

# **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 <u>visiting the Microsoft Office website</u>.

- 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:

CSUN	Grade Up	Grade Upload to Portal Demo Course > Assignments					
Account	Special Sites		Recent Announcements				
Admin	Assignments		Q Search	+Group + As			
Dashboard	Quizzes Grades	4	Introductory Activity				
[말 Courses	Outcomes	ø	Introductory Activity				
28	<b>Collaborations</b>	Ø	Available until May 13 at 11:59pm   Due May 13 at 11:59pm   10 pts				
Groups	<b>BigBlueButton</b>	Ø	🔢 👦 Group Annotation Activity #1 - Extra Credit				
	<u>Syllabus</u>	Ø	Closed   Due Apr 19 at 11:59pm				
<u>Calendar</u>	Announcements	ø					
Inbox	Modules	Ø	li ▼ Quizzes	1			

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:



	<u>Demo Course</u> > <u>Grades</u>						
Gradebook 🔹					<b>₫</b>	tenport 🕂 Expo	ort 🔨 🗘
Student Names		A	Assignment Names			Export Current Gr	adebook Viev
Q Search Students		~	Q Search Assignment Export Entire Gradebook				
Y Apply Filters						Previous Export (A 11:37am)	Apr 29, 2024 a
Student Name	Introductory Activity Out of 10	Group Annotation Activity Out of 0	y <u>Quiz #1</u> Out of 10	Quiz #2 Out of 10	Quiz #3 Out of 10	Quiz #4 Out of 10	Quiz a Out of 10
Herbert Test 01	10	-	10	10	10	10	10
Herbert Test 02	9	-	8.5	8	7.5	9	8.5
Herbert Test 03	8.5	-	9.5	9	9.5	8	8.5

### 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".

	А	В	С	D	E	I
1	Student	ID	SIS User ID	SIS Login ID	Section	Introd
2						
3	Points Poss	sible				
4	01, Herbert T	167202	mattest01	mattest01	gupdc	
5	02, Herbert T	167382	mattest02	mattest02	gupdc	
6	03, Herbert T	167204	mattest03	mattest03	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	nt	Final Points	Current Scor	Unposted Cu	Final Score	Unposted Final Score	Final Letter G	rade
2								
3		(read only)	(read only)	(read only)	(read only)	(read only)		
4	5	85	94.44	94.44	85	85		
5	9	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 rightclicking and selecting delete or by choosing "**Delete**" from the Edit menu.

		AJ	AK	AL	_ AM	A	N	AO	AP	AQ	AR	AS
1	Jrren	FINAL Unpos	FINAL Final S	FINAL	Innos Current D	aint Einal D	oints	Current Scor	Unposted Cu	Final Score	Unposted Final Score	Final Letter G
2					Cut							
3	ly)	(read only)	(read only)	(read c	Copy Paste		nly)	(read only)	(read only)	(read only)	(read only)	
4	37.5	87.5	87.5		Paste Special		85	94.44	94.44	85	85	
5	90	90	90		Insert Copied Colls		79	87.78	87.78	79	79	
6	100	100	100		Delete		85	94.44	94.44	85	85	
7	37.5	87.5	87.5		Clear Contents		81.5	90.56	90.56	81.5	81.5	
8	37.5	87.5	87.5		Format Cells		81	90	90	81	81	
9	95	95	95		Column Width		81.5	90.56	90.56	81.5	81.5	
10	00	90	00		1.0.1.		94 5	02.90	02 00	94.5	94 5	

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

	A		В	с	D	E	F	G	н	
1	Student	ID		Student ID Number	SIS Login ID	Section	Final Score	Unposted Final	Final Letter Grad	de
2										
3	Points Poss	ible					(read only)	(read only)		
4	01, Herbert T		167202	mattest01	mattest01	gupdc	85	85		
5	02, Herbert T		167382	mattest02	mattest02	gupdc	79	79		
6	03, Herbert T		167204	mattest03	mattest03	gupdc	85	85		
7	09 Moron To		01000E	mattact09	mottoct09	dundo	01 5	01.5		

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 <u>www.csun.edu</u> 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.



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

pring \$	Semester 2024   Regula	ar Academic Ses	sion   CSU N	orthridge   Un	ndergraduate							
	a subsection of				Change	Class						
1	1.100 C 1.100 C		<b>1</b> 1. 1993					۲				
D	Days and Times	Room		Instructor		Dates						
V	We 12:30PM-1:45PM			1.0.0		01/22/202	4 - 4					
т	ГВА	1.00		10.00		01/22/202	4 - 4					
	Grad	le Roster Type	i indi orado		Approva							
Dis	erad	ter Grade Only			Approva				Import	Grades	rom Fil	e
Dis	erad	ter Grade Only		Find	View All	a   🔜	First 🕢 1	-38 of 38(	Import (	Grades	rom Fil	e
) Dis Stud	ent Grade	ter Grade Only		Find	View All	a   📑	First 🚯 1	-38 of 38(	Import (	Grades	rom Fil	e
Dis Stud	Ient Grade	Last Name Ro	oster Grade	Find	View All	ic Career	First ④ 1 Grading E	-38 of 38( 3asis	Import (	Grades	rom Fil	e
Dis Stud	Int Grade	Last Name Ro Student 1	oster Grade	Find Official Grade	View All	ic Career raduate	First ④ 1 Grading B Graded	-38 of 38( Basis	Import (	Grades	rom Fil	e
) Dis Stud	Ient Grade (TTT)	Last Name Ro Student 1	oster Grade	Find Official Grade	View All   Academ Underg	ic Career raduate	First ④ 1 Grading I Graded Graded	-38 of 38 (	Import (	Grades	rom Fil	e

