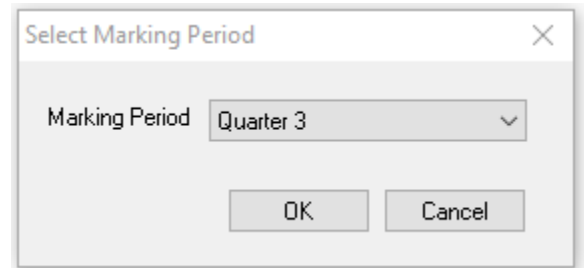


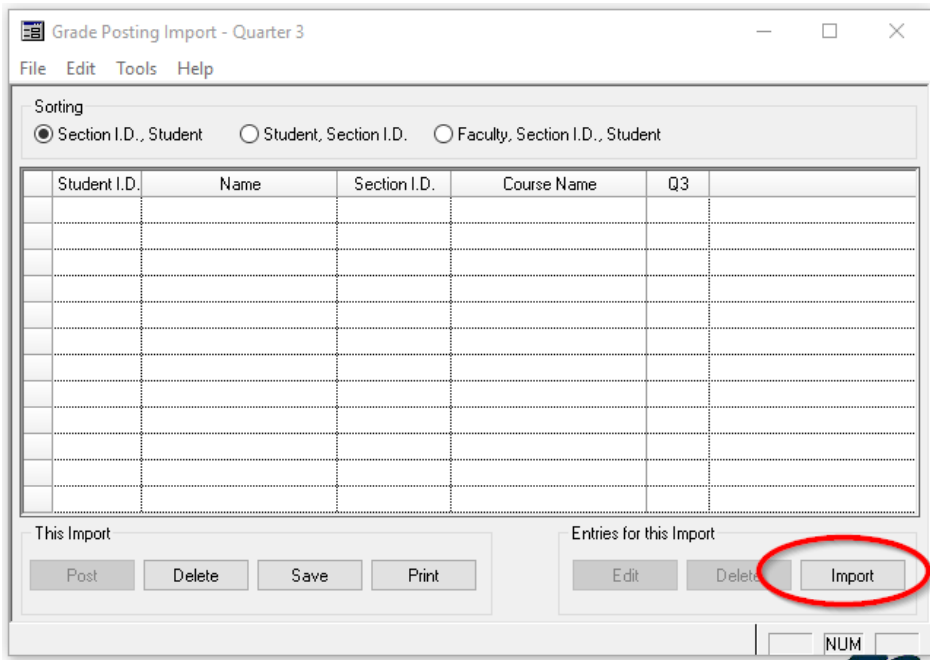
How do I import Grades

In Registrar > Grading > Post Grades:

Select the Marking Period:



