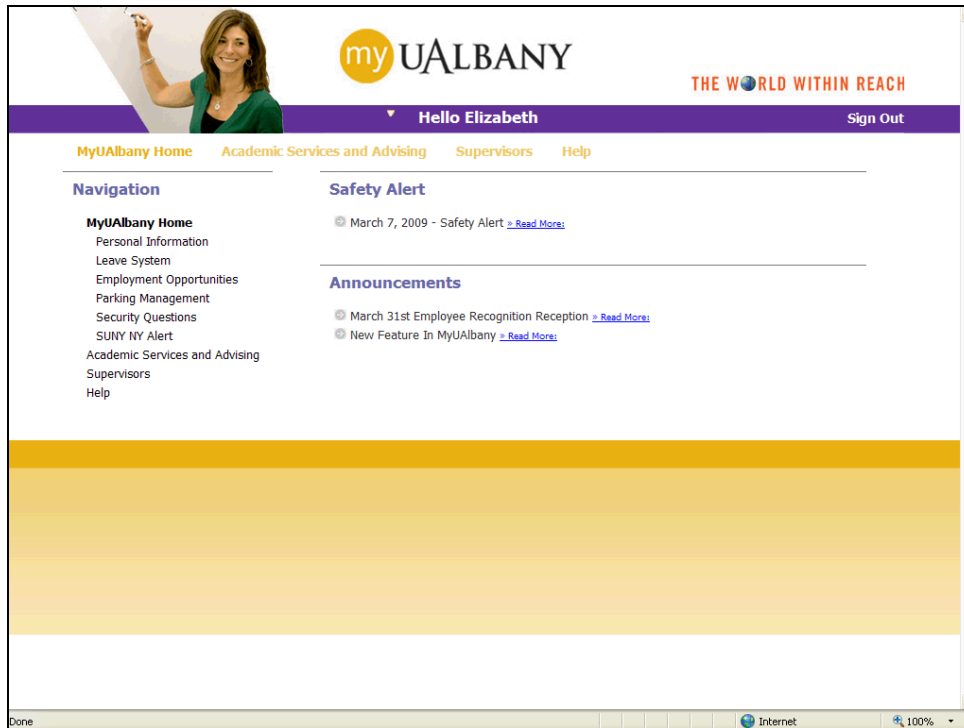


## MyUAlbany ~ Creating a File for Grade Upload

### Procedure

This topic will cover how to create a Tab delimited, text file from the Grade Roster that will be used in the Grade Upload process.



Step	Action
1.	Click the <b>Academic Services and Advising</b> link. <span style="border: 1px solid black; padding: 2px;">Academic Services and Advising</span>
2.	Click the <b>Class Schedules, Rosters and Grades</b> link. <span style="border: 1px solid black; padding: 2px;">Class Schedules, Rosters and Grades</span>

# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload

Elizabeth Professor

faculty center      class search

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Faculty Center

[My Exam Schedule](#)

Spring 2009 | University at Albany      [change term](#)

Select display option:     Show All Classes     Show Enrolled Classes Only

[Class Roster](#)   [Grade Roster](#)   [Learning Management](#)

**My Teaching Schedule > Spring 2009 > University at Albany**

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
<a href="#">AARH 171: 0001 (S121)</a>	Survey of Art Western World II (Lecture)	136	TuTh 11:45AM - 1:05PM	LC 20	Jan 21, 2009- May 5, 2009
<a href="#">AARH 171: 0003 (S458)</a>	Survey of Art Western World II (Lecture)	142	MoWe 4:15PM - 5:35PM	LC 24	Jan 21, 2009- May 5, 2009
<a href="#">AARH 171: 0004 (S447)</a>	Survey of Art Western World II (Lecture)	136	TuTh 8:45AM - 10:05AM	LC 21	Jan 21, 2009- May 5, 2009


[View Weekly Teaching Schedule](#)      [Go to top](#)

**My Exam Schedule > Spring 2009 > University at Albany**

You have no final exams scheduled at this time.

[Go to top](#)

Faculty Center   [Class Search](#)

Step	Action
3.	Click the <b>Grade Roster</b> button. 

