Gradebook upload guide

Grades Upload into PeopleSoft Gradebook

A new feature has been added to Gradebook in PeopleSoft (for academic and admin staff) which will allow grades to be entered via a spreadsheet upload. This means that if the grades to be entered already exist in a spreadsheet file you should be able to use this to upload the marks directly, rather than have to manually re-enter them into Gradebook.

The key points to bear in mind are:

- The file must contain student numbers and the grades to be entered into Gradebook
- The file must be in the correct format:
  o Saved as a csv file
  o Grades in final column
  o Student IDs in the first column, or in a column headed 'ID', 'Student ID', Username' or 'Emplid'
- Grades can be amended after upload
- Grades can only be uploaded for First Sit assignments
- Only rounded module grades can be uploaded – you cannot upload grades with decimal places
- Any errors or warnings will be flagged up at the point of upload
- Files can be uploaded multiple times into Gradebook – any existing grades will not be overwritten unless you indicate that they should be.
- It is possible to create a file within Course Resources that can be uploaded straight into Gradebook
- If there are multiple classes in PeopleSoft, but just a single instance in Course Resources you may need to take the file from CR and upload it into each class in turn in Gradebook

How to create a file to Upload

Files for upload into Gradebook can be created through a variety of methods and there is a degree of flexibility allowed for the format of the file to be uploaded.

The key things for each file are:

- It must be in csv format (so an Excel file saved as a csv file is perfect)
- The final column must contain the student grade
- The student grade must be rounded to the nearest integer (i.e. the actual grade to be awarded – do not try to upload grades with decinal places)
- There must be a column headed 'ID' or ' Student ID' or 'Emplid' or 'Username' and this should contain the student numbers. (If there are no columns with one of these headings then the first column in the file will be assumed to contain the student numbers).
- There is no restriction to the number of columns in the file (all columns other than the student ID and grade will be ignored by the process)

Example of a correct file format:

	A	B	C	D	E
1	ID	Name	Grade		
2	111111111	Adams, Alan	45		
3	222222222	Brown, Bobby	85		
4	333333333	Clark, Chris	47		
5	444444444	Dunn, Dennis	69		
6	555555555	Evans, Eddie	48		
7					

Or

	A	B	C	D	E	F	G
	ID	Name	q1	q2	q3	Overall Grade	
	111111111	Adams, Alan	45	78	69	64	
	222222222	Brown, Bobby	15	58	87	53	
	333333333	Clark, Chris	85	68	58	70	
	444444444	Dunn, Dennis	59	74	91	75	
	555555555	Evans, Eddie	68	29	57	51	

Or

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Username	Student ID	Last Access	Availabilit	Ecology End of Module Compu	
2	Adams	Alan	111111111	111111111	03:01.0	Yes	45	
3	Brown	Bobby	222222222	222222222	51:54.0	Yes	64	
4	Clarke	Chris	333333333	333333333	20:17.0	Yes	62	
5	Dunn	Dennis	444444444	444444444	27:15.0	Yes	77	
6	Evans	Eddie	555555555	555555555	57:42.0	Yes	56	
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Download grades from Course Resources

- Go to your module page in Course Resources
- In the 'Control Panel' select 'Grade Centre'….'Full Grade Centre'
- Select 'Work Offline' and then 'Download'

- In the 'Download Grades' page, select 'Selected Column' in the 'Data' area and then select the column that contains the grades you wish to upload to PeopleSoft (e.g. 'Total')
- In 'Options' select 'Comma' as the Delimiter Type

Download Grades

Cancel Submit

1. **Data**

Select Data to Download
- ○ Full Grade Centre
- ● Selected Column [Total ▼] ☐ Include Comments for this Column
- ○ User Information Only

2. **Options**

Delimiter Type   ○ Comma ● Tab
Include Hidden Information   ○ Yes ● No
Hidden information includes columns and users that have been hidden from view.

3. **Submit**

Cancel Submit

- Click 'Submit'
- You will be taken to the 'Download' page – click 'Download' to save the file.
- You can now use this file to upload into Gradebook

Download a spreadsheet from Gradebook

You will see that there is a 'Download' button on the left side of the page.

Name	ID	C1 50
Download		Upload

This will prompt you to 'Save' the file. You may see warning messages about file formats but you can click 'Yes' or 'OK' to bypass these.
Once you have entered grades into your file you must save it as a csv format file.

Create your own spreadsheet

You should be able to use any spreadsheet that you have created yourself as long as it follows the rules detailed above (and is saved as a csv file)

Uploading Grades into Gradebook

- Go to Gradebook
- You should now see an 'Upload' link alongside each first sit assignment (grades cannot be uploaded for referral assignments)

C1 10	C2 90	RC1
Upload	Upload	

- Clicking on this link will allow you to select a file to upload.
- You must select a file that is in comma separated (csv) format (see section A. above for format details)
- You will initially be shown a page listing any errors or warnings – these are colour coded so you can easily see the problem with each student (e.g. invalid grades, students with missing grades)
- Some of these warnings (e.g. where a grade already exists for a student) can be ignored using the 'Ignore Warnings' checkbox. This will mean that the grade in the file will be uploaded.

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