

Mass Grade Entry Tool Instructions – Faculty Self-Service

Step by step instructions for using the Mass Grade Entry tool on the Final Grade Entry page.

1. Navigate to the Final 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.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Batchgradeentry, Student1	711111111	3.000	**Registered** Feb 25, 2011	None	N	<input type="text"/>	<input type="text"/>	1
2	Batchgradeentry, Student2	711111112	3.000	**Registered** Feb 25, 2011	None	N	<input type="text"/>	<input type="text"/>	2
3	Batchgradeentry, Student3	711111113	3.000	**Registered** Feb 25, 2011	None	N	<input type="text"/>	<input type="text"/>	3
4	Batchgradeentry, Student4	711111114	3.000	**Registered** Feb 25, 2011	None	N	<input type="text"/>	<input type="text"/>	4
5	Batchgradeentry, Student5	711111115	3.000	**Registered** Feb 25, 2011	None	N	<input type="text"/>	<input type="text"/>	5
6	Batchgradeentry, Student6	711111116	3.000	Registered Honors Feb 25, 2011	None	N	<input type="text"/>	<input type="text"/>	6
7	Batchgradeentry, Student7	711111117	3.000	Drop Course W recorded Apr 04, 2011	Not Gradable	N	<input type="text"/>	<input type="text"/>	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.

 Basic instructions for using Mass Grade Entry (more details found at [Mass Grade Entry Tool Instructions](#)):

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 the blue box 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. Before your grade submission can be saved, the **Last Attend Date** data is required for students to whom you assign a grade of **F** or **U**. Click [Last Attend Date and Attend Hours](#) for detailed instructions on how to populate the data.
8. Press the Submit button to save the Grades and any Last Attend Dates/Attend Hours entered.

* 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

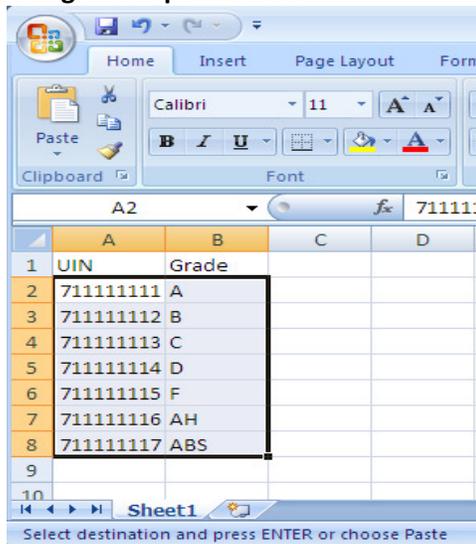
[[Select a Term & CRN](#) | [Select a CRN](#) | [Faculty Schedule - Detail](#) | [Class List - Detail](#) | [Class List - Summary](#)]

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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 Final 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:



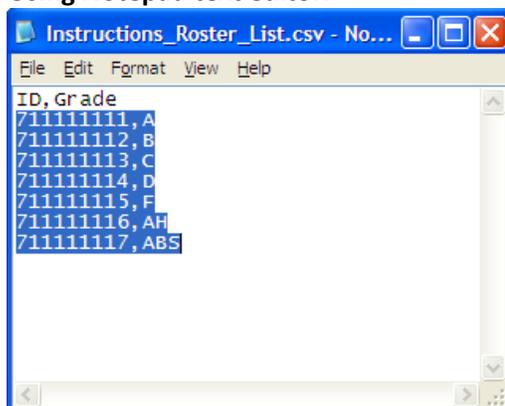
	A	B	C	D
1	UIN	Grade		
2	71111111	A		
3	71111112	B		
4	71111113	C		
5	71111114	D		
6	71111115	F		
7	71111116	AH		
8	71111117	ABS		
9				
10				

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

```
71111111 A
71111112 B
71111113 C
71111114 D
71111115 F
71111116 AH
71111117 ABS
```

Load Grades

Using Notepad text editor:



```
Instructions_Roster_List.csv - No...
File Edit Format View Help
ID, Grade
71111111, A
71111112, B
71111113, C
71111114, D
71111115, F
71111116, AH
71111117, ABS
```