Faculty Center

Grade Roster [View FERPA Statement](#)

**AARH 171 - 0003** Survey of Art Western World II  
Lecture (8498)  
Spring 2009 | Regular Academic Session | University at Albany | Undergraduate

**Meeting Information**


Days & Times	Room	Instructor	Meeting Dates
MoWe 4:15PM - 5:35PM	LC 24	Elizabeth Professor	01/21/2009 - 05/05/2009

\*Grade Roster Type: **Final Grade**  Display Unassigned Roster Grade Only  
Approval Status: Not Reviewed

<- add this grade to all students

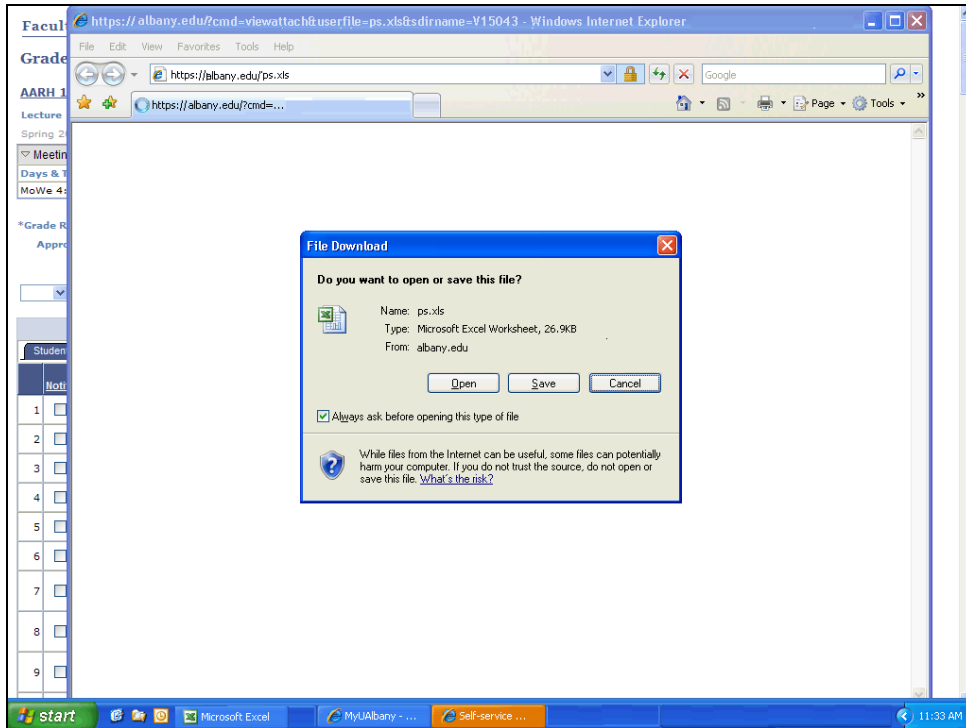
Student Grade

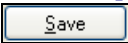
Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000889329	<a href="#">Albany_Student_A</a>	<input type="button" value="v"/>		GRD	Intended - Criminal Justice (intended)	Sophomore
<input type="checkbox"/>	000867299	<a href="#">Albany_Student_B</a>	<input type="button" value="v"/>		GRD	Intended - Political Science (intended)	Sophomore
<input type="checkbox"/>	000871684	<a href="#">Albany_Student_C</a>	<input type="button" value="v"/>		GRD	Intended - Business Admin (intended)	Junior
<input type="checkbox"/>	000870514	<a href="#">Albany_Student_D</a>	<input type="button" value="v"/>		GRD	Intended - Accounting (intended)	Sophomore
<input type="checkbox"/>	000929562	<a href="#">Albany_Student_E</a>	<input type="button" value="v"/>		GRD	Intended - Art (intended)	Freshman
<input type="checkbox"/>	000960007	<a href="#">Albany_Student_F</a>	<input type="button" value="v"/>		GRD	Visiting Undergraduate - Non-matriculated	Freshman
<input type="checkbox"/>	000772929	<a href="#">Albany_Student_G</a>	<input type="button" value="v"/>		GRD	College of Arts and Sciences - Art/Education Studies (Minor)	Sophomore
<input type="checkbox"/>	000893890	<a href="#">Albany_Student_H</a>	<input type="button" value="v"/>		GRD	Intended - Rhetoric & Communic (intended)/Business (Minor)	Sophomore
<input type="checkbox"/>	000498738	<a href="#">Albany_Student_I</a>	<input type="button" value="v"/>		GRD	College of Arts and Sciences English/Psychology (Minor)	Senior
<input type="checkbox"/>	000740617	<a href="#">Albany_Student_J</a>	<input type="button" value="v"/>		SUN	Business Administration -	Senior