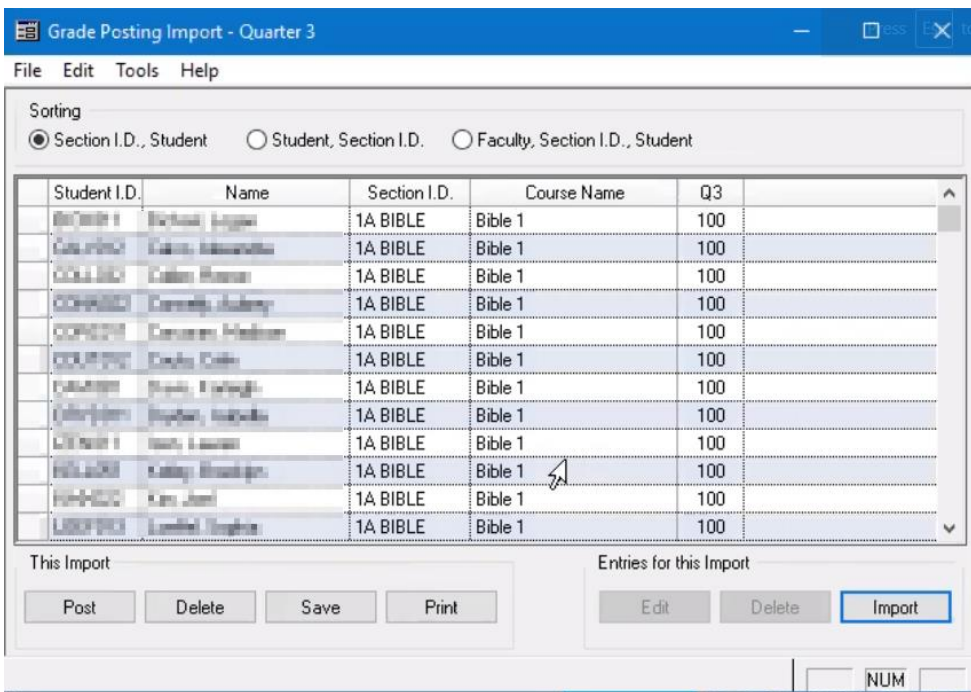
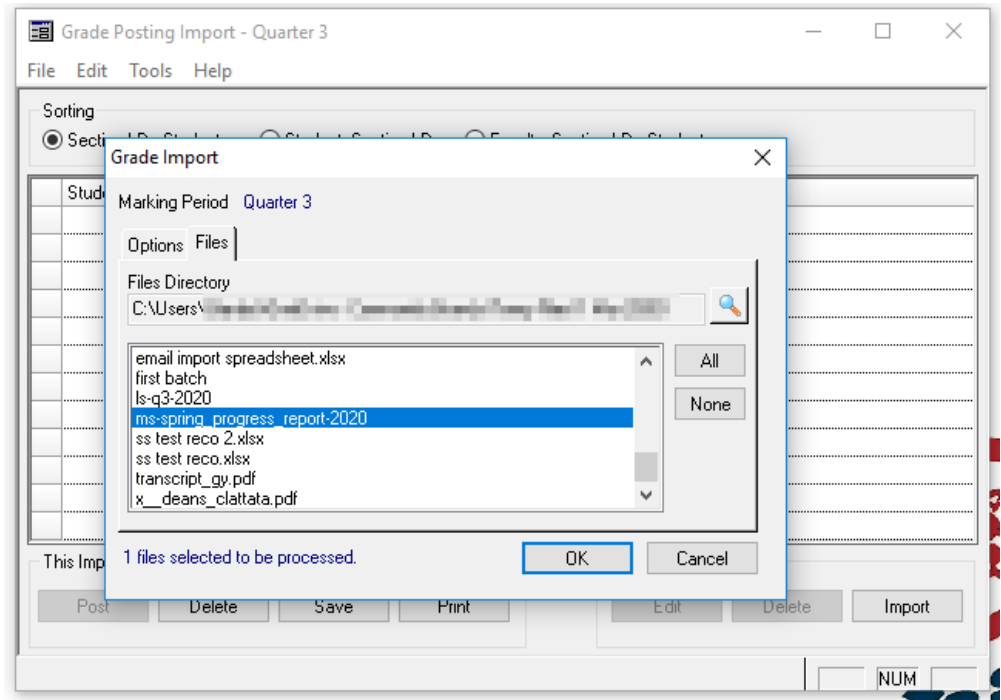
A dialog box titled "Select Marking Period" with a close button (X) in the top right corner. It contains a label "Marking Period" followed by a dropdown menu showing "Quarter 3". Below the dropdown are two buttons: "OK" and "Cancel".



