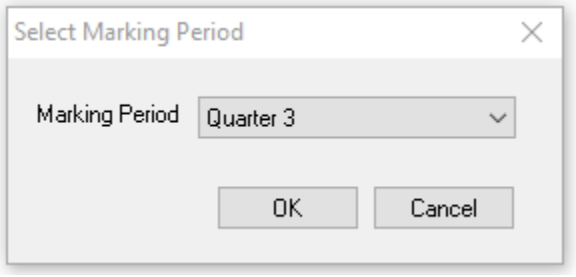
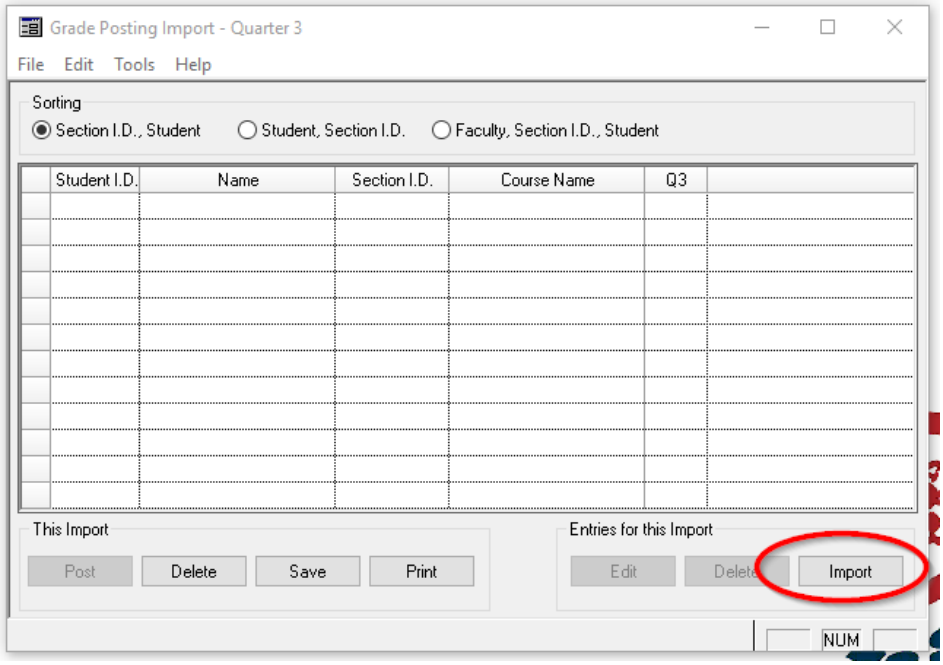
How do I import Grades

In Registrar > Grading > Post Grades:

Select the Marking Period:





Then select import:

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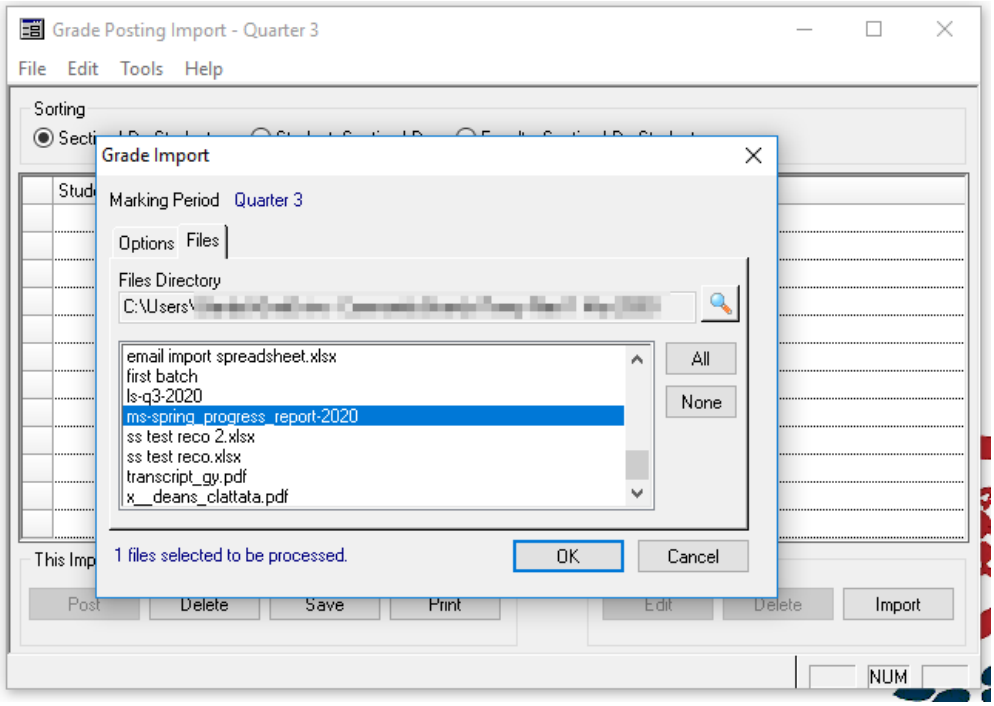
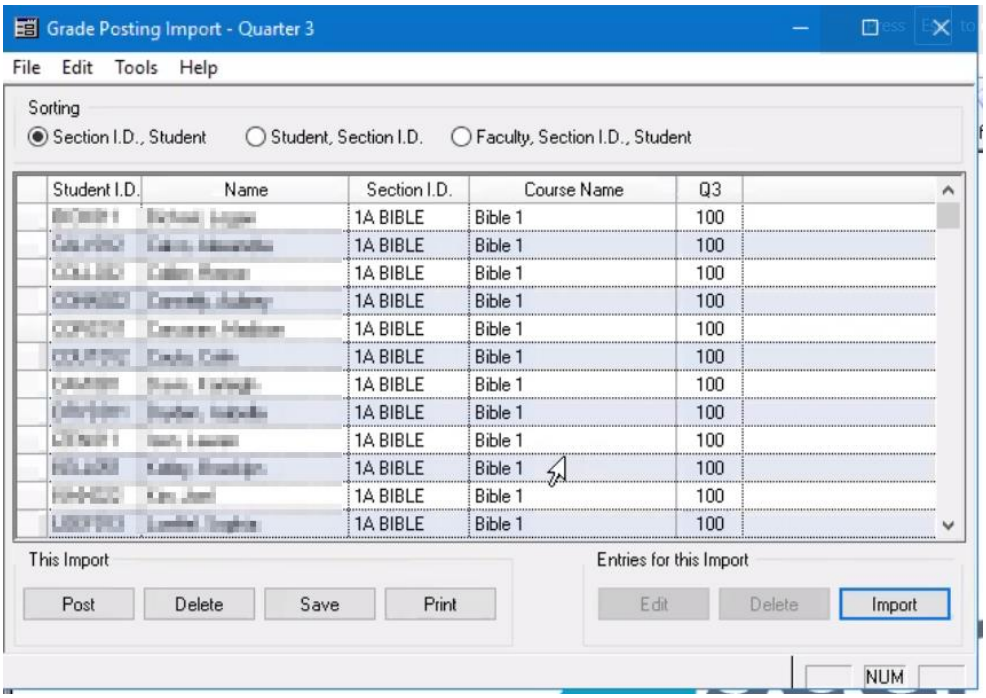
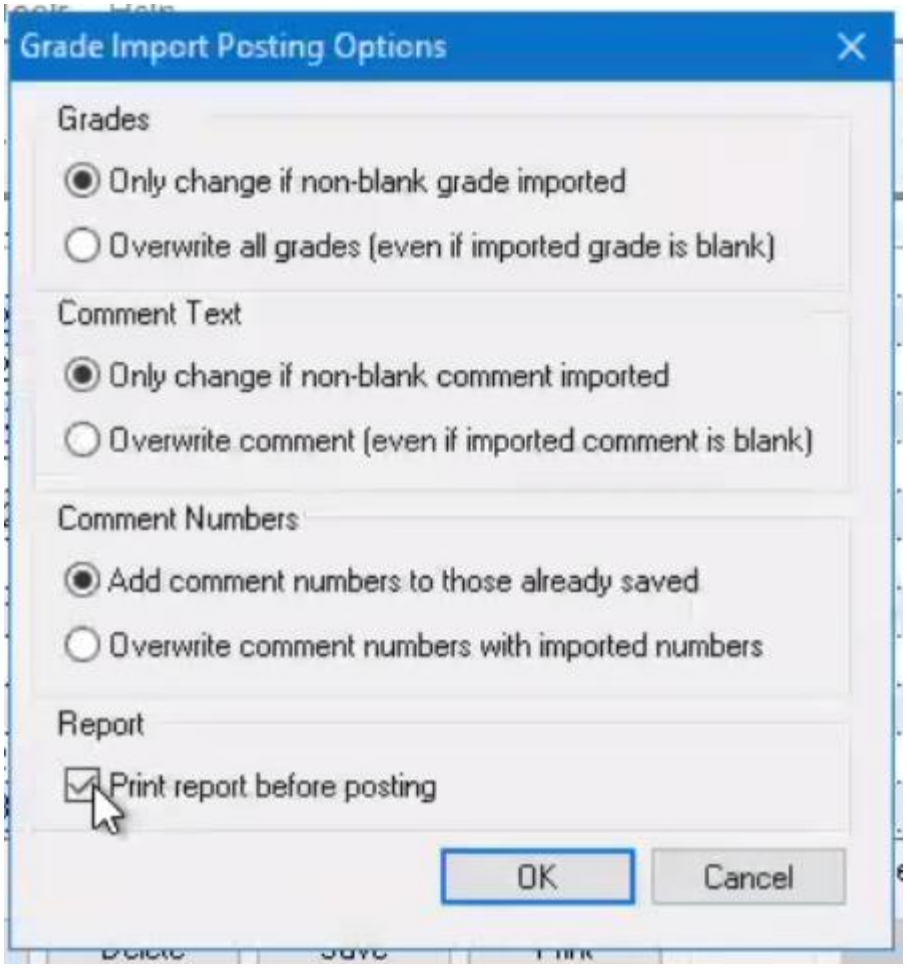
Then choose the file tab and use the magnifying glass to locate the file with the grades to import, then OK