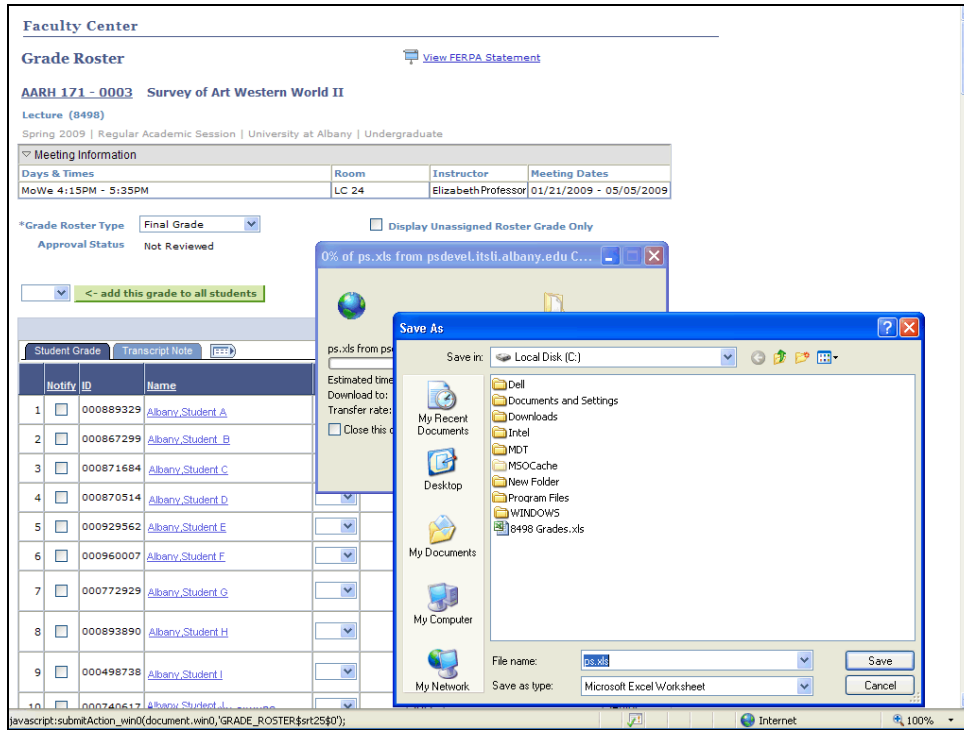
Step	Action
4.	Press the <b>[Ctrl]</b> key and click the <b>Download</b> button to get the list of your students into an Excel file. 

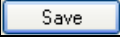
# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload



Step	Action
5.	<p>A new window will open giving you the choice to open or save the file. Choose Save.</p> <p>Press the <b>[Ctrl]</b> key and click the <b>Save</b> button.</p> 
	<p><i>or</i></p> <p>Press <b>[Alt+S]</b>.</p>



Step	Action
6.	Enter the name of your file into the File Name field.  In this example, enter <b>"8498 Grades"</b> .
7.	Click the <b>Save</b> button.  <i>or</i> Press <b>[Alt+S]</b> .

# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload

Faculty Center

Grade Roster [View FERPA Statement](#)

**AARH 171 - 0003 Survey of Art Western World II**  
Lecture (8498)  
Spring 2009 | Regular Academic Session | University at Albany | Undergraduate

**Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 4:15PM - 5:35PM	LC 24	Elizabeth Professor	01/21/2009 - 05/05/2009

\*Grade Roster Type: **Final Grade**  Display Unassigned Roster Grade Only

Approval Status: Not Reviewed

Student Grade

Notify	ID	Name	Grade	Section	Level
<input type="checkbox"/>	000889329	Albany_Student_A			
<input type="checkbox"/>	000867299	Albany_Student_B			
<input type="checkbox"/>	000871684	Albany_Student_C			
<input type="checkbox"/>	000870514	Albany_Student_D			
<input type="checkbox"/>	000929562	Albany_Student_E			
<input type="checkbox"/>	000960007	Albany_Student_F			
<input type="checkbox"/>	000772929	Albany_Student_G			
<input type="checkbox"/>	000893890	Albany_Student_H			
<input type="checkbox"/>	000498738	Albany_Student_I			
<input type="checkbox"/>	000740617	Albany_Student_J			

**Download complete**

Download Complete

ps.xls from albany.edu

Downloaded: 26.9KB in 1 sec  
Download to: C:\8498 Grades.xls  
Transfer rate: 26.9KB/Sec

Close this dialog box when download completes

Step	Action
8.	Click the <b>Close</b> button.

Faculty Center

Grade Roster [View FERPA Statement](#)

**AARH 171 - 0003** Survey of Art Western World II  
Lecture (8498)  
Spring 2009 | Regular Academic Session | University at Albany | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 4:15PM - 5:35PM	LC 24	ElizabethProfessor	01/21/2009 - 05/05/2009

\*Grade Roster Type: **Final Grade**  Display Unassigned Roster Grade Only  
Approval Status: **Not Reviewed**

