

IMPORTING YOUR FINAL GRADES INTO PORTAL- QUICK GUIDE

WHY SHOULD I BE INTERESTED IN THIS?

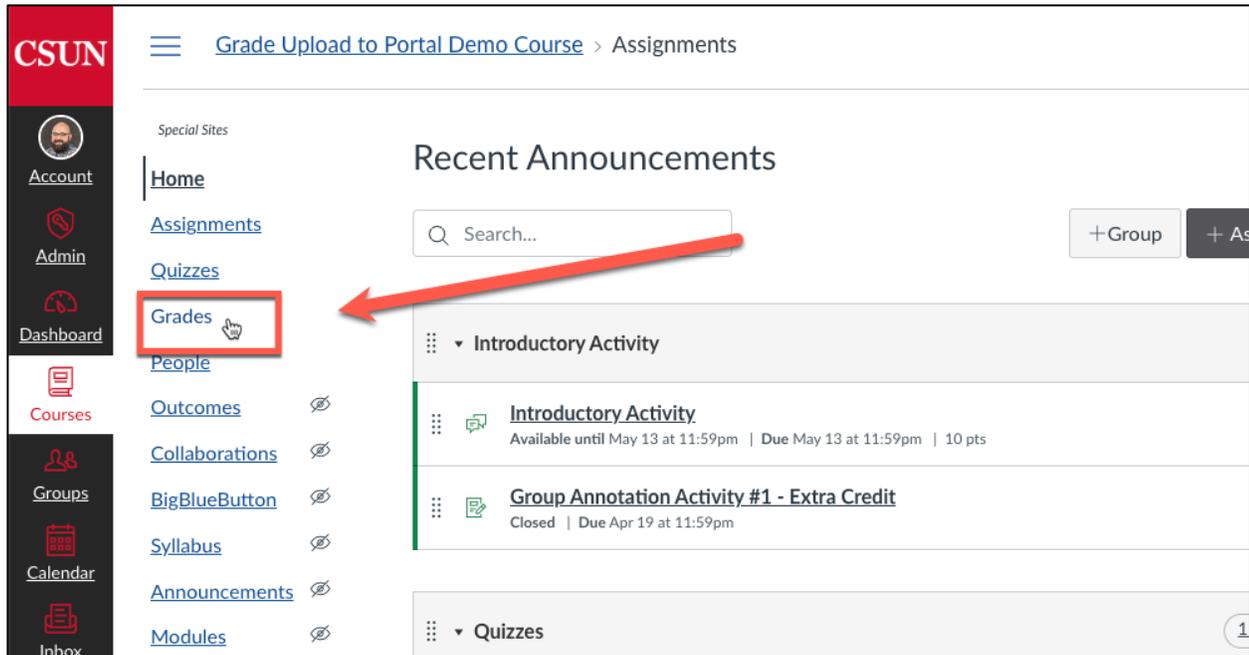
If you're grappling with the challenge of managing multiple large classes, the task of recording final grades might feel like a daunting and time-consuming endeavor. However, there is a method to streamline this process, offering you a chance to significantly reduce the time invested. This process requires either Microsoft Excel or Apple Numbers be installed on your computer. If you do not have Microsoft Excel installed on your computer, you can install it by [visiting the Microsoft Office website](#).

- If you have multiple courses, you will need to follow these steps for each course.
- If you have cross-listed sections in your Canvas course, see special instructions at the end of the guide before you begin Step 1a.

