

# “Load Grades From File” for Early Evaluation Grades

“Load Grades from File” is a feature to facilitate data entry of grades in SIS.

1. Open a new browser window and navigate to the One.IU at <https://one.iu.edu> and log in with your Username and Passphrase.
2. Search for **Faculty Center** and click the Start button.
3. Each one of your class sections for the current term will be listed on the **My Teaching Schedule** view of the Faculty Center. Verify the **Term** and click the *Change Term or Campus* button, as needed.
4. The presence of a message in the **Early Eval Roster Status** column for a class indicates that Early Evaluation grades are available. The values in the status column will be *Not Submitted* or *Submitted*.
5. Click the **Student Performance Roster** link to enter your Early Eval grades.
6. Click **Load Grades from File** (first red box in picture below).

Early Evaluation Grade Functions

Load Attendance from File Save Draft Performance Load Grades from File Save Draft Grades

Submit Performance Submit Performance w/o Change Load Grades from Canvas Approve/Submit Grades

Performance Last submitted on 01/06/2016

Set blank attendance to attending

Select	ID	Name	Early Eval Grade Input	Valid Grades	Academic Program/Plan	Academic Level	Enrollment Status	Attendance
1			A	Valid Grades	University Div Undergraduate - Exploratory Baccalaureate	Freshman	Enrolled	Irregular Attendance
2			B+	Valid Grades	Arts & Sciences Undergraduate - Neuroscience BS	Junior	Enrolled	Attending

7. Click **Browse** to locate your grade file and **Upload**.
8. The system will load the file and display a message with the load results.
  - a. The file must be comma-delimited (see the “Load from File” format instructions). The number of grades which can be loaded is displayed. The instructor then confirms that they want to continue the load (or cancel the attempt). The “Load Grades from File” button may be used as many times as needed before they are submitted.
  - b. If a University ID in the comma-delimited file does *not* match a University ID in the grade roster, the grade for the non-matching ID will be ignored. Early Evaluations are required only for students who are freshmen or University Division sophomores (or all students, if

the course is a General Education Common Grounds course). Grades for other students are not required and will be ignored when loading the file.

- c. You will not be allowed to change grades assigned by the system, such as a grade of “W” for withdrawn.
9. When the message is displayed “Loading X Records out of Y read. Would you like to continue?” click **OK** or **Cancel**.
  10. Verify that all grades are loaded and/or edit as necessary. You may click “Save Draft Grades” at any time to save. When changes are complete, click **Approve/Submit Grades** (second red box in picture at left). *Note that all students must receive a grade before you submit your roster.*
    - A **confirmation message** will be displayed as soon as grades have been accepted. You will also be sent an email message confirming that your roster was received and Faculty Center will show *Submitted*.

## Load from File – Format Instructions

The file needs to be comma-delimited and requires the following format:

- The first line in the file should indicate that the grade roster is for early evaluation grades (i.e. MID).
- All additional lines should be formatted with University ID and Grade.
- The ten-digit University ID **must** contain any leading zeros in order to match with the grade roster.

MID

```
0000011111,A-
0000022222,C+
0000033333,FM
0000044444,B
0000055555,IM
```

Errors:

1. If the file does not contain “MID” on the first line, or if the value does not match the roster type, the following error message will be displayed:
  - Invalid File. First Line of File must be MID for Early Evaluation Grade Rosters.
2. Otherwise, the instructor may receive the following error message if the format of the file is not correct:
  - Invalid file. Grade lines must be as follows: EMPLID, GRADE.