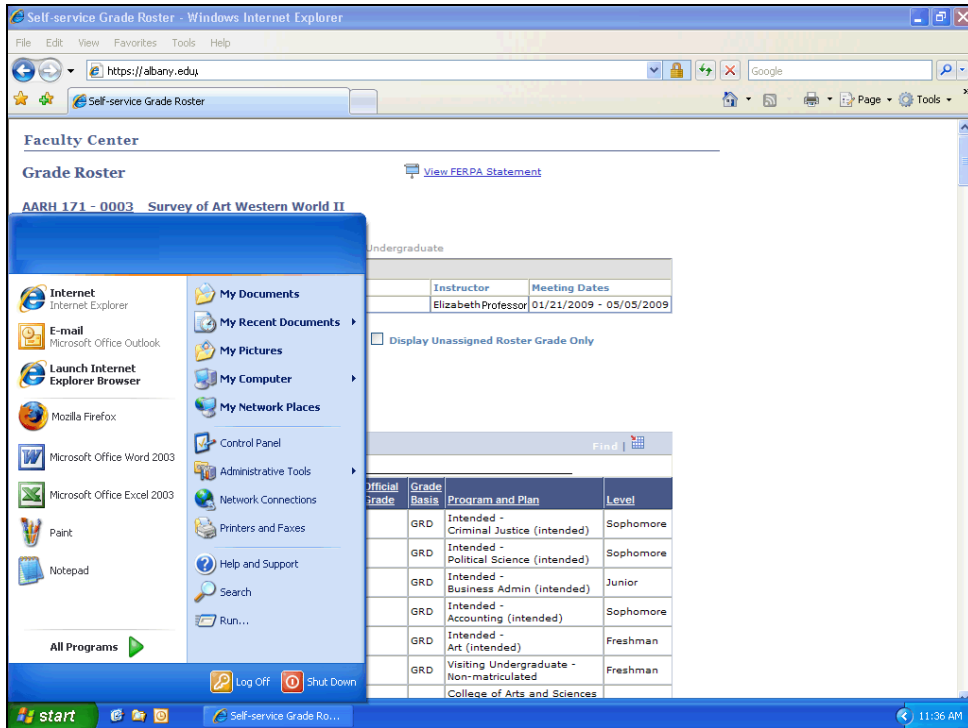
<- add this grade to all students


Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level
<input type="checkbox"/>	000889329	Albany_Student_A	<input type="button" value="v"/>		GRD	Intended - Criminal Justice (intended)	Sophomore
<input type="checkbox"/>	000867299	Albany_Student_B	<input type="button" value="v"/>		GRD	Intended - Political Science (intended)	Sophomore
<input type="checkbox"/>	000871684	Albany_Student_C	<input type="button" value="v"/>		GRD	Intended - Business Admin (intended)	Junior
<input type="checkbox"/>	000870514	Albany_Student_D	<input type="button" value="v"/>		GRD	Intended - Accounting (intended)	Sophomore
<input type="checkbox"/>	000929562	Albany_Student_E	<input type="button" value="v"/>		GRD	Intended - Art (intended)	Freshman
<input type="checkbox"/>	000960007	Albany_Student_F	<input type="button" value="v"/>		GRD	Visiting Undergraduate - Non-matriculated	Freshman
<input type="checkbox"/>	000772929	Albany_Student_G	<input type="button" value="v"/>		GRD	College of Arts and Sciences Art/Education Studies (Minor)	Sophomore
<input type="checkbox"/>	000893890	Albany_Student_H	<input type="button" value="v"/>		GRD	Intended - Rhetoric & Communic (intended)/Business (Minor)	Sophomore
<input type="checkbox"/>	000498738	Albany_Student_I	<input type="button" value="v"/>		GRD	College of Arts and Sciences English/Psychology (Minor)	Senior

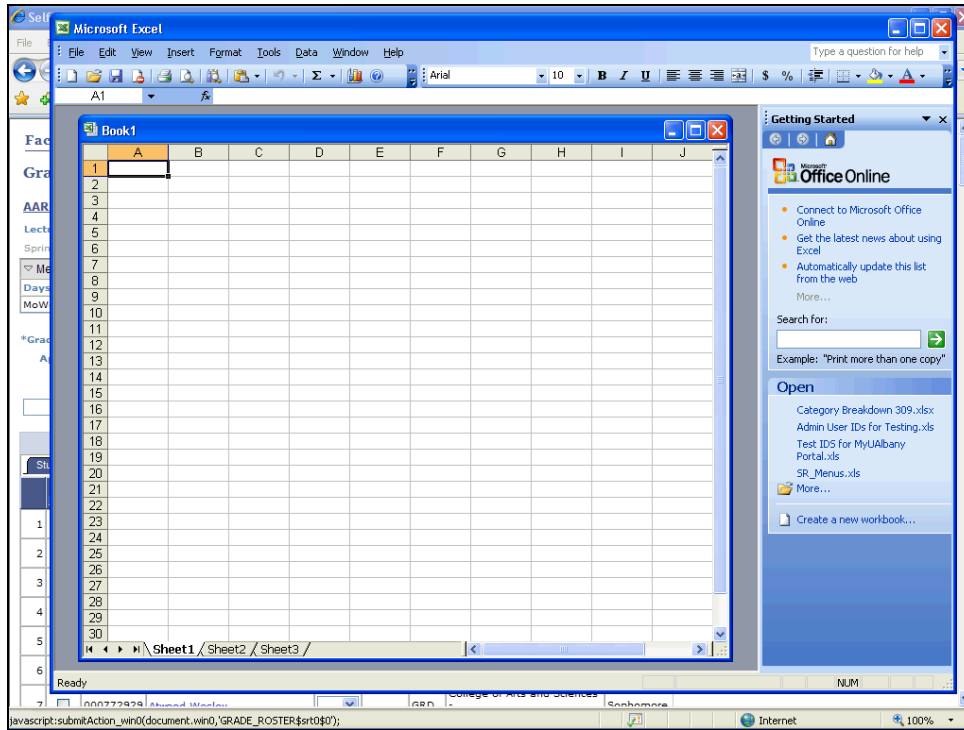
Step	Action
9.	<p>Once the download has completed, you will need to open up your Excel file to format it correctly for the upload.</p> <p>Click the <b>start</b> button.</p>