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

Grade Im	port - Instructions	1-2-3				
Term	2243	Return to Grade Roster				
Class Nbr						
н		Next				
Information for	or Faculty					
Preparing	Preparing the Import File					
<ul> <li>Must be</li> <li>Must ha</li> <li>Must co</li> <li>Must no grades</li> <li>Must co</li> </ul>	<ul> <li>Must be tab delimited (.txt) or comma delimited (.csv)</li> <li>Must have a filename of 60 characters or less</li> <li>Must contain column headings for every column in the file</li> <li>Must not contain special characters with the exception of plus and minus for grades</li> <li>Must contain at least the following:</li> </ul>					
0	Student ID (no spaces or dashes) Grade value (only valid grades allowed, plus an	d minus are accepted)				
A letter grade for	or a CR/NC class will be converted to the approp	priate CR/NC grade				
Only currently e	enrolled students may be uploaded, do not inclu	de 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**".

Page 4 of 12



Grade Import - File Selecti Term 2243 Class Nbr	Return to Grade Roster Previous Next
Information for Faculty	
Step 1: Select a file delimiter Co Step 2: Select the file to load	mma , 🗸

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.

nport - File Selection	()-(2)-(3) Return to Grade Roster Previous Next	
or Faculty		
ct a file delimiter Comma , ct the file to load Get File	<u>_</u>	
		File Attachment Choose File USE THIS FILEOAD DEMO.csv

#### 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 Mappin Term 2243 Class Nbr	g 1 2 3 Return to Grade Roster 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 Student ID					

### Step 3d

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

Information for Faculty      Previous     Next     N	Clas	ss Nbr						
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. <b>Personalize   Find   @   @ First () 1-5 of 5 ()</b> Last <b>Column Description STUDENT STUDENT</b> <td>ŀ</td> <td></td> <td>Previous Next</td>	ŀ		Previous Next					
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.           Personalize         Find         Image: Student ID         First         1-5 of 5         Last           Column Description         Column Mapping         1         STUDENT         Image: Student ID         Image:	Infor	Information for Faculty						
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. Personalize Find [2] [] First (1-5 of 5 (2-14)) Column Mapping 1 STUDENT 2 ID 3 STUDENT ID NUMBER 4 FINAL SCORE 5 FINAL LETTER GRADE 5 Grade	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							
These are the only two rows that need to be mapped.         Personalize   Find [2] [2]       First (1-5 of 5 ()) Last         Column Mapping         1       STUDENT             Last         2       D </td <td>from y</td> <td>your file and map it to STUDENT ID by selecting</td> <td>ng Student ID from the dropdown menu.</td>	from y	your file and map it to STUDENT ID by selecting	ng Student ID from the dropdown menu.					
Personalize     Find     First     1-5 of 5     Last       Column Description     Column Mapping       1     STUDENT     ~       2     ID     ~       3     STUDENT ID NUMBER     Student ID       4     FINAL SCORE     ~       5     FINAL LETTER GRADE     Grade	These	e are the only two rows that need to be mappe	d.					
Column Description     Column Mapping       1     STUDENT     Image: Column Mapping       2     ID     Image: Column Mapping       3     STUDENT ID NUMBER     Image: Column Mapping       3     STUDENT ID NUMBER     Image: Column Mapping       4     FINAL SCORE     Image: Column Mapping       5     FINAL LETTER GRADE     Image: Column Mapping		Personalize Fi	nd 🛛 🔁 📔 🙀 🛛 First 🕢 1-5 of 5 🕑 Last					
1 STUDENT     Image: Constraint of the state		Column Description	Column Mapping					
2 ID     ✓       3 STUDENT ID NUMBER     Student ID       4 FINAL SCORE     ✓       5 FINAL LETTER GRADE     Grade	1	STUDENT	~					
3 STUDENT ID NUMBER     Student ID       4 FINAL SCORE     ✓       5 FINAL LETTER GRADE     Grade	2	ID	~					
4 FINAL SCORE ✓ 5 FINAL LETTER GRADE Grade ✓	3	STUDENT ID NUMBER	Student ID 🗸					
5 FINAL LETTER GRADE Grade	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.



