of a class assigned to an instructor. • No warning message will appear to notify you of this specific error. • There will be more students read from the file than number of grades loaded. • A manual grade entry for the student will be required. • Always review uploaded grades and check for errors before approving the grade roster.