

Quick Guide: Grade Roster Upload Process

Last update: 1 Oct 2015 by JAE (96% of this was written by Manfred Kuechler, though he gets none of the blame)

1. After you have logged into your CUNYfirst account, select **Faculty Center** on the left side Enterprise Menu



2. Click on **My Schedule**
3. To view the grade roster, click the **Grade Roster** icon (📅) to the left of the **Class** (course catalog code, section number and class number)

Note: that the grade roster will only show once the official grade period has started (typically at the start of exam week)

A screenshot of the 'Faculty Center' 'My Schedule' page. The page shows the '2013 Summer Term | Hunter College' and a 'change term' button (annotated with a red box and '4'). Below this, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Legend' shows icons for Class Roster, Grade Roster, and Learning Management. A table titled 'My Teaching Schedule > 2013 Summer Term > Hunter College' is displayed. The first row of the table is highlighted, and a red box with '3' points to the 'Grade Roster' icon next to the class name 'SOC 10100-01 (3960)'. The table columns are Class, Class Title, Enrolled, Days & Times, Room, and Class Dates.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
SOC 10100-01 (3960)	INTRO TO SOCIOLOGY (Lecture)	23	TuTh 11:40AM - 2:48PM	West Bldg W610	Jun 3, 2013-Jul 15, 2013

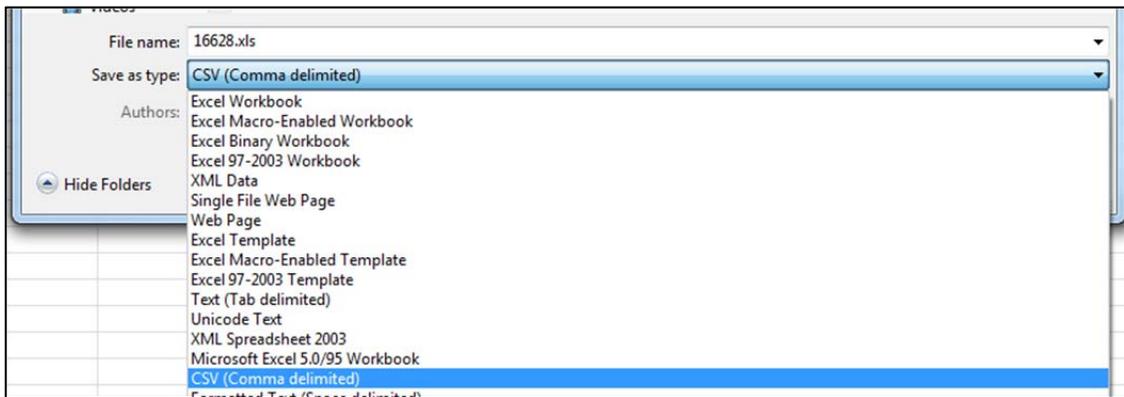
4. To change the Term or Institution click on the **change term** button
5. The upload feature will be available only for the **Approval Status** of “**Save but not Submit**”
6. Click the **download excel file** button to download the Grade Roster data. Save it to your local folder and give it a meaningful name like for example you could use the class number as filename.
7. If the class number is 16628, the file could be named as **16628.xls**

8. Open the .xls file
 - a. DNETC: Do Not Edit This Column – Columns marked DNETC should NOT be altered/deleted
9. Only the **Grade** column may be edited with the correct grade for the students listed in this file

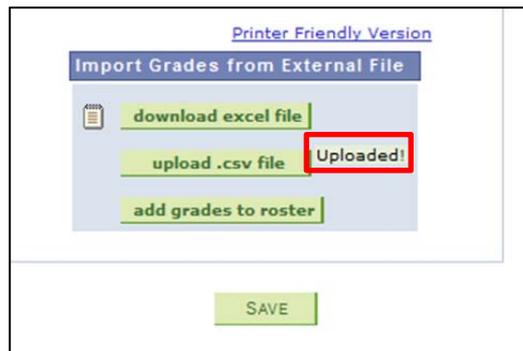
	A	B	C	D	E	F	G	H
1	Qry to download Grade Roster	25						
2	DNETC:Institution	DNETC:Term	DNETC:ClassNbr	DNETC:Career	DNETC:SeqNbr	DNETC:Emplid	DNETC:Name	Grade
3	HTR01	1132	42948	UGRD		1	88224646 Caesar, Nero	WU
4	HTR01	1132	42948	UGRD		1	97138426 Chulainn, Cu	B
5	HTR01	1132	42948	UGRD		1	48151623 Drake, Francis	B
6	HTR01	1132	42948	UGRD		1	77777777 Pendragon, Arthur	B
7	HTR01	1132	42948	UGRD		1	11235813 Wallace, William	B