Grade Import - Grades		1 – 2 – 3 Return to Grade Roster Previous
	<u></u>	
		Submit
	Perso	onalize   Find   🔄   🔣 First 🕢 1-39 of 39 🕟 Last
Student ID	Grade	Error Message
1 00000000		
2 202805816	A	
3	В	
4	A	
5	B+	
6	A-	
7	A-	
8	A	
9	B+	
10	В	
11	С	
12	D	
13	В	
14	В	
15	A	
16	В-	

If there are any errors with the file, or if you mapped the fields incorrectly, an error message will be displayed, along with an explanation of the error next to the Student ID number that triggered the error.

Class Nbr		
		Previous
Information for Fac	ulty	
	arey	
The second sector diseases		d Discourse to a file the same the Device shotter
The grades indicate	d were not importe	d. Please correct your file then use the Previous button
at the top of the pag	e to go back to the	ine import page and reload the me.
		Submit
	Perso	onalize   Find   🔄   🔜 First 🕢 1-40 of 40 🕢 Last
Student ID	Grade	Error Message
1 00000000		
2	В	Student not found in roster.
3.	A	
4 . B	В	
5	A	
5. 6.	A B+	

Go back to your .CSV file to fix any errors and then resave your .CSV file. Then click on the "**Previous**" button until you get to the **Grade Import - File Selection** page. Upload the corrected file and map the fields once again.

If there are no errors with either the .CSV file or the field mapping, you will get the following message the reads:



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

[OK]

Submit	st	
[	Message	
	Import Grade Message (31560,3010) Grade import complete. Please Click 'Return to Grade Roster' link to check the result.	

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

1111 2243		Return to Grade Roster
		Previous
rmation for Eac	ultu	
		Submit
	Pare	Submit
Studies ID	Pers	Submit
Student ID	Pers	Submit ionalize   Find   [2]   [] First (1-39 of 39 ) Last Error Message
Student ID 000000000	Pers Grade	Submit ionalize   Find   [2]   [] First (1-39 of 39 ) Last Error Message
Student ID 000000000	Perso Grade A B	Submit ionalize   Find   [2]   [] First (1-39 of 39 ) Last Error Message
Student ID 000000000	Perso Grade A B A	Submit ionalize   Find   [2]   [2] First (1-39 of 39 ) Last Error Message

#### 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.* 



)isplay	Options *Gi	ade Roster Typ	Final Grade	G	rade Roster Action *Approval Status	Not Reviewed	✓ Save
Disp	lay Unassigned R	oster Grade On	ly			·	
						Im	port Grades from File
				Find 1		First (4) 1-39 of 38 (b) Last	
Stude	ent Grade			rind I v			
	ID	Last Name	Roster Grade	Official Grade	Academic Career	Grading Basis	
	1 1	Student 1	B+ 🗸	_	Undergraduate	Graded	
	2 2	Student 10	DK		Undergraduate	Graded	
	3 2	Student 11	A- 🗸		Undergraduate	Graded	
	4 2	Student 12	В 🗸		Undergraduate	Graded	
_	E 0	Student 13			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.

7			C	nange Class			
Days and Times	Room		Instructor	Dates			
We 12:30PM-1:4	5PM Jerome F	Richfield 118	q	01/22/2024 05/10/2024	-		
ТВА	Online C	lass	C	01/22/2024 05/10/2024			
Display Unassigne	*Grade Roster Typ ed Roster Grade On	e Final Grade	¥App	roval Status	Not Reviewed		Save
Display Unassigne	*Grade Roster Typ ed Roster Grade On	e Final Grade	Y *App Find View /	roval Status	Not Reviewed	Import Gra	Save
Display Unassigne	*Grade Roster Typ ed Roster Grade On	e Final Grade	Find   View /	roval Status	Not Reviewed	Import Gra	Save ades from File
Display Unassigne	*Grade Roster Typ ed Roster Grade On TTD Last Name	e Final Grade	Find View /	III I III FI	Not Reviewed	Import Gra	Save
Student Grade	*Grade Roster Typ ed Roster Grade On TTT) Last Name Student 1	e Final Grade ly Roster Grade B+ ✓	Find   View /	II   [2]   [2] Fi ademic Career idergraduate	Not Reviewed Irst ① 1-38 of 38 ① Grading Basis Graded	Import Gra	Save
Student Grade	*Grade Roster Typ and Roster Grade On Last Name Last Name Student 1 Student 10	e Final Grade ly Roster Grade B+ ~ B- ~	Find   View /	Il [ ] [] Fi ademic Career idergraduate idergraduate	Not Reviewed	Import Gra	Save
Student Grade	*Grade Roster Typ ed Roster Grade On Last Name Student 1 Student 11	e Final Grade ly Roster Grade B+ B- A-	Find View A Gride Ac Grade Ui Ui	Il I I I I I I I I I I I I I I I I I I	Not Reviewed	Import Gra	Save

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



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	1	Invalid grade for this student.
16 104	C	Student not found in roster.
17 106	F	Student not found in roster.
18 109	F	Student not found in roster.
30 103	C	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. <u>Mac users may have to save their file as "Windows Comma</u> <u>Separated".</u> 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	WU grades cannot be uploaded. Enter the grade manually
using the grade roster upload	in the grade roster. Upon SAVE, you will be asked to enter
feature.	the Last Date of Attendance.



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