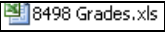
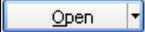
# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload



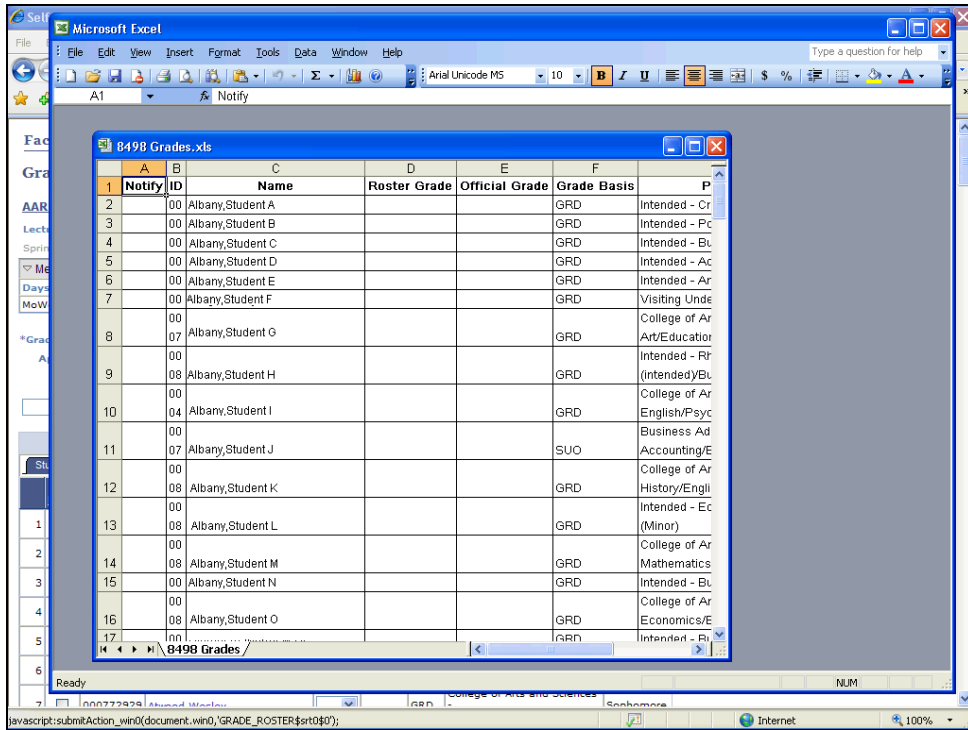
Step	Action
10.	<p>Find the location of Excel on your computer. For this example, it is located in the Start Menu.</p> <p>Click the <b>Microsoft Office Excel</b> list item.</p>  Microsoft Office Excel 2003