10. Make the necessary Grade changes in the .xls file and save it as a .csv file
 - b. **File -> Save As -> Comma Delimited Value** file (.csv), you can also do **Ctrl+S** on Windows or **Command+S** on a Mac to bring up the save prompt and save as a Comma Separated Values file
 - c. So in our example, the file 16628.xls will create another file 16628.csv

Note: Due to technical limitations, the grade upload process accepts ONLY .csv file format. Mac users must save file as a “Windows Comma Separated (*.csv)” file.



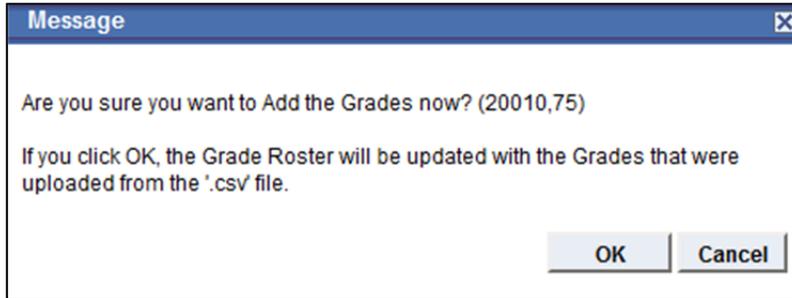
11. Click the **upload csv file** button to upload the .csv file that you have saved in your local folder. Once the upload is complete, you will see an **Uploaded!** message appear next to the button



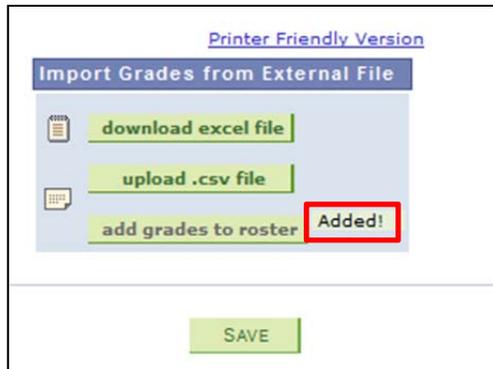
12. Click the **add grades to roster** button to process and bring over the Grade changes from the uploaded .csv file to the Grade Roster. Upon clicking the button you will see this message:

Note: If there are no rows pending Grade processing, the **add grades to roster** button will be in a disabled state. In such cases you will have to upload the csv file with Grade changes, if any, again.

13. Click **OK** to continue processing and **CANCEL** to quit processing



14. If you click **OK** and once the process is complete, you will see an **Added!** message appear next to the button



15. Once the Processing is complete, you will notice an icon  that shows up on the left hand side. This is the Review Results icon which is displayed as soon as the processing is complete. Hover your mouse over this icon, and it will display the Error messages, if any, in text format that can be copied to a notepad etc for reference, or .xls format that could be downloaded to your local folder.

d. A Common Error Message will look like the following, you can click on the **Review Results** button to download the excel file again to review the errors:



16. The excel file now has a **Message** column which explains the reason for the grade not being processed

DNETC:Emplid	DNETC:Name	Grade	Processed ?	Message
88224646	Caesar, Nero	C-	NO	[Emplid:15373733 - Name:Vilovic,Vlatko] ERROR: Grade entered is NOT a valid grade for the Grading Basis.
97138426	Chulainn, Cu	B	YES	Successfully Processed.
48151623	Drake, Francis	B	YES	Successfully Processed.

