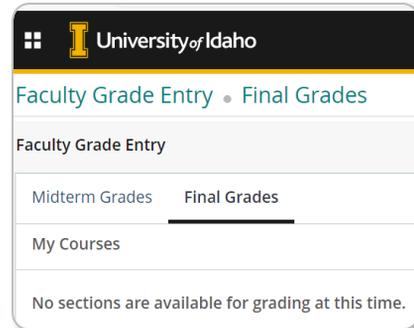
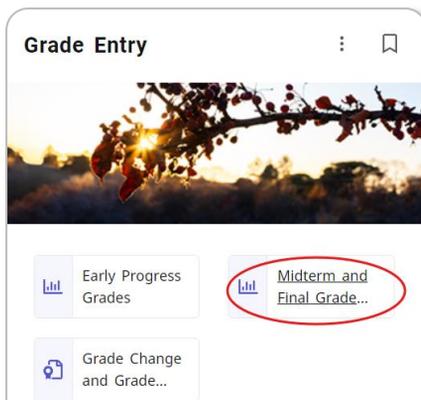


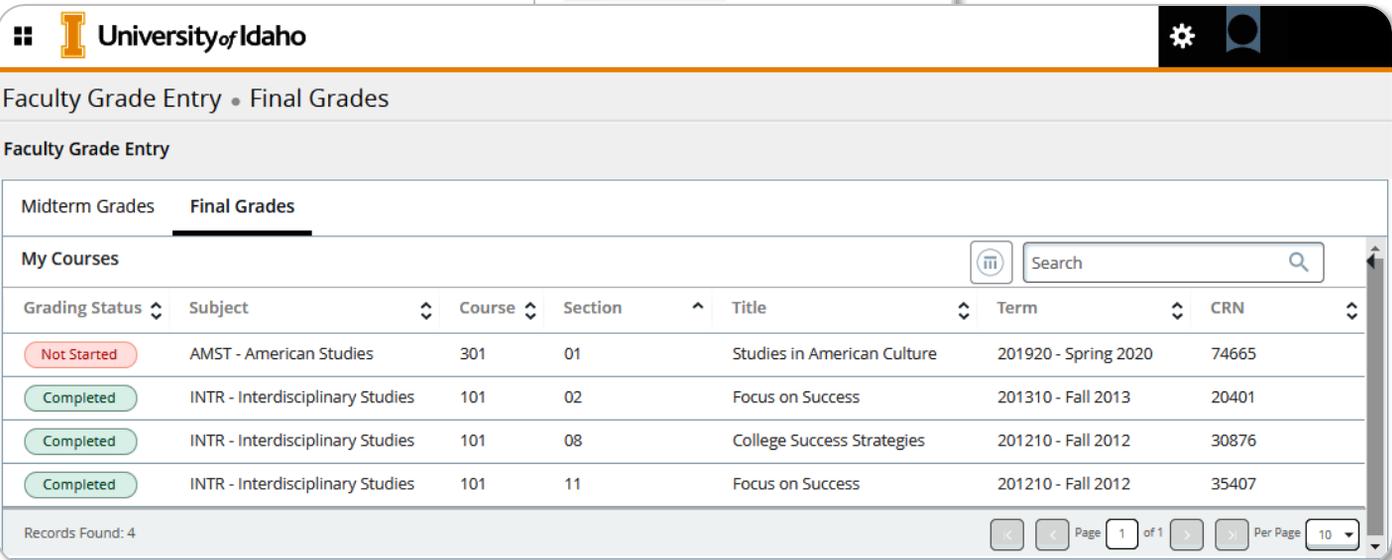
Faculty Grade Entry - Detailed Guide

Log into **MyUI**. (My.uidaho.edu)

Select **Midterm and Final Grades** from the **Grade Entry Card**.

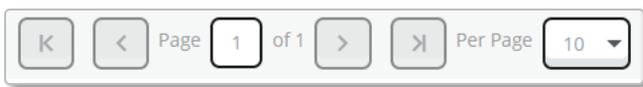


Faculty Grade Entry loads your courses.



Navigating the Application

Use the bottom right arrows to navigate through the pages or increase the number of courses shown per page.

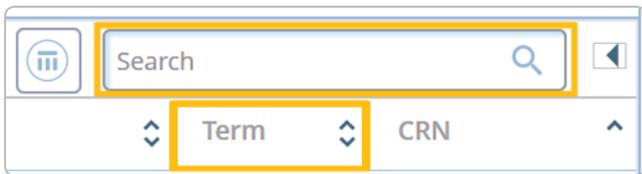


Getting Started directions are available, click the **Arrow** next to the **Search** box located on the top right side.



Initially courses display in *ascending* order by **Course Reference Number (CRN)**.

Narrow down the results using **Search** to select a term. Alternatively, click the **Term** header to change to descending order.