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

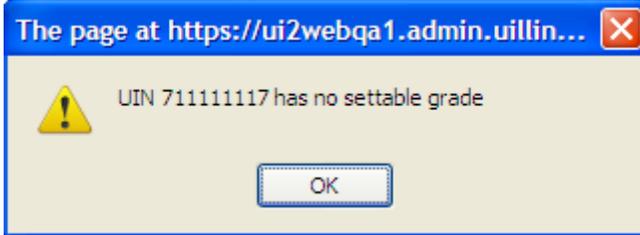
```
71111111,A
71111112,B
71111113,C
71111114,D
71111115,F
71111116,AH
71111117,ABS
```

Load Grades

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- 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

71111111	A
71111112	B
71111113	C
71111114	D
71111115	F
71111116	AH
71111117	ABS

Delete that record from the list:

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

71111111	A
71111112	B
71111113	C
71111114	D
71111115	F
71111116	AH

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

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Batchgradeentry, Student1	71111111	3.000	**Registered** Feb 25, 2011	A	N	<input type="text"/>	<input type="text"/>	1
2	Batchgradeentry, Student2	71111112	3.000	**Registered** Feb 25, 2011	B	N	<input type="text"/>	<input type="text"/>	2
3	Batchgradeentry, Student3	71111113	3.000	**Registered** Feb 25, 2011	C	N	<input type="text"/>	<input type="text"/>	3
4	Batchgradeentry, Student4	71111114	3.000	**Registered** Feb 25, 2011	D	N	<input type="text"/>	<input type="text"/>	4
5	Batchgradeentry, Student5	71111115	3.000	**Registered** Feb 25, 2011	F	N	<input type="text"/>	<input type="text"/>	5
6	Batchgradeentry, Student6	71111116	3.000	Registered Honors Feb 25, 2011	AH	N	<input type="text"/>	<input type="text"/>	6
7	Batchgradeentry, Student7	71111117	3.000	Drop Course W recorded Apr 04, 2011	Not Gradable	N	<input type="text"/>	<input type="text"/>	7

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6. It is required that you enter a Last Attend Date/Attend Hours for students to whom you assign a grade of “F” or “U”.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Batchgradeentry, Student1	711111111	3.000	**Registered** Feb 25, 2011	A	N			1
2	Batchgradeentry, Student2	711111112	3.000	**Registered** Feb 25, 2011	B	N			2
3	Batchgradeentry, Student3	711111113	3.000	**Registered** Feb 25, 2011	C	N			3
4	Batchgradeentry, Student4	711111114	3.000	**Registered** Feb 25, 2011	D	N			4
5	Batchgradeentry, Student5	711111115	3.000	**Registered** Feb 25, 2011	F	N	05/01/2011		5
6	Batchgradeentry, Student6	711111116	3.000	Registered Honors Feb 25, 2011	AH	N			6
7	Batchgradeentry, Student7	711111117	3.000	Drop Course W recorded Apr 04, 2011	Not Gradable	N			7

7. Press the **Submit** button to save the Grades and any Last Attend Dates entered.

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.

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Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Batchgradeentry, Student1	711111111	3.000	**Registered** Feb 25, 2011	A	N			1
2	Batchgradeentry, Student2	711111112	3.000	**Registered** Feb 25, 2011	B	N			2
3	Batchgradeentry, Student3	711111113	3.000	**Registered** Feb 25, 2011	C	N			3
4	Batchgradeentry, Student4	711111114	3.000	**Registered** Feb 25, 2011	D	N			4
5	Batchgradeentry, Student5	711111115	3.000	**Registered** Feb 25, 2011	F	N	02/11/2011		5
6	Batchgradeentry, Student6	711111116	3.000	Registered Honors Feb 25, 2011	AH	N			6
7	Batchgradeentry, Student7	711111117	3.000	Drop Course W recorded Apr 04, 2011	Not Gradable	N			7

8. For classes with multiple pages of students to grade, repeat Steps 2-7 until all Grades and Last Attend Dates have been submitted.
9. To grade another section, navigate to the bottom of the Final 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.