17. If there are no error messages, you will see the following message

Messages

Messages based on '.csv' file last uploaded on: 05/16/2013 3:51:50PM

Download as excel file: [Review Results](#)

Text format: **All Grades were successfully processed!**

18. The **Roster Grade** column in the grade roster page should be populated with the grades automatically

Display Options:

*Grade Roster Type:

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: **Save but not Submit** [save](#)

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	RD Option	Requirement Designation
21	Caesar, Nero	WU		CNV	Undergraduate - Anthropology BA/English Lit BA/Special Honors BA/Anthropology Linguistics Minor	Fifth Year	Yes	Regular Liberal Arts
22	Chulainn, Cu	B		CNV	Undergraduate - Special Honors BA	Lower Sophomore	Yes	Regular Liberal Arts
23	Drake, Francis	B		CNV	Undergraduate - Political Science BA/Special Honors BA	Upper Senior	Yes	Regular Liberal Arts
24	Pendragon, Arthur	B		CNV	Undergraduate - Psychology BA/Special Honors BA	Lower Senior	Yes	Regular Liberal Arts
25	Wallace, William	B		CNV	Undergraduate - Psychology BA/Special Honors BA/Sociology Minor	Upper Senior	Yes	Regular Liberal Arts

View All | [Print](#) | [Refresh](#) | Rows 21 - 25 of 25 | [Next](#) | [Previous](#)

Select All [Clear All](#)

<- add this grade to selected students

[notify selected students](#) [notify all students](#)

Import Grades from External File

[download excel file](#)

[upload .csv file](#)

[add grades to roster](#)

[SAVE](#)

19. Once you are satisfied with your grades, change the **Approval Status** to **Submit to Registrar** and the **Roster Grade** column will change from a dropdown list to fixed text
20. Click the **Save** button once you are ready to submit the grades

Display Options:

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status **Submit to Registrar** save

ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	RD Option	Requirement Designation
<input type="checkbox"/> 21 88224646	Caesar, Nero	WU		CNV	Undergraduate - Anthropology BA/English Lit BA/Special Honors BA/Anthropology Linguistics Minor	Fifth Year	Yes	Regular Liberal Arts
<input type="checkbox"/> 22 97138426	Chulainn, Cu	B		CNV	Undergraduate - Special Honors BA	Lower Sophomore	Yes	Regular Liberal Arts
<input type="checkbox"/> 23 48151623	Drake, Francis	B		CNV	Undergraduate - Political Science BA/Special Honors BA	Upper Senior	Yes	Regular Liberal Arts
<input type="checkbox"/> 24 77777777	Pendragon, Arthur	B		CNV	Undergraduate - Psychology BA/Special Honors BA	Lower Senior	Yes	Regular Liberal Arts
<input type="checkbox"/> 25 11235813	Wallace, William	B		CNV	Undergraduate - Psychology BA/Special Honors BA/Sociology Minor	Upper Senior	Yes	Regular Liberal Arts

View All | Rows 21 - 25 of 25

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

notify selected students
notify all students

SAVE

21. Once you have saved the status of the grade roster as “Submit Grades to Registrar”, a **POST** button will appear at the bottom right hand side of the page. Clicking the **POST** button will fill the column **Official Grades** (submit the grades to the registrar and also make the grades immediately available to the students in the class).

Note: Once you click the post button, you will **NOT** be able to change grades online. The **Official Grades** column is grayed out and cannot be changed. There is no warning/request for confirmation like in the old webgrading application. So, think twice before you click **POST**.

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

notify selected students
notify all students

SAVE
POST

List of Errors/Messages:

Error #1 Grade ‘grade-value’ cannot be assigned to the Grade Roster

Error #2 Grade entered is NOT a valid grade for the Grading Basis

Error #3 A Grade of 'grade-value' that exists on the Grade Roster cannot be altered

Error #4 An Official Grade of 'grade-value' has already been assigned, so grade on the Grade Roster cannot be altered

Error #5 File data does NOT match with Grade Roster data (Either columns labeled as 'DNETC' were edited or new rows were added)

Error #6 Duplicate row found. File cannot contain duplicate data

Other Message #1 Successfully Processed