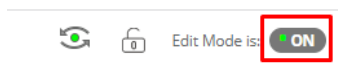


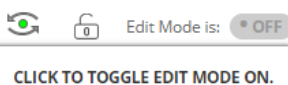
Upload Grades

Uploading grades allows you to upload an excel document after working with student grades offline.

Edit Mode is ON



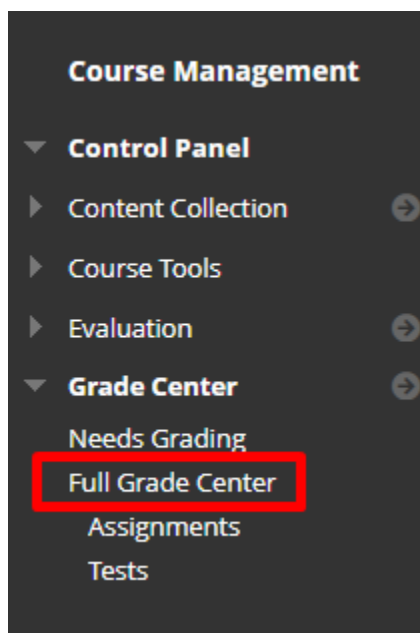
Make sure edit mode is on
(Top right of screen)
Click to toggle.



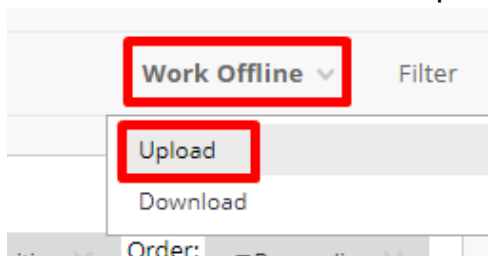
Edit Mode is Off



1. On the left menu click on Grade Center then Full Grade Center.



2. On the right hand side click Work Offline and then press Upload.



3. Choose browse local files

Upload Grades

To upload grades from external sources into the Grade Center, the external file must be formatted to synch external data to the Grade Center data. Data is synched by using unique identifiers for each Student and each existing Column.

CHOOSE FILE

When you upload grades, first download the Grade Center and then edit the file with the data to be uploaded. This process will help ensure that the data in the upload file is formatted correctly.