DOWNLOAD YOUR CANVAS GRADEBOOK

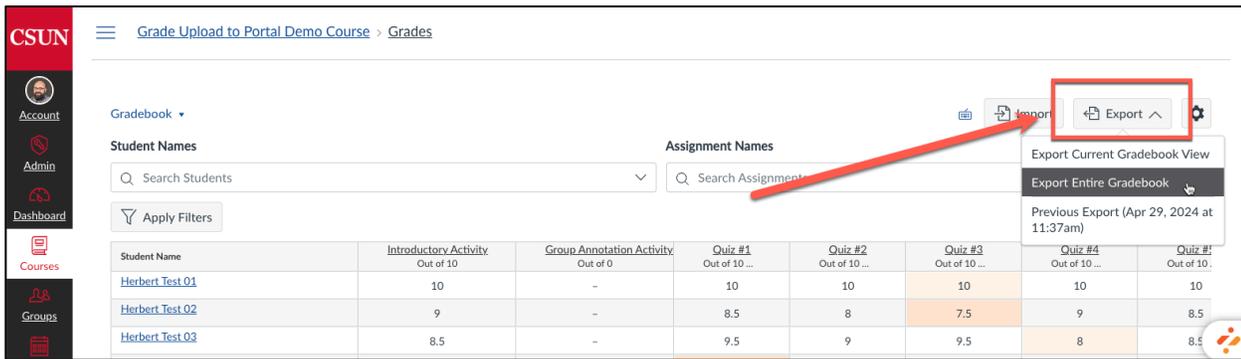
Step 1a:

Go to your course Gradebook:



Export your Canvas Gradebook. The file that gets created by Canvas will be in .CSV format, this format can be opened with Microsoft Excel.

Step 1b:



Step 2a:

Open the file download .CSV file in Microsoft Excel and relabel the heading of Column C from “SIS User ID” to “Student ID Number”.

	A	B	C	D	E	F
1	Student	ID	SIS User ID	SIS Login ID	Section	Introduct
2						
3	Points Possible					
4	01, Herbert T	167202	matttest01	matttest01	gupdc	
5	02, Herbert T	167382	matttest02	matttest02	gupdc	
6	03, Herbert T	167204	matttest03	matttest03	gupdc	

Step 2b:

Navigate to the final column in the file, the column heading will be “Unposted Final Score”. Type “Final Letter Grade” into the cell that is to the immediate right of column with the heading Unposted Final Score.

	AN	AO	AP	AQ	AR	AS	AT
1	Final Points	Current Score	Unposted Cu	Final Score	Unposted Final Score	Final Letter Grade	
2							
3	(read only)	(read only)	(read only)	(read only)	(read only)		
4	85	94.44	94.44	85	85		
5	79	87.78	87.78	79	79		

The exported gradebook will contain a column for every assessment in your course, as a result the total number of columns will vary from course to course. However the last column will always be labeled “Unposted Final Score”. Similarly, column E will always be labeled “Section” this is by default.

Step 2c:

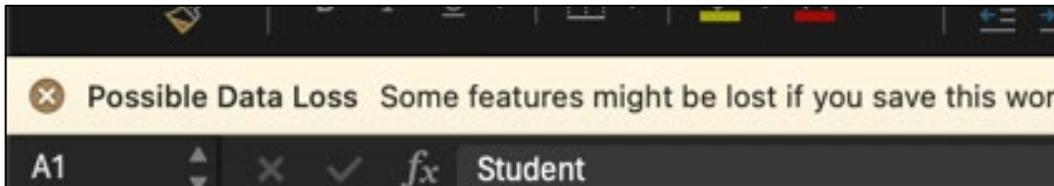
Starting from the column “F” highlight all the columns up to and including the column with the heading “Unposted Current Score”. Once highlighted, delete the columns. This can be done by either right-clicking and selecting delete or by choosing “Delete” from the Edit menu.

	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS		
1	Current	FINAL Unpos	FINAL Final S	FINAL Unpos	Current	Point	Final Points	Current Score	Unposted Cu	Final Score	Unposted Final Score	Final Letter C
2												
3	ly	(read only)	(read only)	(read c	ly	(read only)	(read only)	(read only)	(read only)			
4	37.5	87.5	87.5			85	94.44	94.44	85	85		
5	90	90	90			79	87.78	87.78	79	79		
6	100	100	100			85	94.44	94.44	85	85		
7	37.5	87.5	87.5			81.5	90.56	90.56	81.5	81.5		
8	37.5	87.5	87.5			81	90	90	81	81		
9	95	95	95			81.5	90.56	90.56	81.5	81.5		
10	90	90	90			84.5	92.90	92.90	84.5	84.5		

Once deleted your file should have significantly fewer columns. Now is a good time to save your file.