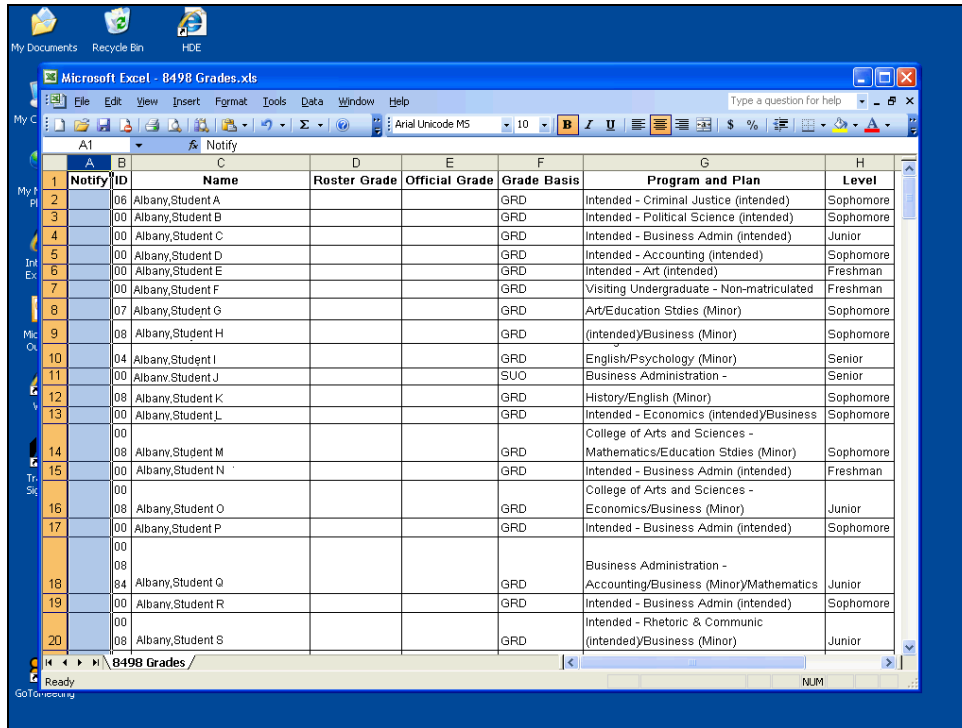
Step	Action
11.	Click the <b>File</b> menu. 
12.	Click the <b>Open...</b> menu.
13.	Use the dropdown menu to find where you placed your Excel file. In this example it is on the C: drive. Click the <b>Local Disk (C:)</b> list item. 
14.	Click the <b>8498 Grades.xls</b> list item to select it. 
15.	Click the <b>Open</b> button. 




# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload









Step	Action
16.	Click the <b>Maximize/Restore</b> button. 



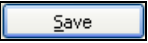
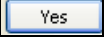


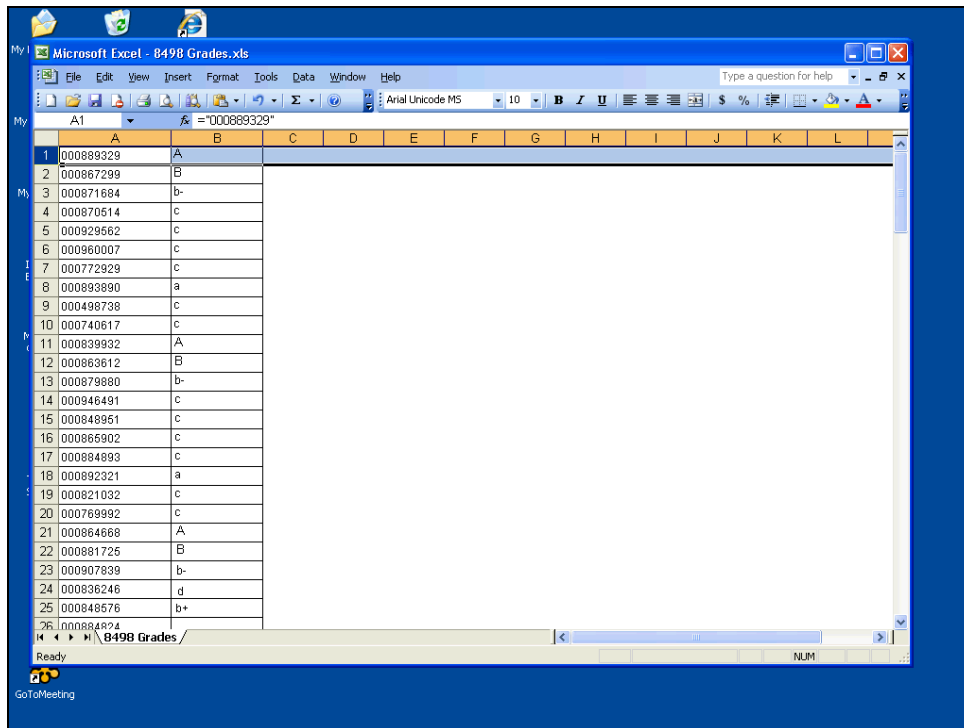
Step	Action
17.	You will need to remove column A.  Left-click on column A to highlight it. 
18.	Click the <b>Edit</b> menu. 
19.	Click the <b>Delete</b> menu. 
20.	Enter the appropriate grade for each student in the Roster Grade column.
21.	Enter the appropriate grade for the student in the Roster Grade field.  In this example enter " <b>A</b> ".
22.	Enter the appropriate grade for the student in the Roster Grade field.  In this example enter " <b>b</b> ".
23.	Enter the appropriate grade for the student in the Roster Grade field.  In this example enter " <b>b+</b> ".

# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload


Step	Action
24.	Enter the appropriate grade for the student in the Roster Grade field.  In this example enter "c".
25.	Continue entering the appropriate grade for each student in the file.  If a student has a Grade Basis of SUO, you will need to enter #S, #U or I for the grade.
26.	Be sure to Save the file often and when you are finished.  Click the <b>Save</b> button. 
27.	Once you have all of your grades entered in the Excel file, delete all of the columns to the right of the Roster Grade column.
28.	Highlight all of the columns to the right of the Roster Grade column.  Click the <b>Edit</b> menu. 
29.	Click the <b>Delete</b> menu. 
30.	Since the file can only contain the Student IDs and grades, you will need to delete the Name column.  Highlight the Name column.  Click the <b>Edit</b> menu. 
31.	Click the <b>Delete</b> menu. 
32.	You will need to remove any column headings as the file should only contain Student IDs and corresponding Roster Grades.  Highlight Row 1 and delete it.
33.	Save the file.  Click the <b>File</b> menu. 
34.	Click the <b>Save As...</b> menu.

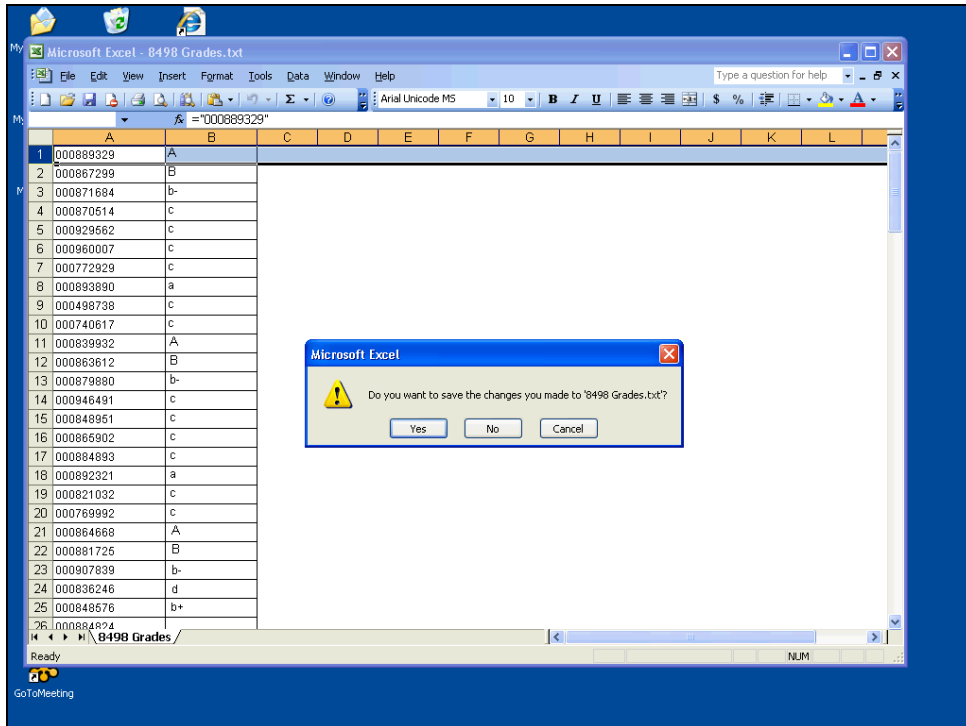
Step	Action
35.	<p>Click the <b>Save as type:</b> list.</p> 
36.	<p>Click the <b>Text (Tab delimited) (*.txt)</b> list item.</p> 
37.	<p>Enter the name of your file. You may want to use the Class Number as part of the file name as indicated in this example.</p> <p>Enter "<b>8498 Grades</b>" into the <b>File name</b> field..</p>
38.	<p>Click the <b>Save</b> button.</p> 
39.	<p>Click the <b>Yes</b> button.</p> 

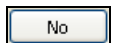


# Training Guide



## MyUAlbany ~ Creating a File for Grade Upload

Step	Action
40.	Click the <b>Close</b> button. 



