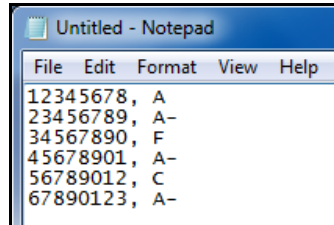# Upload Grades

Important Information

- Uploading grades allows users to load electronically-maintained grades into the Faculty Center grade roster rather than manually entering each individual grade.

- Grade rosters must be generated before uploading grades.

  - Grade rosters for full term classes are generated on the last day of classes for the term. Classes that meet less than the full term (first half, second half, and mini courses) will have their grade rosters generated on the Friday of the week the class ends.

- Grade roster upload is available to:

  - Instructors, faculty graders, and graduate instructors assigned to the class in M-Pathways with one of the following levels of access:

    - **GRADE** access allows you to enter or upload grades and then set the Grade Roster Approval Status to 'Ready for Review.' Instructors with this role cannot approve or change grades. This level of access is recommended for classes with one or more instructors assigned and/or for classes with multiple components.

    - **APPROVE** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps. This level of access is recommended when only one instructor is responsible for all aspects of grading.

  - Staff who are assigned one of the following levels of proxy access in the Faculty Center by a class instructor with **GRADE** or **APPROVE** access:

    - **Enter Grade Proxy** access allows you to enter or upload grades and then set the Approval Status to Ready for Review. Proxies with this role cannot approve or change grades.

    - **Approve Grade Roster Proxy** access allows you to enter grades, upload grades, or review grades already entered. Once the grades are reviewed for accuracy, you can set the Grade Roster Approval Status to Approved. Clicking Save and viewing the Grade Roster Submittal Confirmation that appears on the bottom of the Grade Roster page are the final steps.

Upload File Preparation

.xls and .csv example   *.txt example*

1. Prepare the grade file for upload. File types include:

    *   Windows CSV (Comma Separated Value)
   *   Windows XLS or XLSX (Excel)
    *   TXT (Text)

    Notes:

    *   If you use a Macintosh, save the .xls, .xlsx, or .csv file as a Windows file version. Macintosh .csv, .xls, or .xlsx files will result in an error.

    *   To export the grade or class roster information to Excel, refer to the *Download Grid Data to Excel Step-by-Step Procedure*. This will provide you with an electronic copy of the students enrolled in the class section.

    *   An upload file should contain only two columns, one for UMIDs or uniqnames, and one for grades. Headings, extra information, and any type of 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.

    *   Do not include a period in the file name; it will cause an upload error. For example, it is ok to save a file as "classterm.csv" but it is NOT ok to save a file as "class.term.csv".

    *   Refer to the *Grade Roster Upload File Requirements and Upload Errors Support Material* for more detailed information about how to prepare a file to upload.
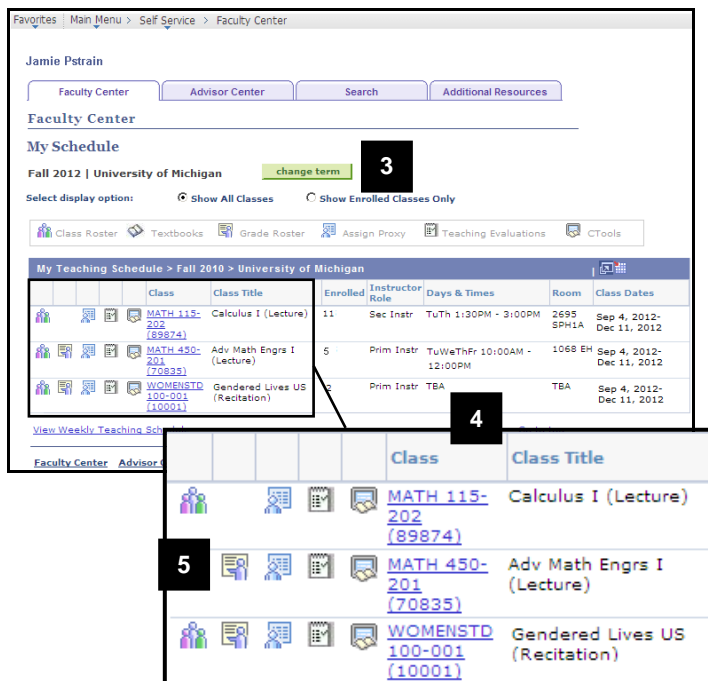
Navigation

Wolverine Access (https://wolverineaccess.umich.edu) > Faculty & Staff > Faculty Business

Self Service Page
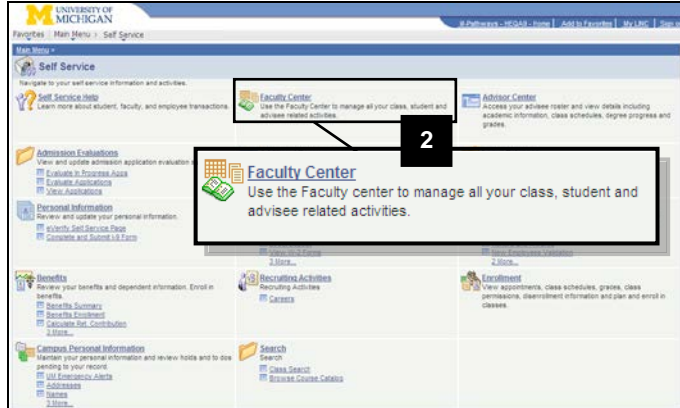
2. Click **Faculty Center**.

Faculty Center Page

3. Click ![change term] to select the appropriate term.

    -   The Faculty Center page defaults to the current term.