	A	B	C	D	E	F	G	H
1	Student	ID	Student ID Number	SIS Login ID	Section	Final Score	Unposted Final	Final Letter Grade
2								
3	Points Possible					(read only)	(read only)	
4	01, Herbert T	167202	matttest01	matttest01	gupdc	85	85	
5	02, Herbert T	167382	matttest02	matttest02	gupdc	79	79	
6	03, Herbert T	167204	matttest03	matttest03	gupdc	85	85	
7	08, Megan T	218895	matttest08	matttest08	gupdc	81.5	81.5	

Please note that when saving the file, you may see a message regarding possible data loss. This is because the file is being saved as a .CSV file format. Ignore this error message because the file must be .CSV to upload to the Portal.



Step 2d:

Enter the corresponding letter grade to each student into the “Final Letter Grade” column. Once you are done entering the letter grade, save the file one again. You are now ready to move onto the next step.

Step 3a:

Go to www.csun.edu and log into the CSUN Portal. Once logged in go to the **Faculty** tab followed by the **Student Administration** option, and then the **Faculty Center**. Once in the **Faculty Center**, select **Grade Roster** icon for the class you are ready to enter grades for.

Step 3b:

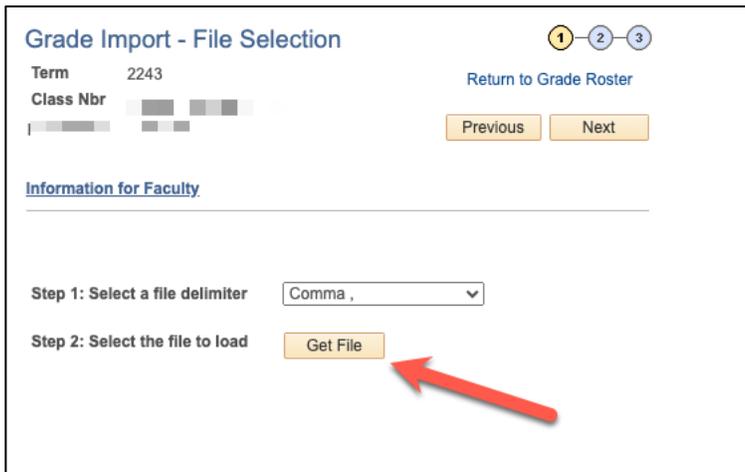
Click on the link labeled “**Import Grades from File**”. This will take you to the Grade Import – Instructions page.

The screenshot shows the 'Grade Roster' interface for Spring Semester 2024. It includes a 'Change Class' button, a table with columns for Days and Times, Room, Instructor, and Dates. Below the table are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Roster Action' section has a dropdown for '*Approval Status' set to 'Not Reviewed' and a 'Save' button. A red box highlights the 'Import Grades from File' button, with a red arrow pointing to it from the left. At the bottom, there is a 'Student Grade' table with columns for ID, Last Name, Roster Grade, Official Grade, Academic Career, and Grading Basis.

