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	
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 <u>ENTER GRADES</u>) 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:* <u>The roster will be downloaded as an Excel (.xlsx) file</u> <u>and will need to be saved as a CSV (.csv) file.</u>

- 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-
 - Enter Term, College, and Department -OR-
 - o Enter Term, Subject, and Catalog Nbr
- 3. Downloading a roster:
 - To download the roster for a single class section, click the Download ##### button for the desired class.
 - 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.

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- 5. Enter your grades in Column C.
 - 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.
 - 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.
 - *Note*: It is not necessary to search for the particular class section.
- 2. Click the Upload Grade Roster button.
 - Note: Please note the File Status, as that will guide you through the steps
 - *Note*: It is not necessary to search for the particular class section.

My Classes		
Filter(s)		
Term Spring 2019 Subject Area Catalog Nbr	Session College Regular Class Nbr 0 Search For Classes / Refresh	Department
Upload Grade Roster Pro	duce Multiple Rosters	



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

GRADES	Upload Grades			
My Classes	STEP 1 FILES MUST BE IN 'CSV' FORMAT	All files uploaded must hav in same column. STEP 2	ve data STEP 3	
Resource Information	Add A Grade File(s)	Assign File Layout	Load File(s)	
Monitor	Ň			
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Grant Grading Access	Date and Time	FileName	Replace Previously File Status Entered Grades	
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- 4. Click Choose File button.
- 5. Identify the file to be uploaded. IMPORTANT: The file must be a.csv file.

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v U	Page Save As: GradeFile Tags: Where: Desktop - iCloud	∰ Insert ↓ ₩ Delete ↓ ₩ Format ↓
fx	Online Locations File Format: Comma Separated Values (.csv) Grade Options	J J
3 9 3 1	A	23 23 23 23 23 23
8 4 6	A A A A A A A A A A A A A A A A A A A	2023 2023 2023

- 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.

GRADES	Upload Grades				
My Classes	STEP 1 FILES MUST BE IN 'CSV' FORMAT	T STEP:	All files uploaded must have data in same column. 2	STEP 3	
Resource Information	Add A Grade File(s)		Assign File Layout		Load File(s)
Monitor					
Creat Creding Assess	File(s)				
Grant Grading Access	Date and Time	FileName		Replace Previously Entered Grades	File Status
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8. Check the Use System / Canvas Roster Layout check box and select the Term in the drop-down menu.

File Layouts	
Lse System / Canvas Roster Layout	
1 row(s) before first grade row	
Term	~
Field Names	Column
CLASS NUMBER	
UFID	
GRADE	
REQUIREMENT GRADE	
ОК	

- 9. Click OK.
- 10. Back on the Upload Grades page, click the Load Files button.

GRADES	Upload Grades						
My Classes	STEP 1 FILES MUST BE IN 'CSV' FORMAT		STEP 2	All files uploaded must have data in same column.	STEP 3		
Resource Information	Add A Grade File(s)			Assign File Layout			Load File(s)
Monitor							
	File(s)						
Grant Grading Access	Date and Time	FileName	9		Replace Previously Entered Grades		File Status
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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	STEP 1 FILES MUST BE IN 'CSV' FORMAT	-	STEP 2	All files uploaded must have data in same column.	STEP 3		
Resource Information	Add A Grade File(s)			Assign File Layout			Load File(s)
Monitor							
Grant Grading Access	File(s)						
	Date and Time	FileNam	1e		ace iously red Grades		File Status
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Student Information System

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

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Fall	2018			٥			\$		Q
Subj	ect Area	Catalog Nbr	Class Nbr						
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- 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)

Grade Input	Official Grade	Grade Roster Status		
FQ		Inv Grade	×	Invalid Grade
I* Q		Pending		
A Q		Pending		
C+ Q		Pending		

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.
 - Note: Once finalized, your Grade Roster Status will say Pending until the Registrar's Office posts the grades.

	/e	Finalize Gr	ade Roster	
Student ID	Last Name	First Name	Grade	Grade Roster
Student ID	Last Maille	riist name	Input	Status
			A Q	Pending

5. Click **OK** to acknowledge the confirmation message.

Message	
Finalization Complete! (20000,234)	
ОК	
Ponding	

6. The **Finalized** checkboxes will appear on each grade line to indicate that the roster has been finalized.

ABC1234	COURSE TITLE	(Se	ction: - C	ass:) Session : Regular Aca	demic Session		
			Personalize	ind View All [코			
nstructor	Name			Email			
Instructor UFID Instructor Name				@ufl.edu	Messag	e	
Actions Save	Retur	n to Search	Fin	lize Grade Roster Unfinalize Grade Ro		n Complete! (20000,234)	
			/	View All 고 <previous 1<="" td=""><td>of 1 Next></td><td></td><th></th></previous>	of 1 Next>		
Student ID	Name	Grade Input	Grade Roster Status	Comment		Modified By	Name
					Lord Model		

- 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. <u>HR Toolkit for Archive Rosters</u>

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