ENTER GRADES USING A **CSV** ROSTER

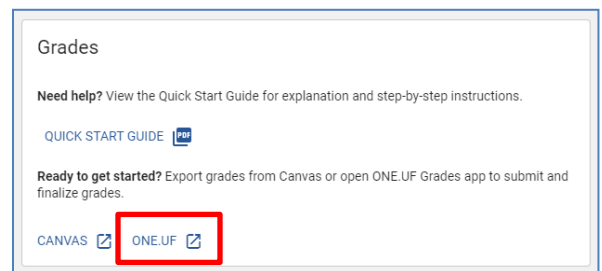Graders are assigned each semester by their Department Coordinator.

Once established and approved for the semester, and once the grading window opens for the class, Graders are able to submit grades for their classes.

> Note: **Direct Entry** is still available and *recommended* (but not required) for instructors with 30 or fewer students. Please see the **Direct Entry** guide for steps.

NAVIGATION

Use the following navigation to navigate to ONE.UF in order to download the roster:

1. Navigate to **ONE.UF.EDU** in your web browser
2. Click **LOG IN**
3. Click **Log in with Gatorlink**
4. Enter your **Gatorlink Username** and **Password**
5. Locate the **Grades** card and click the **ONE.UF** link
   a. Note: this is NOT your CLASS ROSTER

> Grades
>
> **Need help?** View the Quick Start Guide for explanation and step-by-step instructions.
>
> QUICK START GUIDE [PDF]
>
> **Ready to get started?** Export grades from Canvas or open ONE.UF Grades app to submit and finalize grades.
>
> CANVAS ⧉   ONE.UF ⧉

DOWNLOAD THE GRADE ROSTER

You may skip this step (go straight to ENTER GRADES) if you use a personal roster and do not need one provided. The grade roster may be downloaded as an Excel file for faculty who wish to maintain a separate grade roster. Later, the same roster may be uploaded again with the final grades. *Note:* **The roster will be downloaded as an Excel (.xlsx) file and will need to be saved as a CSV (.csv) file.**

1. On the new page that opens, click the **My Classes** link on the left.
2. Search by:
   o Enter Term and Class Nbr -OR-
   o Enter Term, College, and Department -OR-
   o Enter Term, Subject, and Catalog Nbr
3. Downloading a roster:
   o To download the roster for a **single class section**, click the **Download #####** button for the desired class.
   o To download rosters for **multiple class sections** in a single file, click the **Download Multiple Rosters** box next to each desired section, then click the **Produce Multiple Rosters** button.
4. **The roster will be downloaded as an Excel (.xlsx) file and will need to be saved as a CSV (.csv) file.**

Class Number	UFID	Grade	Writing Requirement (S/N)	First Name	Middle Name	Last Name	Subject	Catalog Number
12863	99999999			First Name	Middle Name	Last Name	ECO	2013
12863	99999999			First Name	Middle Name	Last Name	ECO	2013
12863	99999999			First Name	Middle Name	Last Name	ECO	2013
12863	99999999			First Name	Middle Name	Last Name	ECO	2013
12863	99999999			First Name	Middle Name	Last Name	ECO	2013

5. Enter your grades in **Column C**.
   o **Note**: The Writing Requirement (S/N) column appears by default, but is used only for classes that have a writing requirement.
6. Click **File** and use **Save As…** to **save your file as a CSV**.
   o **Note:** It is recommended that you **rename the file using the Class Nbr** and that you save it on the **Desktop** so that it is easy to find in the next section.

ENTER GRADES

Once you have downloaded the Excel file roster from myUFL, enter your grades into the spreadsheet. Once you are ready to save your file, you **must save it as a .csv file**.

