

## FORMATTING FILES FOR UPLOADING GRADES

Your file must have the following three columns:

Student UIN

CRN

Grade

See the example below:

12345678	12345	A
00123456	12345	B
00123457	12345	C

Do not "hide" columns. **Delete all other columns** (not just the data in the cells). Do not include any extraneous information within the columns. Use only valid grades for the course.

Also **delete** any extra rows you may have formatted, that have no data in them.

All columns MUST be formatted as text (if you type into the spreadsheet, format the cells as text BEFORE entering UIN or CRN). You can type a number as "text" by preceding it with an apostrophe – you will not see the apostrophe but Excel will treat the information as text, not a number.

Your files will not load if you do not follow this specific format.

If you must maintain information this process can not use for your personal files, make a copy of your file first and then edit to meet the above requirements.

## NAMING YOUR FILE PRIOR TO SAVING IT

You must name your file as follows:

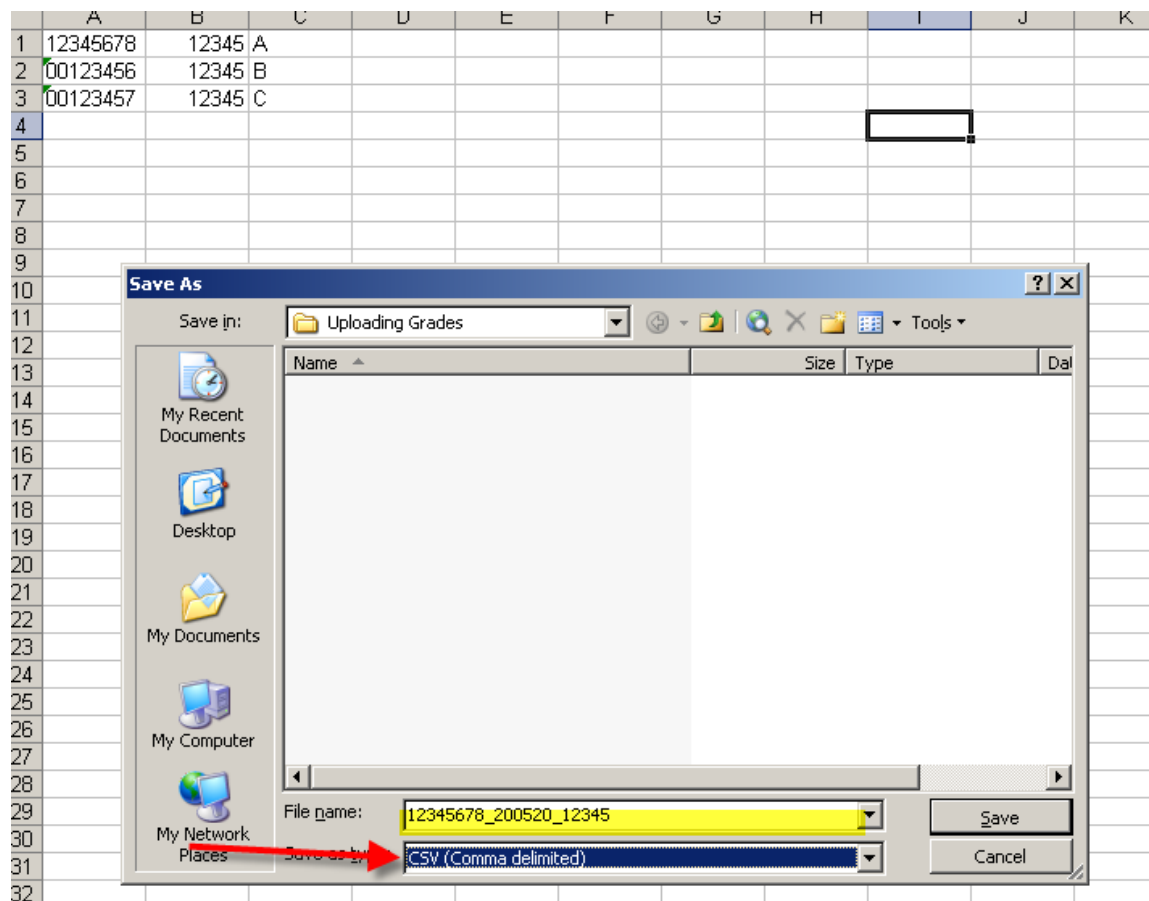
Instructor UIN\_Term\_CRN (12345678\_200520\_12345)

## SAVING AS A COMMA DELIMITED FILE (CSV format)

**You must save your file in a comma delimited format (CSV).**

When saving in Excel in order for the correct file extension to be attached to your file, please use the following directions:

1. Prepare your file as directed above.
2. Select "save as" from the FILE menu in Excel.
3. For file name, you must use your University ID Number\_term\_crn (for example 12345678\_200610\_12345)
4. Click on the "save as type" box
5. From the drop down menu that is connected to "save as type," scroll to the line that reads "CSV (Comma delimited)" or type the letter "C" and your drop-down menu should jump to "CSV..."  
**MAC USERS: Choose the "Windows comma separated (CSV)" format.**
6. Click on "Save" in the gray box.
7. If any boxes open that say your file has features that may not be compatible with the selected format, click "OK" or "yes" to save anyway.
8. Your file is now saved in a comma delimited format.