Course Details Getting Started

Welcome to Faculty Grade Entry

Use this page to enter grades for the students in your courses.

- Only your courses which are open for grading are displayed.
- Monitor your grading progress by section using the status indicator bars.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.
- Export and Import grades using the Tools Menu.

See <https://www.uidaho.edu/registrar/faculty/grades> for more information about:

- entering incomplete grades
- entering the last date of attendance for F grades

If you have questions, please email the Registrar at registrar@uidaho.edu

Faculty Grade Entry

Clicking on a section returns its course roster (class list).

Grading Status	Subject	Course	Section	Title	Term	CRN
Completed	INTR - Interdisciplinary Studies	101	08	College Success Strategies	201210 - Fall 2012	30876
Completed	INTR - Interdisciplinary Studies	101	11	Focus on Success	201210 - Fall 2012	35407
Completed	INTR - Interdisciplinary Studies	101	02	Focus on Success	201310 - Fall 2013	20401
Not Started	AMST - American Studies	301	01	Studies in American Culture	201920 - Spring 2020	74665



Use these up and down arrows to view or hide the upper pane while entering grades.

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Vandal, Athena	V00000000				
Vandal, Jane	V00000000				
Vandal, Joe	V00000000				



As with the courses, you can page through using the arrows below the roster. Students **Per Page** defaults to 25 and can range from 5 to 100 students. Use the scroll bar to the right to browse the list of students.

Hovering over a student's name displays additional details in a popup window.

Clicking on a student's name opens their **Student Profile** in a new tab.

Adding Final Grades

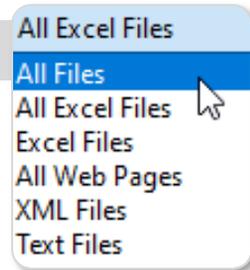
While previous terms show, only the current term can be edited.

Select the appropriate student and choose a grade from the dropdown box. Click **Save** in the lower right corner when complete. While you do not need to click save for each grade entry, do save frequently.

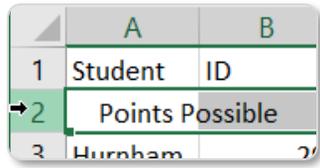
- Grading Status:**
- In Progress (brown)
 - Completed (green)
 - Not Started (pink)

The **Grading Status** column in the top (**My Courses**) panel shows your progress towards submitting all grades for the students in your courses.

3 Excel – A. Prepare the Canvas File

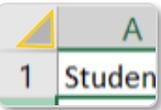


Open the Canvas .csv file by selecting **All Files** or **Text Files** from the dropdown menu. Select the file by name. Ignore any **Possible Data Loss** messages.



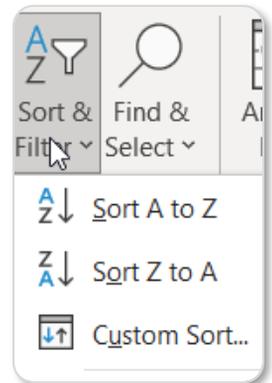
Prepare the Canvas file by removing extra rows and columns. First click on the number **2** to the left of **Points Possible** to select the entire row. Right-click and select **Delete** to remove the row.

Next, determine which Canvas grading column* to use, then delete all columns between **SIS User ID** and the chosen grade column. Most will elect to use **Final Grade**, #9 below, at the end of the semester and **Current Grade** for uploading midterm grades. *MyUI requires a letter grade.*

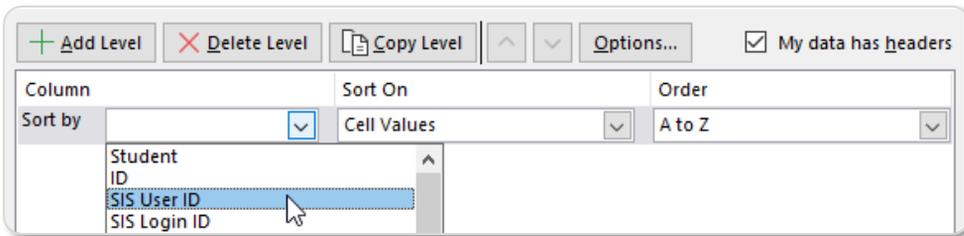


Click the triangle above row **1** to select all cells.

On the **Home** ribbon, open **Sort & Filter>Custom Sort....**



Ensure **My data has headers** is checked and sort by **SIS User ID**. Click **OK**. We can now use the Canvas tab as a lookup table.



*Not sure which Canvas column to keep?

