

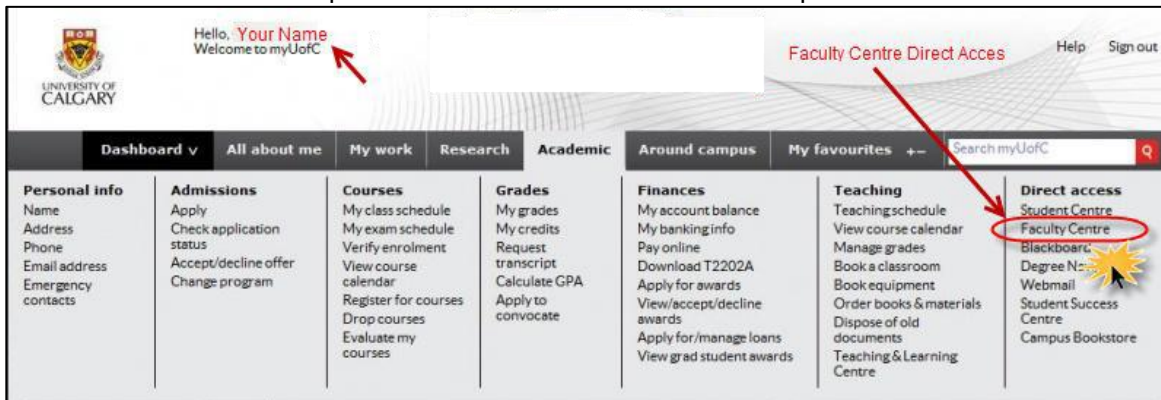
Importing final grades into PeopleSoft Desire2Learn



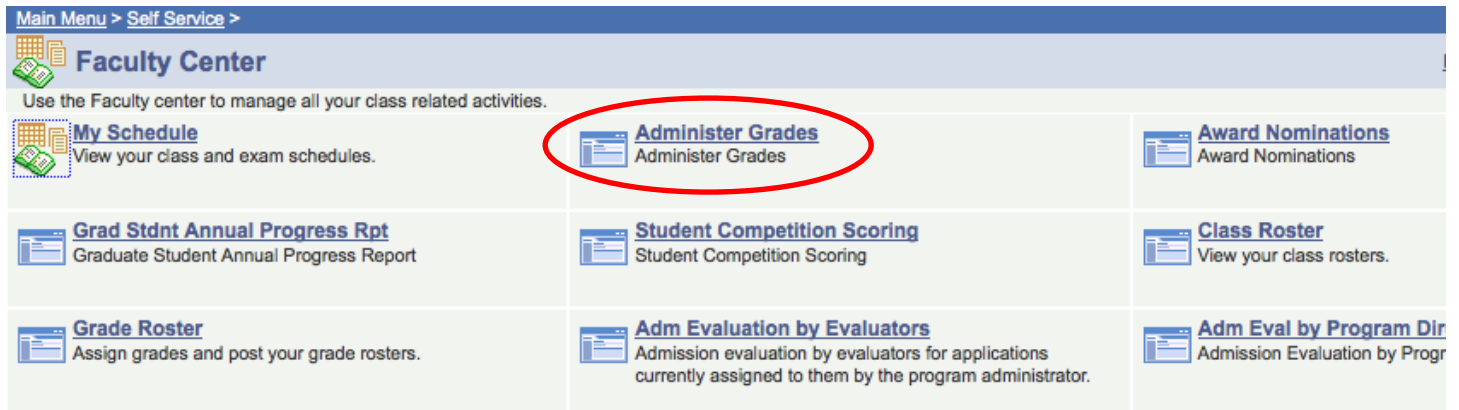
These instructions will help you import your final grades from D2L into PeopleSoft. Please use the file created using this utility: elearn.ucalgary.ca/desire2learn/grades-export for your upload.

Upload your Excel file into the Faculty Center

1. Using a web browser, navigate to the **MyUofC** portal. Sign on with your **eID and password or IT username and password**
2. Navigate to the **Academic** tab. Under **Direct Access**, click **Faculty Centre** as shown below. Note: A securID is not required for instructors. A securID is required for Grade Administrators



3. Click **Administer Grades** to access the grade rosters for your courses.



4. Please take note the **Roster Status** on the grading summary screen. The **Roster Status** must be set to **Not Reviewed**. Click the **Grade Roster Icon** on the desired class to upload grades from a file.

[Faculty Center](#) [Search](#) [Awards](#) [Graduate Student Annual Progress Report](#)

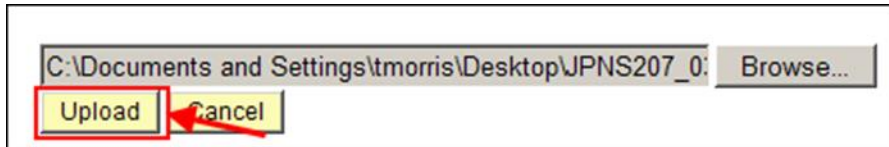
Note: If you cannot see your classes, ask your department timetabler to check the 'Maintain Class Schedule – Meetings' page to ensure you are the Instructor of record with a 'role' of 'Grade'.

5. Click the **Initiate Upload** button and browse for your previously saved file. This could be the one exported from D2L or any Excel file modified to the correct format. The **Help for Grades Upload** link will redirect you to help on what format the file should look like or how to generate it using D2L.

6. Click **Browse** and locate the Final Grades file from your computer to upload.

C:\Documents and Settings\tmorris\Desktop\JPNS207_0;

7. Click **Upload**



- If the format of the file does not meet the above criteria, none of the entries are processed.
- The entries are checked for errors (students not in this class, invalid grades, etc).
- If no errors are found, the grades are displayed on the page. **You must click save** to retain them.
- If there are 30 or fewer errors found, any grades without errors are accepted and you are presented with a page that describes the errors. Clicking Okay will take you back to the Grade Roster page to view the results. **You must click save** to retain valid grade entries.
- If there are more than 30 errors, you will be presented with a page that describes the first 30 errors. Clicking Okay will return you to the Grade Roster page. This page will be unchanged as the file will not upload when there are more than 30 errors. Once the necessary revisions have been made, you can upload the corrected file.

8. When the file is uploaded successfully, please verify your grades. If no further changes are necessary, modify the Approval Status to **Ready for Review**, then click **SAVE**. This will allow the Approver to approve this grade roster.