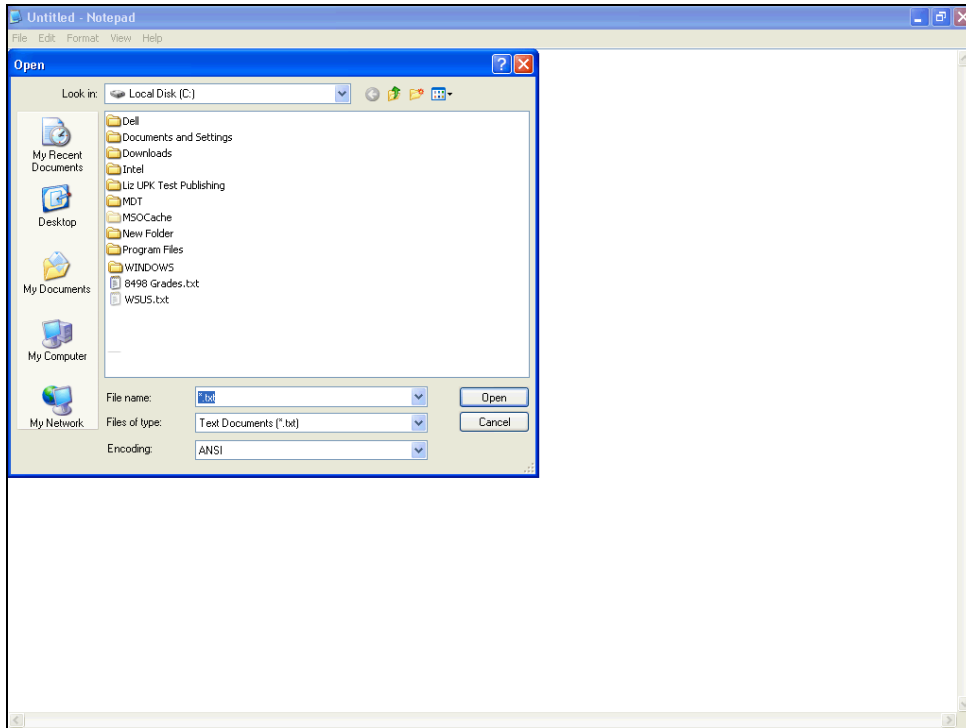
Step	Action
41.	Click the <b>No</b> button. 

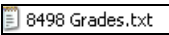
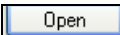


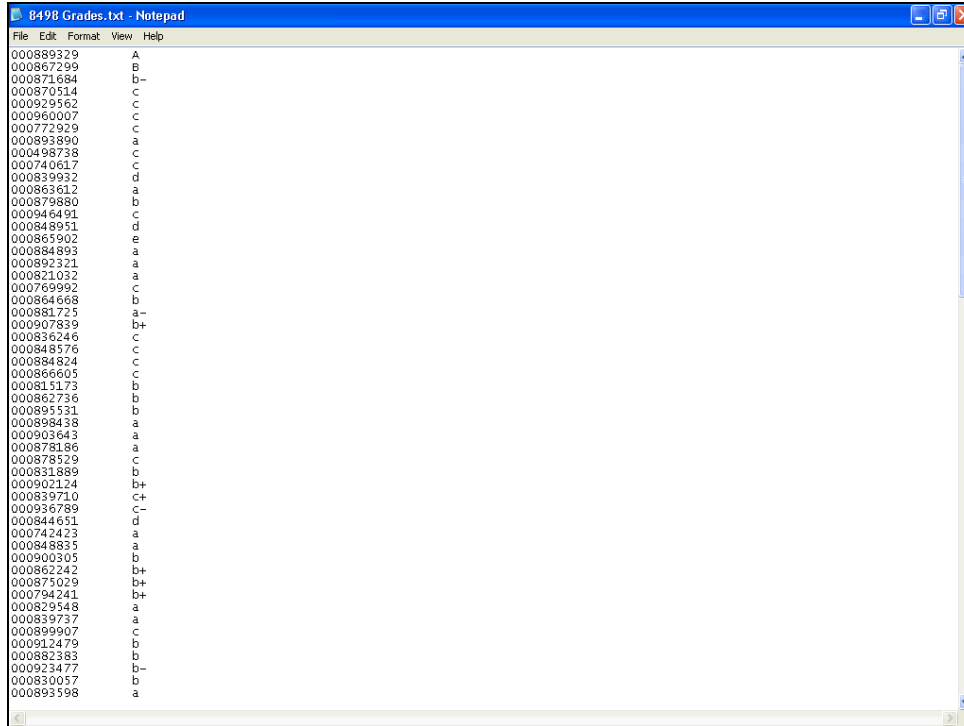
Step	Action
42.	<p>Click the <b>Start</b> menu.</p>  <p><i>or</i></p> <p>Press <b>[Alt+F]</b>.</p>
43.	<p>You should open up your text file to make sure everything looks OK before you try uploading the file.</p> <p>You can use Notepad to do this. If it is not on the Start Menu like it is in this example, you can find it in All Programs -- Accessories menu.</p>
44.	<p>Click the <b>Open...</b> menu.</p>  <p><i>or</i></p> <p>Press <b>[O]</b>.</p>


# Training Guide

## MyUAlbany ~ Creating a File for Grade Upload



Step	Action
45.	Click the <b>8498 Grades.txt</b> list item. 
46.	Click the <b>Open</b> button. 



Step	Action
47.	<p>Check your file. If your file has the nine-digit student ids, be sure the leading zeros are displayed.</p> <p>Click the <b>Close</b> button.</p> 
48.	<p>You are now ready to use this file in the Grade Upload Process.</p> <p><b>End of Procedure.</b></p>