	1	2	3	4	5	6	7	8	9	10
ction	Current Points	Final Points	Current Score	Unposted Current Score	Final Score	Unposted Final Score	Current Grade	Unposted Current Grade	Final Grade	Unposted Final Grade
	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)	(read only)
story 101	560.4	566.73	78.14	82.78	31.18	49.15	C+	B-	F	F
story 101	145.8	145.8	88.5	94.06	6.28	12.93	B+	A	F	F
story 101	20	20	90.91	90.91	1.77	1.77	A-	A-	F	F
story 101	19	19	95	95	1.68	1.68	A	A	F	F
story 101	18	18	90	90	1.6	1.6	A-	A-	F	F
story 101	20	20	100	100	1.77	1.77	A	A	F	F
story 101	0	0	0	0	0	0	F	F	F	F

The CSV download includes read-only columns displaying current and final scores. These columns display for each assignment group in a course and for final course grades.

- 1.Current Points:** points for graded assignments
- 2.Final Points:** points for all assignments
- 3.Current Score:** scores for graded, posted assignments
- 4.Unposted Current Score:** scores for graded assignments & includes hidden assignments
- 5.Final Score:** overall score including unsubmitted assignments as zero but excluding hidden assignments
- 6.Unposted Final Score:** total score, including unsubmitted assignments as zero & hidden assignments
- 7.Current Grade:** course grade based on graded, posted assignments
- 8.Unposted Current Grade:** course grade based on graded assignments, including hidden assignments but excluding unsubmitted assignments
- 9.Final Grade:** overall course grade including unsubmitted assignments as zero but excluding hidden assignments
- 10.Unposted Final Grade:** overall course grade, including unsubmitted assignments as zero & hidden assignments

Bulk Grades – Importing and Exporting from MyUI & Canvas

Bulk grading saves time! Use Excel to upload a spreadsheet of grades instead of entering them one-by-one.

To upload grades in bulk from Canvas:

- 1) Export course grades from Canvas
- 2) Download the Export Templates from MyUI
- 3) Delete extraneous Canvas data and use VLOOKUP in Excel to populate the template
- 4) Import the filled template to MyUI

NOTE: Grades can be imported from any spreadsheet.

Grades must be in letter format. Column headers must match those listed at right for the appropriate grade type (*midterm* or *final*). Misspelled or missing columns will fail to load. Dates, when included, **must** be in the *mm/dd/yyyy* format.

Alternatively, use steps 2-4 to bring grades into Banner from a custom gradebook.

Required Columns Midterm Final

Required Columns	Midterm	Final
Term Code	X	X
CRN	X	X
Student ID	X	X
Midterm Grade	X	
Final Grade		X
Last Attended Date		X
Incomplete Final Grade		X

1 Canvas – Export Grades

The Canvas export will become the lookup table for the MyUI templates. If multiple Sections exist in a Canvas class, the same lookup table will be used for each Section's template.

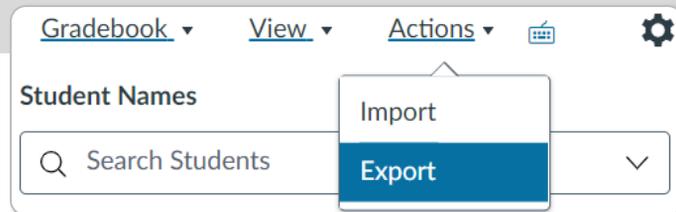
If grades are not in letter format, click **Settings**. Check the box next to **Enable course grading scheme**. (See <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-enable-a-grading-scheme-for-a-course/ta-p/1042>)

From Canvas' Course Navigation, click the Grades link. Under the **Actions** menu select **Export**.

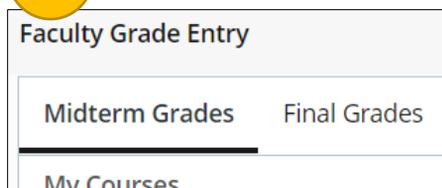
Canvas will download the complete gradebook as a comma separated value file (.csv). File names begin with the date in YYYY-MM-DDTHMM followed by an underscore and the course name.

In addition to saving the file in an *Unfiled* folder in user files, the export appears as an option under the **Actions** menu with **Import** and **Export**. More information can be found on the Canvas page:

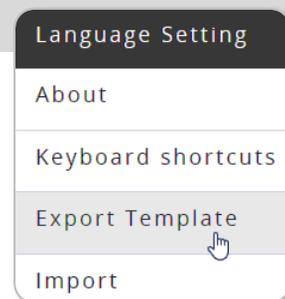
<https://community.canvaslms.com/t5/tkb/articleprintpage/tkb-id/Instructor/article-id/240>



2 MyUI – Export Templates



1. To download a grade template, click on either **Midterm Grades** or **Final Grades**, select one of your sections, then click the gear  menu in the upper right.