Use the following navigation to navigate to ONE.UF in order to enter grades:

1. Navigate to **ONE.UF.EDU** in your web browser
2. Click **LOG IN**
3. Click **Log in with Gatorlink**
4. Enter your **Gatorlink Username** and **Password**
5. Locate the **Grades** card and click the **VIEW/ENTER GRADES** link

UPLOAD GRADES

1. On the new page that opens, click the **My Classes** link on the left.
   o **Note**: It is not necessary to search for the particular class section.
2. Click the **Upload Grade Roster** button.
   o **Note:** Please note the **File Status**, as that will guide you through the steps
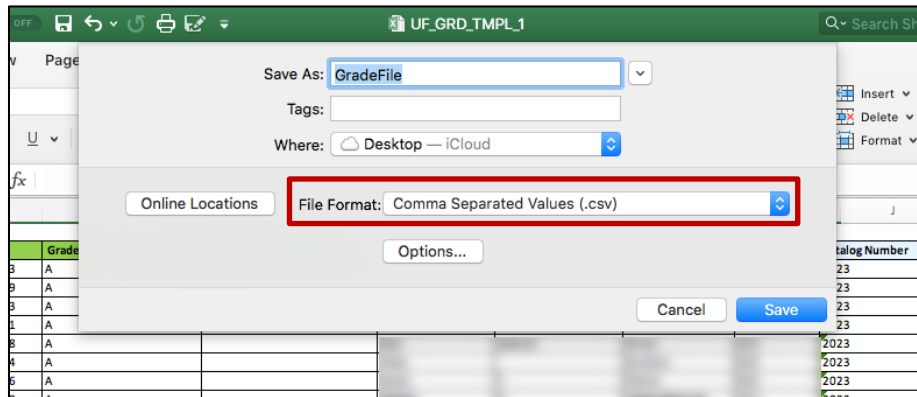   o **Note**: It is not necessary to search for the particular class section.

3. Click the **Add a Grade File(s)** button.
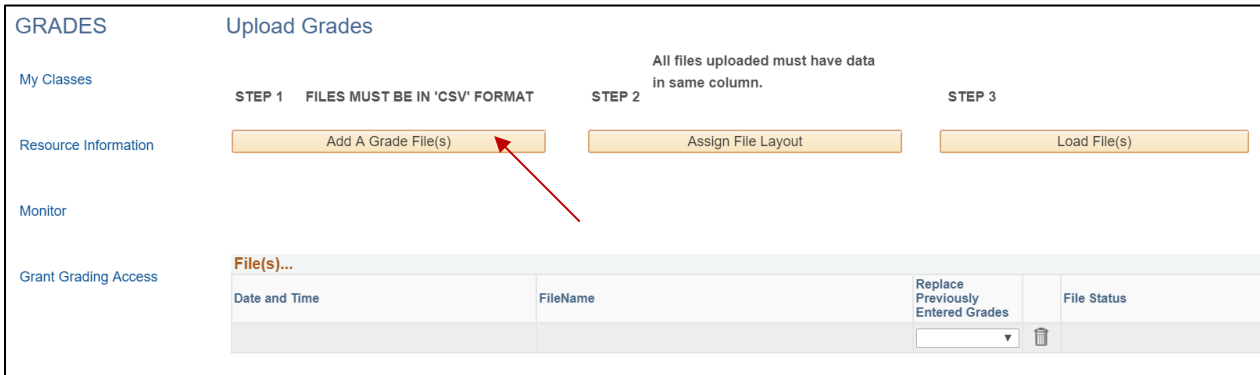

4. Click **Choose File** button.
5. Identify the **file to be uploaded**. *IMPORTANT*: **The file must be a.csv file.**

    a. **Note**: Only if you previously uploaded grades for the class and are attempting to upload *additional* grades, set the **Replace Previously Entered Grades** value to **No**

    b. **Note:** If this is the first time you are entering the grades for the class, leave the **Replace Previously Entered Grades** value to **Yes**.