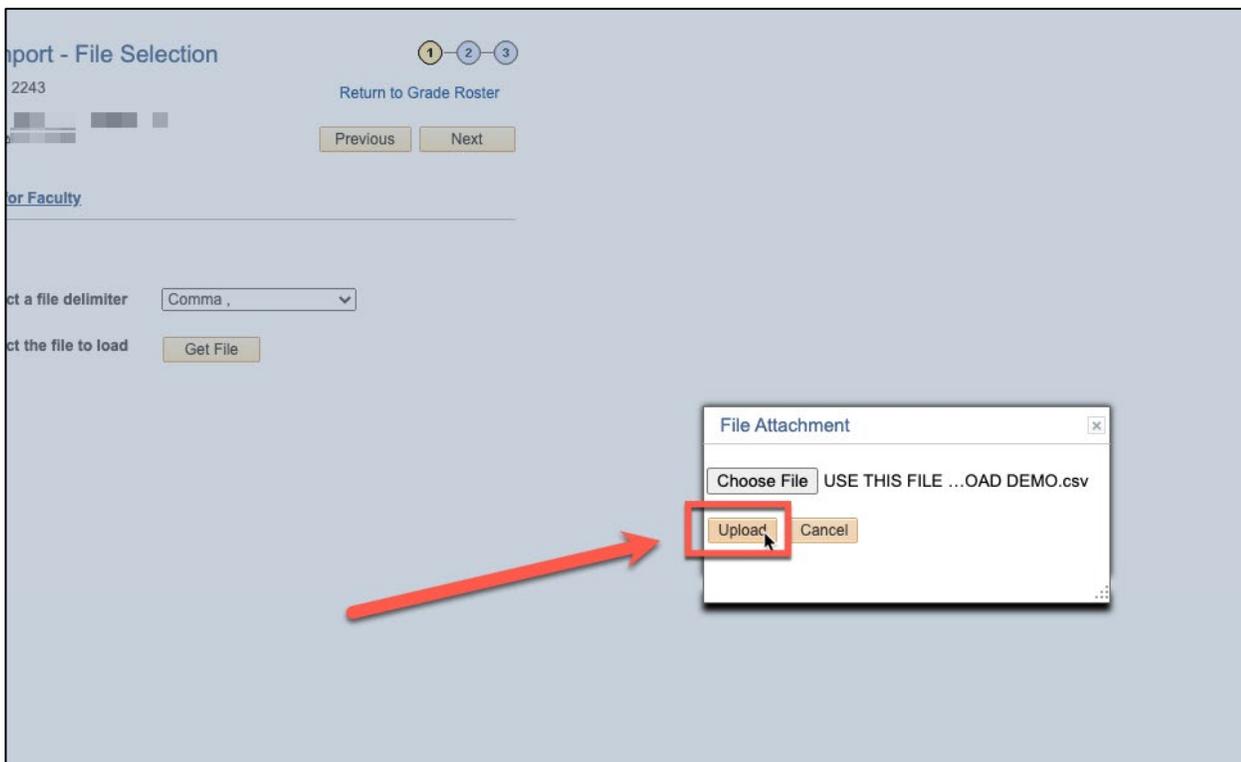
Click on the button labeled “**Next**”, to get to the **Grade Import - File Selection** page.

The screenshot shows the 'Grade Import - Instructions' page. It features a progress indicator with steps 1, 2, and 3, where step 2 is active. There is a 'Return to Grade Roster' link and a 'Next' button highlighted with a red box and a red arrow pointing to it. Below the button is a section titled 'Information for Faculty' and 'Preparing the Import File'. The 'Preparing the Import File' section includes a list of requirements for the import file, such as being tab or comma delimited, having a filename of 60 characters or less, and containing specific column headings. A note at the bottom states: 'Only currently enrolled students may be uploaded, do not include any dropped students'.

Once you are at the **Grade Import - File Selection** ensure that the “file delimiter” option is set to “**Comma ,**” and then click on the button labeled “**Get File**”.



Clicking on that button will open a small window so you can upload your .CSV file. Click on the button labeled “**Choose File**” and select the file you prepared in [Steps 2a – 2d](#). Click on the “**Upload**” button once you have located and selected the file.



Step 3c:

It will take a few seconds for the file to be uploaded to the Portal. Once the upload is completed you will be automatically taken to the “**Grade Import – Column Mapping**” page.

The column on the right will include the column headings from your .CSV file. The column on the right is the values that the Portal will use to identify and then assign the appropriate letter grade for each student.

Assign “**Student ID**” to the Column Description labeled “**STUDENT ID NUMBER**”; and then assign “**Grade**” to the Column Description “**FINAL LETTER GRADE**”.