## A SHORTCUT YOU MIGHT FIND CONVENIENT...

From the Excel **Edit** menu select **Fill** to enter your CRN only once and the column will complete automatically. Choose to fill Up or fill Down.

### OPENING/USING NOTEPAD (Verifying your file format)

- If you would like to verify that your file has been saved correctly, open the Excel CSV file you created in "NOTEPAD." (**MAC USERS Open the file in TextEdit**).
- DO **NOT** OPEN THE FILE IN EXCEL – doing so will cause all the leading zeros to disappear and you will need to start over.
- Click on the **Start** menu to open NOTEPAD
- Click **All Programs**
- Click **Accessories**
- Notepad will be in the "Accessories" menu.
- After you have opened NOTEPAD, click on "FILE" then select the appropriate file to open.
- Your file should look like

12345678,12345,B+  
23456789,12345,A-  
34567890,12345,C+

**Be sure you have no extra commas after your grades, and no rows with only commas at the end of the data (e.g., , , ). If your information is all strung out in a single line your uploaded file will not work.**

### UPLOADING YOUR GRADES

From the **BANNER FILE UPLOAD PAGE**, select the BANNER Directory **GRADES** from the drop down menu.

- Select the file to upload from your personal files (This should be from the H: directory on your ODU PC.)
- Click **SUBMIT**.
- From the links at the bottom of the page or from the **Faculty & Advisor Menu** select **WEB GRADES** to complete the upload process.
- Verify that you have named your file correctly by clicking **VALID FILE NAMES TO USE**.
- Click **SELECT A GRADE FILE TO LOAD** when you are ready to upload your file.
- Repeat the process if you have additional files to load.

### FINISHING THE PROCESS

- Click on the link at the bottom of the upload page **Process a Grade File**
- ...or return to the Faculty and Advisor Menu and click on **Web Grade Menu** and click on **Select a File to Process**.
- From the drop-down list on the **Select a Grade File to Load** page, choose the file you want to upload.
- Click on the **PROCESS GRADES** button.
- If grades are successfully uploaded, you will see a new screen **Grade Upload Confirmation and Verification**.
- Verify that you have correctly entered grades on this screen by checking the roster for error messages.

### RESOLVING ERRORS and POSTING TO BANNER

- You should check for inconsistencies and grade errors **PRIOR TO** uploading your grades. **Once rolled, the CHANGE OF GRADE FORM (paper), available from your departmental office, must be used to change a grade that has been reported incorrectly. If the grade has not yet been "rolled to academic history"...**
- Check for error comments on the Grade Upload Confirmation and Verification page.
- Resolve errors and resubmit the grade file. You can submit all or part of the file so long as grades **HAVE NOT BEEN ROLLED**.
- The process to post grades to student academic history in Banner will run at least twice daily during the grading period. You should make certain that you have recorded your grades correctly, that mathematical calculations are accurate and that you are ready to post your grades BEFORE using this upload process. Errors must be corrected by using the paper CHANGE OF GRADE**

form, including justification for the change, your signature and that of your department chair or College dean.

### **CROSSLISTED CRN's**

Cross-listed courses or courses that have multiple CRN's (distance learning, for example), will appear together in your listing. You must load these grades together once you have graded all the sections.

### **ADDITIONAL QUESTIONS:**

#### **How long do grade files stay in LEO?**

Files will be uploaded to Banner on a regular basis during the grading period. Your file will remain as long as the grading period is "open." Once you see the message "Grade already rolled to history," though, you will not be able to change the grade for that student or class. If you need to correct or change a grade, you must complete the change of grade form available from your academic department, including justification, your signature and your department chair's signature.

#### **What should I do if I see the message "Invalid Grade"?**

Check the following:

- Student's registration status (pass/fail, audit)
- Grades of A+ are not valid for any course
- Grades of D+, D and D- are not valid for graduate level courses
- Other typographical errors made when entering grades

Make corrections as necessary

#### **What if my file doesn't seem to upload?**

- Verify that you have created your file in the correct format...student UIN, CRN and the grade.
- Verify that you have saved your file in the correct format ... your UIN, the term and the CRN (12345678\_200520\_12345). The underscore *MUST* be part of the file name.

#### **Can I type my grades in lower case?**

Yes. Grades will be converted to uppercase when processed into Banner.

#### **Where can I verify that my grades were uploaded?**

You can check your grades by clicking the "Final Grades" link in LEO. If you can see the grades, then your upload was successful.

#### **Whom do I call with questions?**

Office of the University Registrar, 683-5792 or 683-6530.