

Grade Roster Upload

Navigation Path: buckeyelink.osu.edu – Faculty Center

- Click Upload Grade Roster link.

The screenshot shows the Faculty Center interface for Nock Robinson. At the top, there are navigation links for 'faculty center', 'advisement', and 'class search'. Below this, the 'Faculty Center' title is displayed. The main content area shows 'Winter 2009 | The Ohio State University' with a 'change term' button and an 'Upload Grade Roster' link. There are also radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A navigation bar includes 'Class Roster', 'Gradebook', 'Grade Roster', 'Learning Management System', and 'SEI Info'. A table titled 'My Teaching Schedule > Winter 2009 > The Ohio State University' lists several classes with columns for Class, Class Name, Enrolled, Days and Time, Room, and Class Dates. Below the table is a 'My Favorite Websites' section with an 'EDIT MY FAVORITE WEBSITES' button and links for 'Enroll Verification' and 'DARSWeb'. At the bottom, there are links for 'Faculty Center', 'Advisement', and 'Class Search'.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
HISTORY 111-10 REC 12327	W Civ:Antiqty-17 C (Recitation)	1	MoWe 9:30AM - 11:18AM	Baker Sys 0198	Jan 5, 2009- Mar 22, 2009
HISTORY 112-10 REC 12346	W Civ:17 C-Mod Tim (Recitation)	1	TuTh 9:30AM - 11:18AM	Ramseyer 0110	Jan 5, 2009- Mar 22, 2009
HISTORY 151-10 REC 12383	Am Civ To 1877 (Recitation)	5	MoWe 3:30PM - 4:30PM	Ramseyer 0110	Jan 5, 2009- Mar 22, 2009
HISTORY 323.01-10 REC 12475	Age Of Slavery (Recitation)	1	MoWe 11:30AM - 1:18PM	Townshend 0247	Jan 5, 2009- Mar 22, 2009

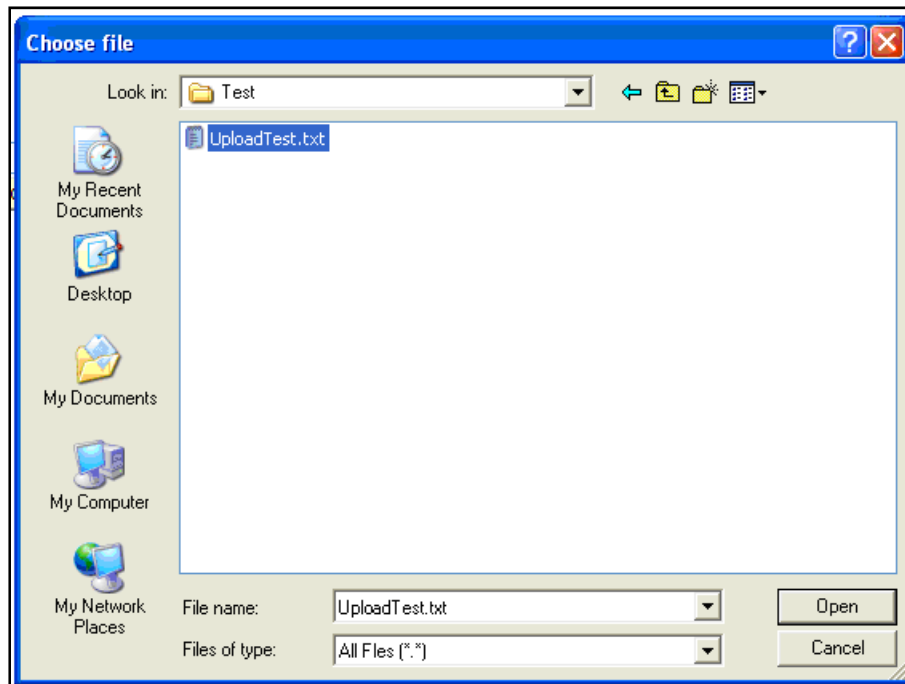
- Click Upload Grade Roster.

The screenshot shows the 'Grade Roster - File Upload' page. At the top, there is a 'Back to Faculty Center' link. Below this, the user's name 'Smith, John J' is displayed. A yellow 'Upload Grade Roster' button is visible. Below the button is a section titled 'Grade Roster Upload Messages' with a light green background.

- Click the browse button to upload the .txt file.

The screenshot shows a file upload form. It features a text input field, a 'Browse...' button, and two buttons labeled 'Upload' and 'Cancel'.

- Select the file to upload and Click Open.



- Click Upload Grade Roster.



- Review the messages and address any errors.
- Proceed to your Grade Roster in your Faculty Center.
- Verify your grades and click "Post."

- Create the Text File.

```
1082,1903,100111032,A,,  
1082,1903,07179864,U,,  
1082,1903,100229225,PA,,  
1082,1903,100122043,EN,,1  
1082,1903,100217943,I,C,
```

- First column: Term (1082 = Spring 2008). The SIS term is four numbers and examples are: 1094 Summer 2009, 1098 Autumn 2009, 1100 Winter 2010, 1102 Spring 2010.
- Second Column: Class Number (1903).
- Third Column: Student EMPLID (100111032).
- Fourth Column: Final Grade ("A" or "E" or "I").
- Fifth Column: Additional info if Fourth Column is an Incomplete Grade ("C" = grade that the "I" will lapse to).
- Sixth Column: Additional info if Fourth Column is "EN" grade (1 = number of weeks they attended).

Additional notes:

There can be no space between the commas. This will naturally occur if you are using a spreadsheet to generate the csv and you do not have "I" or "E" grades to report.