

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

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. The [Roster 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