6. Click the **Upload** button.
7. Click the **Assign File Layout** button.
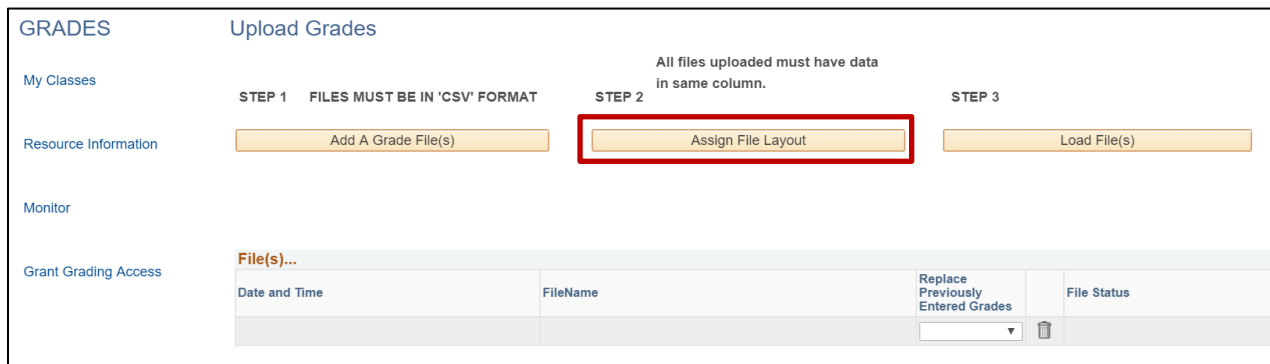
8. Check the **Use System / Canvas Roster Layout** check box and select the **Term** in the drop-down menu.

File Layouts

☐ Use System / Canvas Roster Layout

[1] row(s) before first grade row

Term [▼]

Field Names	Column
CLASS NUMBER	[ ]
UFID	[ ]
GRADE	[ ]
REQUIREMENT GRADE	[ ]

[OK]

9. Click **OK**.

10. Back on the Upload Grades page, click the **Load Files** button.

GRADES **Upload Grades**

My Classes

All files uploaded must have data in same column.

	STEP 1 FILES MUST BE IN 'CSV' FORMAT	STEP 2	STEP 3
Resource Information	[Add A Grade File(s)]	[Assign File Layout]	[Load File(s)]

Monitor

Grant Grading Access

File(s)...

Date and Time	FileName	Replace Previously Entered Grades	File Status
		[▼] 🗑	

11. When the upload is complete, **File Uploaded** will display in the File Status column. If there are errors, click on the **(i)** icon to see what they are.

FINALIZE GRADES

1. Click on **My Classes** to return to the page and search for the class.

GRADES **Upload Grades**

My Classes

All files uploaded must have data in same column.

	STEP 1 FILES MUST BE IN 'CSV' FORMAT	STEP 2	STEP 3
Resource Information	[Add A Grade File(s)]	[Assign File Layout]	[Load File(s)]

Monitor

Grant Grading Access

File(s)...

Date and Time	FileName	Replace Previously Entered Grades	File Status
		[▼] 🗑	

2. Select your class and click the **Enter Grades** button.

3. Review the grades and correct any errors (such as missing/invalid grades). Answer any E/U questions.
    a. If you see an Invalid Grade, click the Magnifying Glass and select an appropriate grade (in this example, an F is not valid grade)
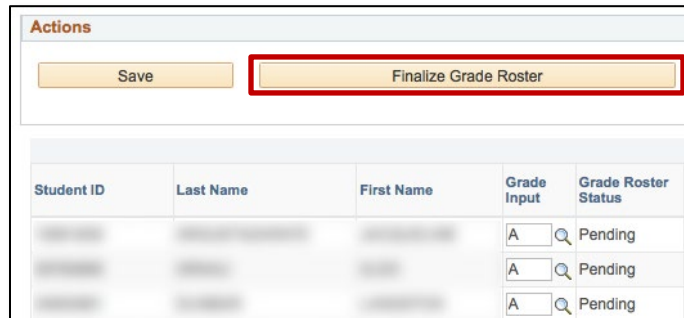

