

## Upload Grades from a File

The following instructions will assist in uploading your grades from an Excel file into the Student Administration Faculty Centre via theMy



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Upload Grades from Excel



Note: If you don't have Microsoft Excel, any spreadsheet application should do.

- 1. Open your existing grades file in Excel.
- 2. Delete all columns except for Student ID Numbers



## Step 2: Upload grades to the Student Administration Faculty Centre

1. Using a web browser, go to



3. Note the Roster Status on the grading summary screen. TheRoster Status must be set to Not Reviewed.

Click the Grade Roster Icon on the desired class to upload grades from a file.

4. Click the