Grade Import - Column Mapping

Term 2243 Return to Grade Roster

Class Nbr

Previous Next

Information for Faculty

The column headings from your uploaded file display under Column Description. Find the column heading that contains your grade information and map it to GRADE by selecting Grade from the dropdown menu. Find the column heading that contains student ID number from your file and map it to STUDENT ID by selecting Student ID from the dropdown menu. These are the only two rows that need to be mapped.

Column Description	Column Mapping
1 STUDENT	
2 ID	
3 STUDENT ID NUMBER	Student ID
4 FINAL SCORE	
5 FINAL LETTER GRADE	Grade

Step 3d

Once you have mapped the 2 fields, the “**Next**” button will be able to be clicked.

Class Nbr

Previous Next Next >>

Information for Faculty

The column headings from your uploaded file display under Column Description. Find the column heading that contains your grade information and map it to GRADE by selecting Grade from the dropdown menu. Find the column heading that contains student ID number from your file and map it to STUDENT ID by selecting Student ID from the dropdown menu. These are the only two rows that need to be mapped.

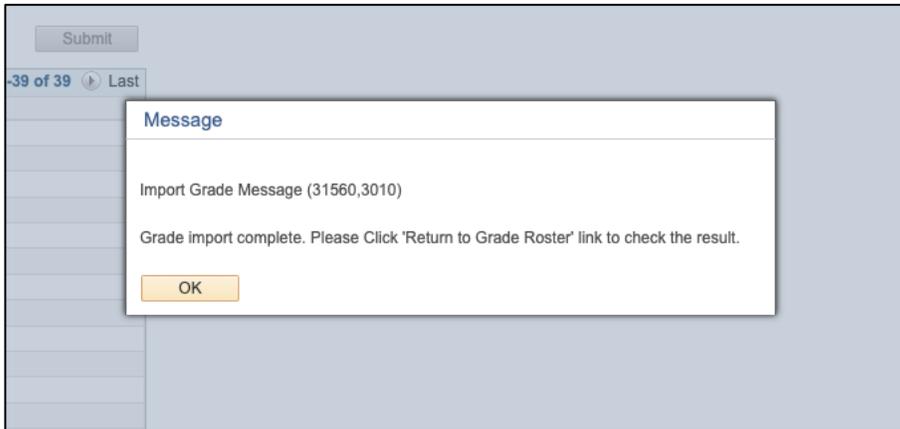
Column Description	Column Mapping
1 STUDENT	
2 ID	
3 STUDENT ID NUMBER	Student ID
4 FINAL SCORE	
5 FINAL LETTER GRADE	Grade

Clicking on the “**Next**” button will then show you the student id numbers and respective letter grade. Click on the “**Submit**” button to send the grades to the Portal.

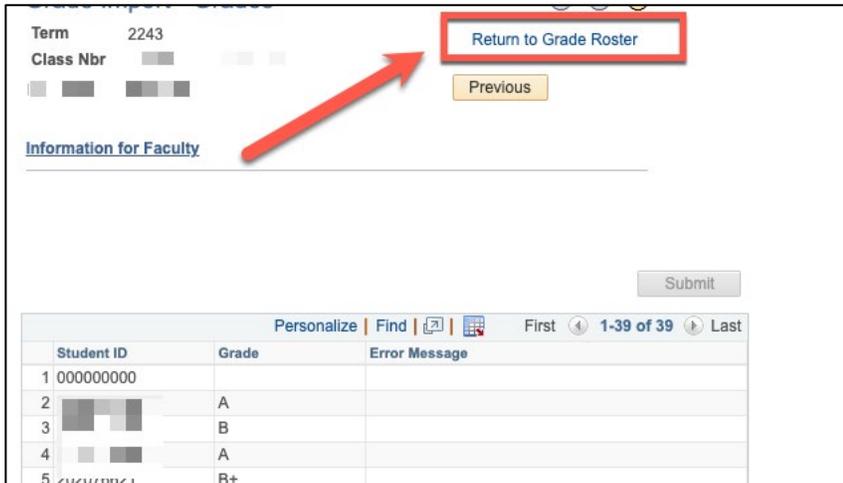
Import Grade Message (31560,3010)

Grade import complete. Please Click 'Return to Grade Roster' link to check the result.