    b. You are required to answer follow-up questions if you enter a failing grade and cannot save until all questions are answered.
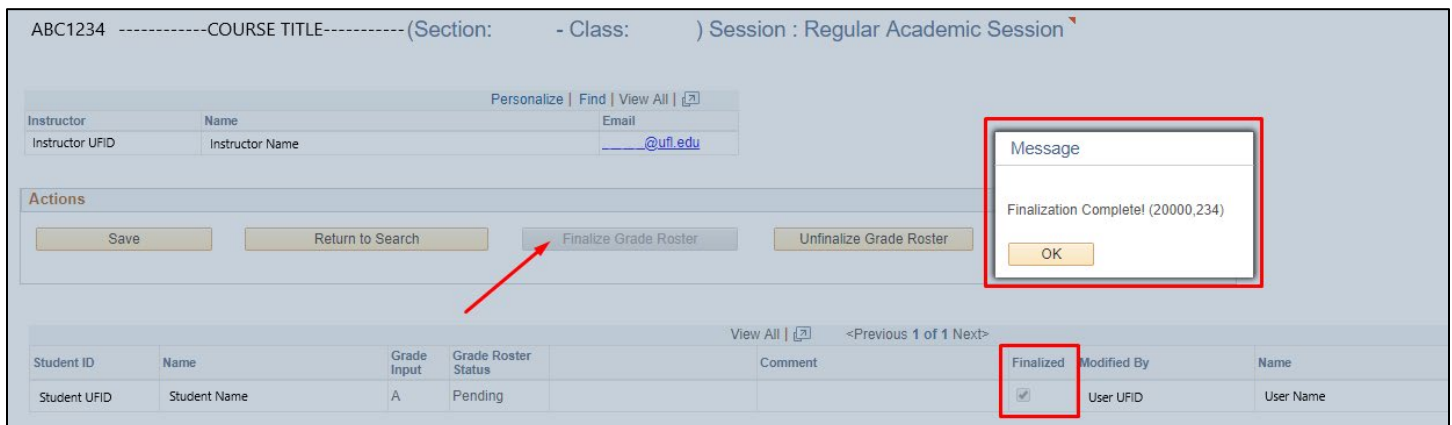
4. Click the **Finalize Grade Roster** button.
   o *Note:* Once finalized, your **Grade Roster Status** will say **Pending** until the Registrar's Office posts the grades.

5. Click **OK** to acknowledge the confirmation message.
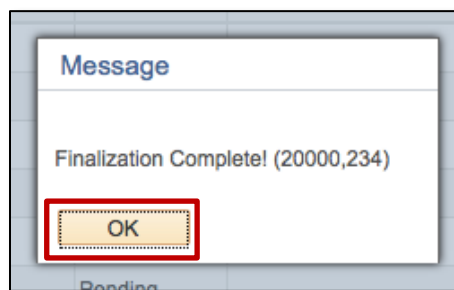
6. The **Finalized** checkboxes will appear on each grade line to indicate that the roster has been finalized.

7. If a grade was entered in error, and the grading period had not ended, you may click the **Unfinalize Grade Roster** button to make the roster editable again.
   a. Correct the error, and then click **Finalize Grade Roster** again.
8. If you have more sections, return to **Step 1** in this section (Finalize Grades).
9. If you have no other courses, you are now finished! **Congratulations!**
10. After grades post, the Transcript Grade will appear on the roster and will be viewable on a downloadable Archive Roster as well. **HR Toolkit for Archive Rosters**

> **IMPORTANT!**
>
> - For up-to-date information, click **Resource Information** for other documentation
> - E and U grades require answers to additional questions. Click the **E/U Questions Needed** button to review and provide answers.
> - If the class satisfies a writing requirement, the **Writing Requirement (S/N)** column will appear and a grade of **S** (Satisfied) or **N** (Not Satisfied) must be entered.
> - If a grade is left blank, the system will automatically populate the **N*** grade.
> - If a student has dropped the class or withdrawn from the university, the grade of **W** will pre-populate.
> - When the grading period ends, OUR will run a process to post the grades to the individual student records, at which time they will be visible to students. Any changes after the grading period ends must be made via the grade change process.

FOR ADDITIONAL ASSISTANCE

Technical Issues	**Policies and Directives**
The UF Computing Help Desk	Office of the University Registrar
352-392-HELP	352-392-1374
helpdesk.ufl.edu	registrar.ufl.edu