

Student Records


“Load from File” into SIS Grade Roster

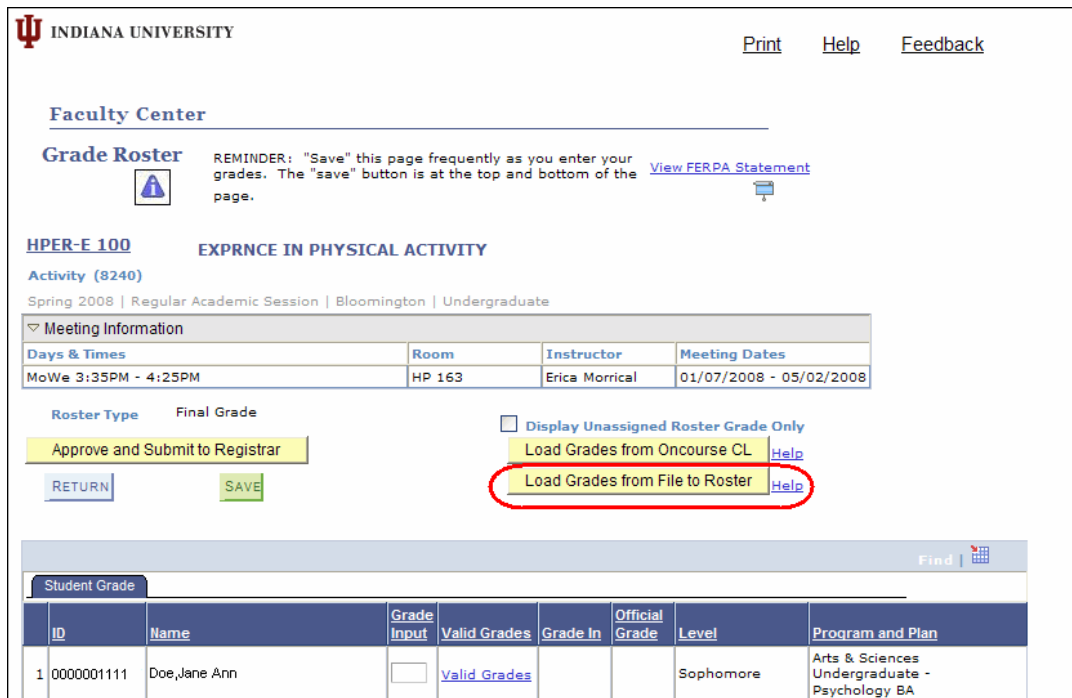
Overview

“Load from File” is a feature to help facilitate data entry to the Midterm and Final Grade Rosters in SIS (via Onestart). The intention is to provide a tool for instructors (and grade proxies) who would otherwise have to enter grades manually into the grade roster.

Steps

Load Grades from File

1. Open a new browser window and navigate to the OneStart page, www.onestart.iu.edu; click the login button.
2. Log in with your Username and Passphrase.
3. Click the **Services** tab then click **Faculty Systems** in the left side menu.
4. Locate the **Instructor Information** area.
5. Click the **Go to Faculty Center** link.
6. Information for the current **Term** will be displayed. If you would like to select a different term, click **change term** and select the **Term**.
7. Locate the **Course Title** for the class (review Class Nbr) for which you would like to enter grades. Click  in the **Grade Roster** column. (If an instructor navigates to the Faculty Center in Self Service *before* rosters are generated, the **Grade Roster** column will not display.)



INDIANA UNIVERSITY

Print Help Feedback

Faculty Center

Grade Roster

REMINDER: "Save" this page frequently as you enter your grades. The "save" button is at the top and bottom of the page. [View FERPA Statement](#)

HPER-E 100 EXPRNCE IN PHYSICAL ACTIVITY

Activity (8240)

Spring 2008 | Regular Academic Session | Bloomington | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 3:35PM - 4:25PM	HP 163	Erica Morrill	01/07/2008 - 05/02/2008

Roster Type: Final Grade

Display Unassigned Roster Grade Only

Approve and Submit to Registrar

RETURN SAVE

Load Grades from Oncourse CL [Help](#)

Load Grades from File to Roster [Help](#)

Student Grade

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0000001111	Doe, Jane Ann	<input type="checkbox"/>	Valid Grades			Sophomore	Arts & Sciences Undergraduate - Psychology BA

8. Verify the **Term** and **Roster Type** (i.e. *Final* or *Mid-term* Grade).

Student Records

“Load from File” into SIS Grade Roster

9. Click **Load Grades from File to Roster**.
10. Click **Browse...** to locate your comma-delimited grade file.
11. Once the file name is displayed in the text box, click **Upload**.
12. The system will attempt to load the file and display a message with the load results.
 - The file must be comma-delimited (see the “Load from File” format instructions). The number of grades which can be loaded is displayed. The instructor then confirms that they want to continue the load (or cancel the attempt). Instructors may use the “Load from File” function as many times as needed until the grades are submitted or otherwise become unavailable for editing.
 - If a University ID in the comma-delimited file does *not* match a University ID in the grade roster, the grade for that non-matching ID will be ignored.
 - It is not necessary to enter grades for students who have a grade already assigned (for example a grade of “W” for withdrawn or a grade of “ZZ”). Any attempts to enter another grade over such grades will be ignored.
13. When the message is displayed “Loading X Records out of Y Read. Would you like to continue?” click **OK** or **Cancel**.
14. Click **SAVE**. Verify that all grades are loaded and/or edit as necessary (i.e. enter the Last Date Attended for any “FN” grades) and then click **Approve and Submit to Registrar**.

Load from File – Format Instructions

The file needs to be comma-delimited and requires the following format:

- The first line in the file should indicate whether the grade roster is for mid-term grades (i.e. MID) or for final grades (i.e. FIN).
- All additional lines should be formatted with University ID, Course Grade, and *optionally*, a Requirement Designation Grade (i.e. "S" for Satisfied, or "N" for Not Satisfied) *if this applies to the given student's enrollment*. (Requirement Designation grades should *not* be entered for mid-term rosters.)
- The University ID **must** contain the leading zeros in order to match with the grade roster.

An example load file would therefore look like this:

```
FIN
0000011111,A-
0000022222,C+,S
0000033333,FN,N
0000044444,B
0000055555,I
```

- **Note:** Do **not** enter a **Last Date of Attendance** when applying a FN grade. Enter the date after the upload, when validating the grades. If you try to add a date, the record will not be loaded.

If the file does not contain “**FIN**” or “**MID**” on the first line, or if the value does not match the roster type, the following error message will be displayed:

- Invalid File. First Line of File must be MID for Mid-Term Grade Rosters or FIN for Final Grade Rosters.

Depending on whether the file is for Mid-Term or Final grades, the instructor may receive the following error messages if the format of the file is not correct:

- Invalid file. Grade lines must be as follows: EMPLID,GRADE[,S/N]
- Invalid file. Grade lines must be as follows: EMPLID,GRADE.