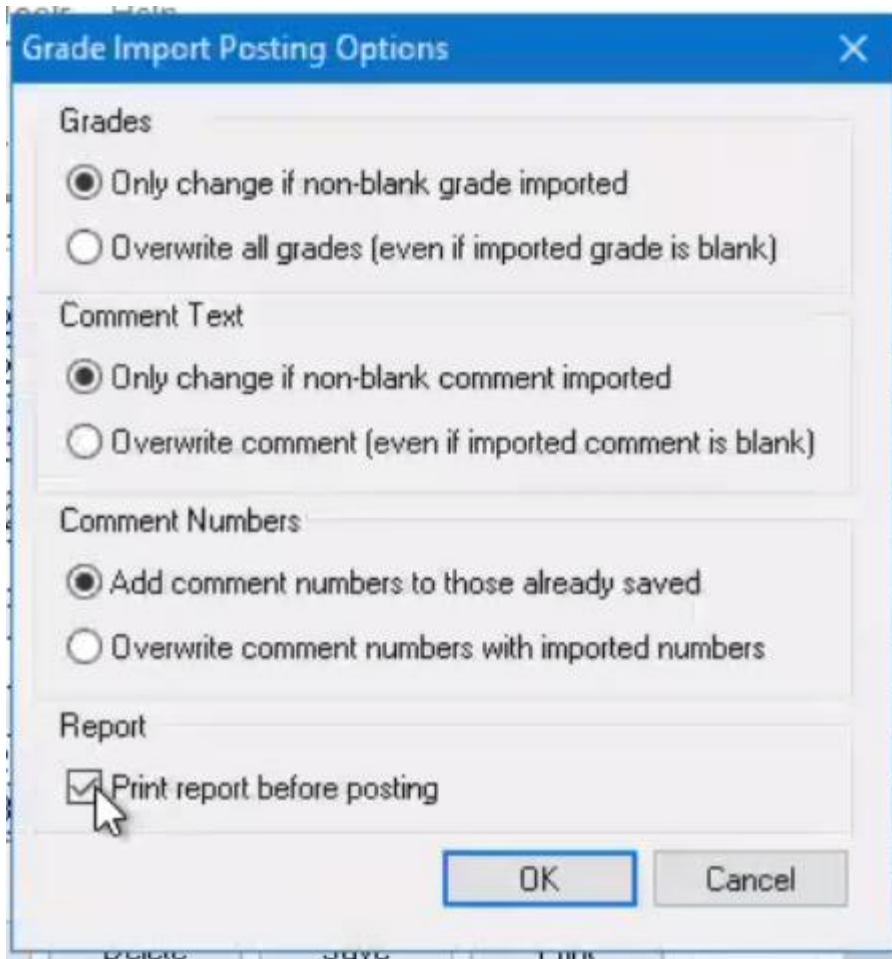
A window titled "Grade Posting Import - Quarter 3" with a menu bar (File, Edit, Tools, Help). Below the menu bar is a "Sorting" section with three radio buttons: "Section I.D., Student" (selected), "Student, Section I.D.", and "Faculty, Section I.D., Student". Below the sorting section is a table with the following columns: Student I.D., Name, Section I.D., Course Name, and Q3. The table is currently empty. At the bottom of the window, there are two groups of buttons. The first group, labeled "This Import", contains buttons for "Post", "Delete", "Save", and "Print". The second group, labeled "Entries for this Import", contains buttons for "Edit", "Delete", and "Import". The "Import" button is circled in red.

Then select import:

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



Grade Import Posting Options

Grades

- Only change if non-blank grade imported
- Overwrite all grades (even if imported grade is blank)

Comment Text

- Only change if non-blank comment imported
- Overwrite comment (even if imported comment is blank)

Comment Numbers

- Add comment numbers to those already saved
- Overwrite comment numbers with imported numbers

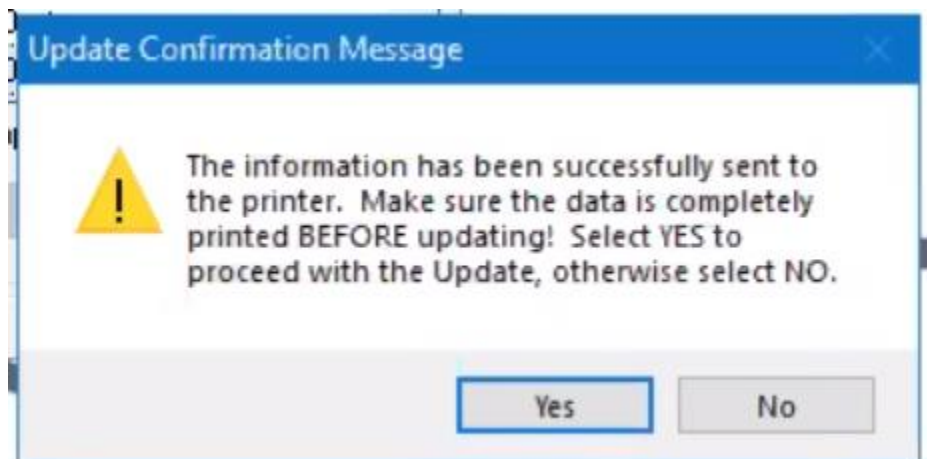
Report

- Print report before posting


OK Cancel

Choose your setting here. then select OK

The confirmation will display



Update Confirmation Message

 The information has been successfully sent to the printer. Make sure the data is completely printed **BEFORE** updating! Select **YES** to proceed with the Update, otherwise select **NO**.

Yes No