

## Mass Grade Entry Tool Instructions – Faculty Self-Service

### Step by step instructions for using the Mass Grade Entry tool on the Mid-Term Grade Entry page.

1. Navigate to the Mid-Term Grade Entry page for the Term and CRN of the course to which grades will be entered.
2. Navigate to the Mass Grade Entry tool at the bottom of the page.

#### Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Registration Number
1	Batchgradeentry, Student1	711111111	3.000	**Registered** Feb 25, 2011	None	1
2	Batchgradeentry, Student2	711111112	3.000	**Registered** Feb 25, 2011	None	2
3	Batchgradeentry, Student3	711111113	3.000	**Registered** Feb 25, 2011	None	3
4	Batchgradeentry, Student4	711111114	3.000	**Registered** Feb 25, 2011	None	4
5	Batchgradeentry, Student5	711111115	3.000	**Registered** Feb 25, 2011	None	5
6	Batchgradeentry, Student6	711111116	3.000	Registered Honors Feb 25, 2011	None	6
7	Batchgradeentry, Student7	711111117	3.000	Drop Course W recorded Apr 04, 2011	Not Gradable	7

**Please submit the grades often. There is a 999999 minute time limit starting at 05:48 pm on Mar 03, 2011 for this page.**

#### Instructions for using Mass Grade Entry:

1. Replace the sample data in the text area within the blue box below with the list of UINs and Grades, in the designated format, for ALL students appearing on this page that require a grade and press Load Grades.
2. Students with grades previously entered by any method whereby a grade can still be selected will have those grades overwritten with the data provided in the text area.
3. Do not include any students that are Not Gradable or where a grade cannot be selected. Grades existing in the text area for these students will cause an error in processing.
4. For classes having multiple pages of students to grade, the full UIN/Grade list can be pasted into the text area of each page of displayed students. Unmatched UIN/Grade pairs will be ignored from processing.
5. As errors are returned to the process, you must address each error within the text area and press Load Grades again. No grades will be loaded to the page until all returned errors have been addressed."
6. After all grades have been loaded to the page, review the grades for accuracy and any special grading situations (e.g. Honors Credit Learning Agreement).
7. Press the Submit button to save the Grades.

\* Below is a list of possible errors returned by the Mass Grade Entry tool and the actions to take for each error:

- No grade found for UIN - Enter the designated UIN/Grade combination in the source spreadsheet or text file, replace the data in the text area within the blue box with the updated data set and press Load Grades.
- Duplicate entry for UIN at line - Remove the duplicate or incorrect UIN/grade entry row from the text area and press Load Grades.
- UIN has no settable grade - Either the student has a registration status that is Not Gradable or the student has already received a grade that cannot be changed. Remove the designated UIN/grade entry row from the text area and press Load Grades.
- Grade Data must have either commas or tabs (but not both) - the delimiter option used for the first line of data must be used for the entire list.
- Drop down selection does not include 'X' - Find incorrect grade in text area and replace with a proper grade.

Enter a list of UINs and Grades separated by commas or tabs

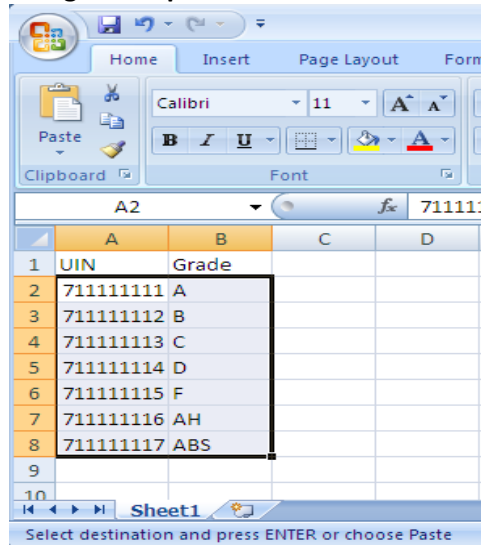
UIN,Grade 123456789,A 654321987,B	<input type="button" value="Load Grades"/>
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- Copy a list of UINs and Grades for the CRN from an external source. Paste that data into the text area in the blue shaded box completely replacing all sample data. It is recommended that you use your preferred spreadsheet or text editor for ease of copy and paste into the text area.

The order of students appearing in the text area is not important so long as ALL students requiring a grade displayed on the Mid-Term Grade Entry page appear in the text area. For classes with multiple pages of students, the entire roster of grades can be pasted into the text area on each page. Unmatched UINs will be ignored from processing.