[OK]



Click on the "OK" button and then click on the "Return to Grade Roster" link.



Step 3e

Once you have returned to the Grade Roster, review your grades one last time to ensure that the student grades are correct. *If you need to change the grade you can do so by clicking on the drop down list next to the student's name.*

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed Save

[Import Grades from File](#)

Find | View All | First 1-38 of 38 Last

Student Grade	ID	Last Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1	Student 1	B+		Undergraduate	Graded
<input type="checkbox"/>	2	Student 10	D		Undergraduate	Graded
<input type="checkbox"/>	3	Student 11	A-		Undergraduate	Graded
<input type="checkbox"/>	4	Student 12	B		Undergraduate	Graded
<input type="checkbox"/>	5	Student 13	D		Undergraduate	Graded

Step 3f

Once you have confirmed all grades are correct, select **“Approved”** from the **“Approval Status”** dropdown, then click on the **“Save”** button, to complete the approval process.

Spring Semester 2024 | Regular Academic Session | CSU Northridge | Undergraduate

Change Class

Days and Times	Room	Instructor	Dates
We 12:30PM-1:45PM	Jerome Richfield 118	C	01/22/2024 - 05/10/2024
TBA	Online Class	C	01/22/2024 - 05/10/2024

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Approved Not Reviewed Save

[Import Grades from File](#)

Find | View All | First 1-38 of 38 Last

Student Grade	ID	Last Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1	Student 1	B+		Undergraduate	Graded
<input type="checkbox"/>	2	Student 10	B-		Undergraduate	Graded
<input type="checkbox"/>	3	Student 11	A-		Undergraduate	Graded
<input type="checkbox"/>	4	Student 12	B		Undergraduate	Graded

Congratulations, you have now recorded the final grades for this course.

What to do if you have cross-listed courses?

If you have a cross-listed course, during step 2c, sort the columns so the file is grouped by your course sections. Assign the letter grade for all your students, then save a copy for each of your sections and delete the necessary columns. You will end up with a .CSV file for each unique section, with only the students in that section. Then follow steps 3a-3f in the Portal for each of the courses you teach and repeat as necessary.

Return to Step 2c

TROUBLESHOOTING TIPS

If there is a problem with one or more of the grades or students being uploaded, the problem is flagged and those grades are not uploaded to SOLAR. The errors need to be corrected in the source file and uploaded again. The second upload will not override what has already been uploaded to the grade roster.

Error you might receive:

15	104			Invalid grade for this student.
16	104		C	Student not found in roster.
17	108		F	Student not found in roster.
18	109		F	Student not found in roster.
30	103			Roster already has a grade

ERROR

DEFINITION/ACTION

Invalid grade for this student.

The grade noted in the file is not a grade that is used in SOLAR. Correct the grade in the file manually and re-upload the file.

Student not found in roster.

According to SOLAR, the file includes a student who is no longer enrolled in the class. The file data must match what's in SOLAR. Delete the student from the file and re-upload the file.

Roster already has a grade.

There is already a grade entered in SOLAR for the student and it's different from the grade noted in the file you are uploading. Correct the file and re-upload or correct the grade in SOLAR so the two match.

MAP>ORDER_NUM failed

This indicates a problem with the file mapping. Make sure the file is .csv comma delimited or .txt tab delimited if you are using a PC. Mac users may have to save their file as "Windows Comma Separated". If your file does not work, do a "save as" and select the correct file type when saving the file.

WU grades cannot be uploaded using the grade roster upload feature.

WU grades cannot be uploaded. Enter the grade manually in the grade roster. Upon SAVE, you will be asked to enter the Last Date of Attendance.

NEED HELP?

Contact the Faculty Technology Center by phone (818-677-3443, online at <https://www.csun.edu/it/faculty-technology-center-ftc>).