4. Locate the appropriate class in the **Class** and **Class Title** fields.

    -   Only classes for which you have been set up as an instructor or assigned as a proxy are viewable.

5. Click the **Grade Roster** ![icon] icon located to the left of the class name.

    -   Grade roster icons appear only when there is a grade roster generated for the class.

Faculty Center Grade Roster Page

6. Click **FILE UPLOAD**
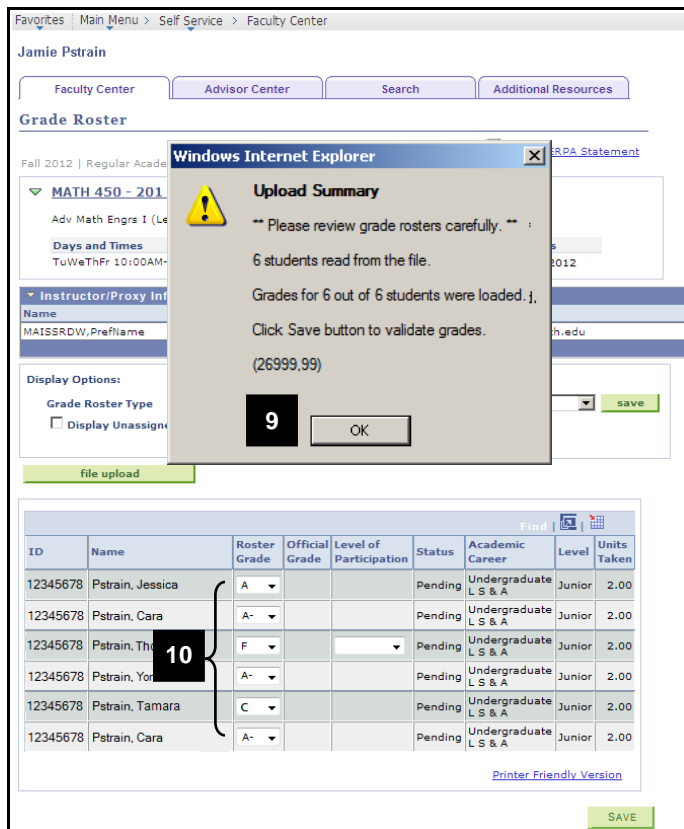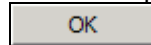
Grade Roster Upload Page

7. Click **Browse** and select the file to upload.
8. Click **Upload**.

Grade Roster Upload Summary Page

9. Read the Upload Summary and click
   OK .

Note: If applicable, upload error messages will appear in the Upload Summary. Refer to the *Grade Roster Upload File Requirements and Upload Errors Support Material* for more detailed information.

10. Review the uploaded grades and fix any errors.

Notes:

- A duplicate student UMID or uniqname on the upload file will result in grade input errors (i.e., a student is registered for more than one class or class section assigned to an instructor.)

- Always review uploaded grades for accuracy and check for errors before saving or approving the grade roster.

- Refer to the *Grade Roster Upload File Requirements and Upload Errors Support Material* for additional information.

⚠️ **Did you enter a failing or NR grade?**
- No - skip to step 13.
- Yes - continue to step 11.

Faculty Center Grade Roster Page (Failing Grade)

11. If you entered a failing or NR grade, select the student's level of class participation in the **Level of Participation** field*.*

    Valid values include:

    - **Full** – student attended class and completed assignments

    - **Never** – student never attended class or completed an assignment

    - **Partial** – student attended at least 1 class or completed at least 1 assignment, including:

        - Written and/or verbal conversation between the instructor and student about the course.

        - Participation in a discussion on CTools.

        - Completion of a paper or examination

    Note: Participation for these purposes is defined not by the quantity or quality of participation, but by the student's last participation. *Example: A student could never attend class, but if they take the final exam, the Level of Participation is Fully Participated.*

12. If 'Partial' is entered as the student's level of participation, enter the date the student last participated in the class in the **Last Date of Participation** field.

Faculty Center Grade Roster Page

Note: Partially graded rosters should be saved with an Approval Status of Not Reviewed. When a grade has been entered for each student, you can change the Approval Status.

13. Change the **Approval Status**. The valid values include:

- **Ready for Review** – submits the grade roster to the instructor with **APPROVE** grade roster access.

  o An automatic email is sent to both the Grader and the Approver(s) indicating the roster is ready for review.

  o Instructors with **GRADE** grade roster access should select this option.

  o Once this option is selected, only the instructor with **APPROVE** grade roster access can modify the grade roster.

- **Approved** – submits the grade roster for posting to the student record.

  o An automatic email is sent to all approvers on the grade roster to confirm the grade roster has been approved and submitted.

  o This option is available only to instructors with **APPROVE** grade roster access.

Notes:

- Grades can be entered, uploaded, or modified only when the approval status is set to Not Reviewed.

- Instructors with **APPROVE** grade roster access can change the approval status back to Not Reviewed to make modifications to the grade roster before the grades are posted. See the *Review and Approve Grades Step-by-Step Procedure* for more information.

14. Click [SAVE].

Faculty Center Grade Roster Page – Confirmation

15. If the grade roster access was set to Approved, review the **Grade Roster Submittal Confirmation** by scrolling down to the bottom of the page.

Notes:

- During the grading period, an hourly batch process posts approved grades to the students' records and changes the Grade Roster Approval Status from Pending to Posted.

- To make grade changes after the grade roster has been posted, instructors with **APPROVE** grade roster access and Change Grade proxies can use the grade change process. See the *Change Grades Step-by-Step Procedure* for more information.