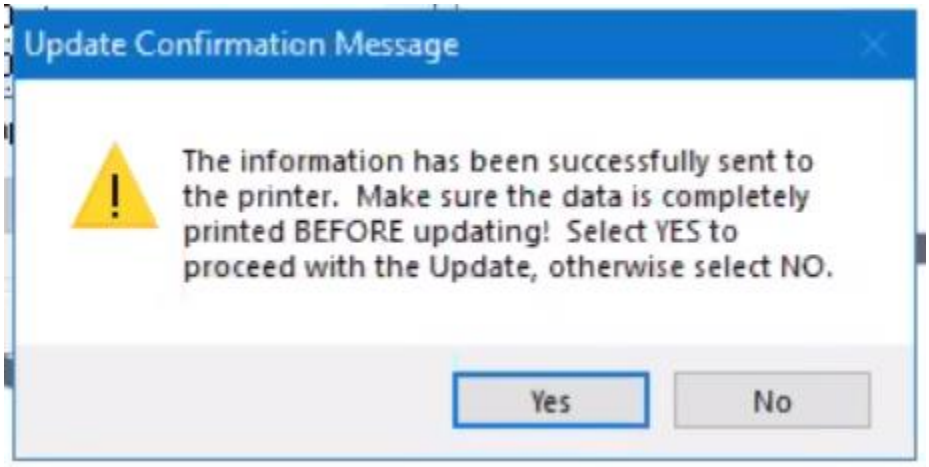


The data will display, then select Post



Choose your setting here. then select OK

The confirmation will display



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