★ Attach File

Browse Local Files

Browse Course Files

Delimiter Type

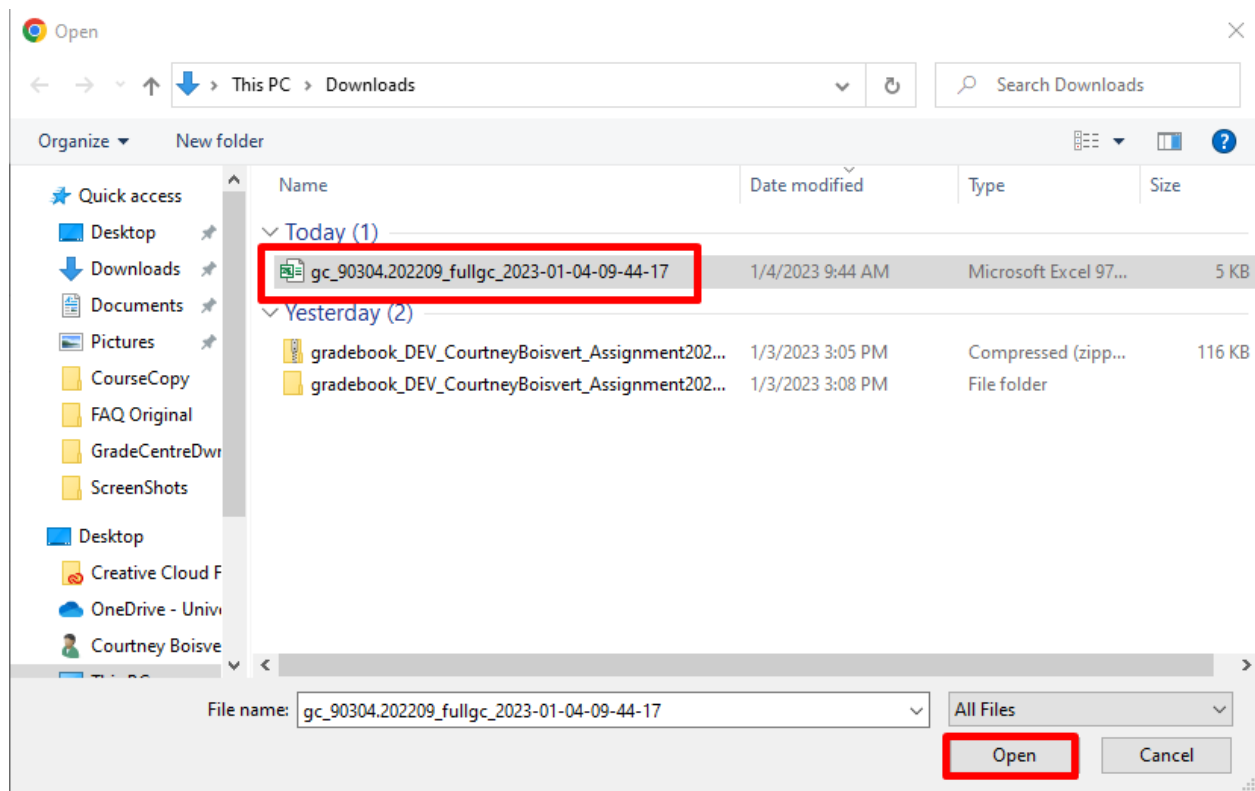
☒ Auto ☐ Comma ☐ Tab

Click **Submit** to proceed.

Cancel

Submit

4. Find the file you would like to upload.



5. Review the grade center items that will change from the uploaded file and press submit.

Upload Grades Confirmation

Review the list below and select what to upload, then click **Submit**.

UPLOAD	UPLOADED COLUMN	MATCH	GRADE CENTER COLUMN	DATA PREVIEW	MESSAGES
<input type="checkbox"/>	Weighted Total	✓	Weighted Total	-	Automatically calculated data will not be uploaded.
<input type="checkbox"/>	Quiz 1	✓	Quiz 1	-	No Data Updates
<input checked="" type="checkbox"/>	Quiz 2	✓	Quiz 2	1,34,1,1,1	No Data Updates
<input type="checkbox"/>	Word Assignment 1	✓	Word Assignment 1	-	No Data Updates
<input checked="" type="checkbox"/>	Word Assignment 2	✓	Word Assignment 2	-48,78,-90,-,-	No Data Updates
<input type="checkbox"/>	Excel Assignment 1	✓	Excel Assignment 1	-	No Data Updates
<input type="checkbox"/>	Excel Assignment 2	✓	Excel Assignment 2	-	No Data Updates
<input type="checkbox"/>	Excel Assignment 3	✓	Excel Assignment 3	-	No Data Updates
<input type="checkbox"/>	Midterm Exam	✓	Midterm Exam	-	No Data Updates
<input type="checkbox"/>	Quiz 3	✓	Quiz 3	-	No Data Updates
<input type="checkbox"/>	Quiz 4	✓	Quiz 4	-	No Data Updates
<input type="checkbox"/>	PowerPoint Assignment 1	✓	PowerPoint Assignment 1	-	No Data Updates
<input type="checkbox"/>	PowerPoint Assignment 2	✓	PowerPoint Assignment 2	-	No Data Updates
<input type="checkbox"/>	Access Assignments	✓	Access Assignments	-	No Data Updates
<input type="checkbox"/>	Integration Project	✓	Integration Project	-	No Data Updates
<input type="checkbox"/>	Final Exam	✓	Final Exam	-	No Data Updates

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

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