### Using Excel Spreadsheet:

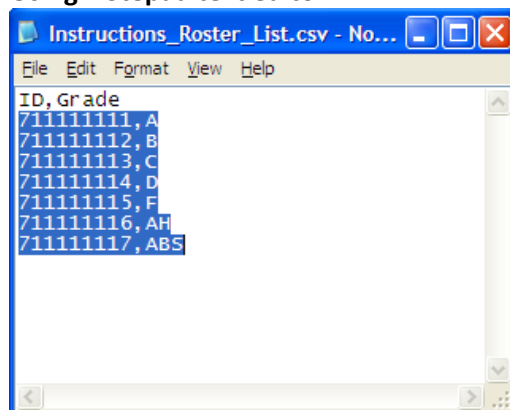


Enter a list of UINs and Grades separated by commas or tabs

```
711111111 A
711111112 B
711111113 C
711111114 D
711111115 F
711111116 AH
711111117 ABS
```

Load Grades

### Using Notepad text editor:



Enter a list of UINs and Grades separated by commas or tabs

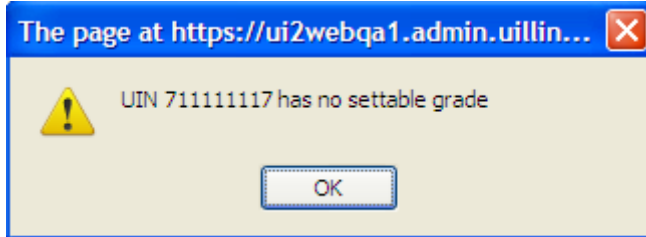
```
711111111,A
711111112,B
711111113,C
711111114,D
711111115,F
711111116,AH
711111117,ABS
```

Load Grades

## Mass Grade Entry Tool Instructions – Faculty Self-Service

- Press **Load Grades**. Address any errors returned and press **Load Grades** again until all errors have been resolved. For example, if an error is returned that a UIN has no settable grade (typically because the student dropped the section), remove the UIN/Grade data from the text area and press **Load Grades** again.

**Sample error message:**



**Highlight the entire erroneous record:**

Enter a list of UINs and Grades separated by commas or tabs

711111111	A
711111112	B
711111113	C
711111114	D
711111115	F
711111116	AH
711111117	ABS

**Delete that record from the list:**

Enter a list of UINs and Grades separated by commas or tabs

711111111	A
711111112	B
711111113	C
711111114	D
711111115	F
711111116	AH

- Grades are populated in the Grade column according to the values. Navigate back through the page to ensure the grades loaded correctly.

*Mid Term Grades*

Record Number	Student Name	ID	Credits	Registration Status	Grade	Registration Number
1	Batchgradeentry, Student1	711111111	3.000	**Registered** Feb 25, 2011	A	1
2	Batchgradeentry, Student2	711111112	3.000	**Registered** Feb 25, 2011	B	2
3	Batchgradeentry, Student3	711111113	3.000	**Registered** Feb 25, 2011	C	3
4	Batchgradeentry, Student4	711111114	3.000	**Registered** Feb 25, 2011	D	4
5	Batchgradeentry, Student5	711111115	3.000	**Registered** Feb 25, 2011	F	5
6	Batchgradeentry, Student6	711111116	3.000	Registered Honors Feb 25, 2011	AH	6
7	Batchgradeentry, Student7	711111117	3.000	Drop Course W recorded Apr 04, 2011	Not Gradable	7

## Mass Grade Entry Tool Instructions – Faculty Self-Service

- Press the **Submit** button to save the Grades.

### Course Information

General Chemistry I - CHEM 102 0

CRN: 56534

Students Registered: 7

Please submit the grades often. There is a 999999 minute time limit starting at 03:52 pm on Feb 25, 2011 for this page.

✓ The changes you made were saved successfully.

### Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Registration Number
1	Batchgradeentry, Student1	711111111	3.000	**Registered** Feb 25, 2011	A	1
2	Batchgradeentry, Student2	711111112	3.000	**Registered** Feb 25, 2011	B	2
3	Batchgradeentry, Student3	711111113	3.000	**Registered** Feb 25, 2011	C	3
4	Batchgradeentry, Student4	711111114	3.000	**Registered** Feb 25, 2011	D	4
5	Batchgradeentry, Student5	711111115	3.000	**Registered** Feb 25, 2011	F	5
6	Batchgradeentry, Student6	711111116	3.000	Registered Honors Feb 25, 2011	AH	6
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Submit

Reset

- For classes with multiple pages of students to grade, repeat Steps 2-6 until all grades have been submitted.
- To grade another section, navigate to the bottom of the Mid-Term Grade Entry page and choose **Select a CRN**. This will allow you to select another gradable CRN for the same term to which you are assigned. Repeat previous steps.