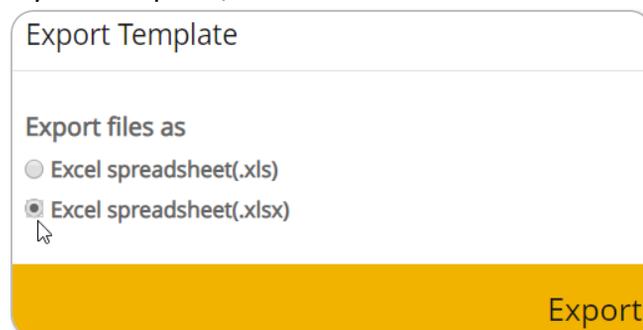


2. Choose **Export Template...** Download the template as .xlsx unless you are using Microsoft Excel 2003 or earlier. Click **Export**. Save the file to your computer/shared drive.

The file name will begin with the term of the course followed by the course name, number and section and “_Template” like:

term_coursename_coursenum_sectionnum_Template.xls
or 202210_Geology_102_02_Template.xlsx

3. Repeat steps for each Section in the Canvas .csv file.

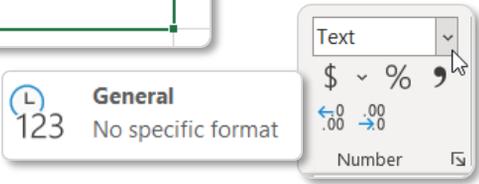


3 Excel – B. Using VLOOKUP

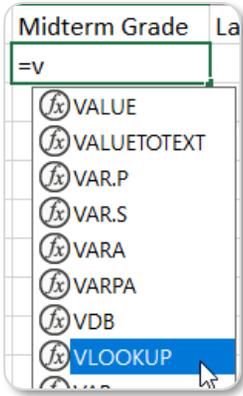
Open the MyUI files in Excel. Each Section should have its own template file with a tab named **Grades**. Pick one of the sections. On its **Grades** tab, click into the first empty cell under **Midterm (or Final) Grade**.

	A	B	C	D	E	F	G
1	Term Code	CRN	Full Name	Student ID	Confidential	Course	Midterm Grade
2	202120	46166	Vandal, Joseph	V00000004	No	History	

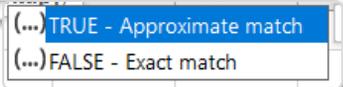
Verify the cell format is set to **General**, not **Text**.



Type: **=v** to bring up the menu. Double-click to select **VLOOKUP**.



The formula has 4 arguments:
lookup_value will be the Student ID
table_array is the part of the Canvas tab to use as a lookup table
col_index_number is the column of the **table_array** with the grade values.
[range_lookup] should always be FALSE to ensure exact matches.



Clicking into the top Student ID cell (**D2**) adds it to the equation. Type a comma to move to the next argument.

	D	E	F	G
	Student ID	Confidential	Course	Midterm Grade
A.	V00000004	No	History	=VLOOKUP(D2,
	V00000002	No	History	VLOOKUP(lookup_value, ta

While **table_array** is bold, click the Canvas tab to insert the file and tab names into the argument. Select the header and filled cells in columns C, **SIS User ID**, and D, **Current (or Final) Grade**.

=VLOOKUP(D2,'2022-01-18T1049_Grades-DEMO'!C1:D10

SIS User ID	Current Grade
V00000000	C
V00000001	B
V00000002	B
V00000003	A
V00000004	B
V00000005	C
V00000006	B
V00000007	A
V00000008	A

Type a comma to move to **col_index_num**. The grades are in the 2nd column, so enter 2.

Type another comma and the word **FALSE**, then close the parenthesis and press **Enter** on the keyboard.

Excel returns to the grades tab. The grade for the student in row one should now be showing.

Troubleshooting

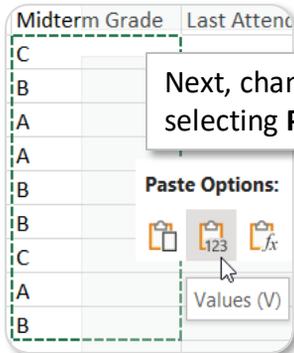
If instead the formula is visible, verify the cell is set to **General**. If it wasn't, erase the formula, change the format, and go through the steps again.

If cells contain **#N/A**, the student wasn't found. If the student is listed, verify that the **table_array** was first sorted by **SIS User ID** (in **A to Z** order) and that the **table_array** variable matches the others.

3 Excel – C. Finalizing the Filled Template

Before copying the formula into the next cell, edit it by highlighting the **table_array** section and clicking **F4**. This inserts dollar signs into the equation to keep the table's cell reference fixed, while allowing the **lookup_value** to change for each row.

Quickly copy the edited formula down the column by mousing over the cell's lower right corner and double-clicking when the cursor becomes a +.



Next, change the formulas to their values by highlighting the grades, copying them, and selecting **Paste Special** from the right-click menu. Click **Paste Values**. **Save** the file.

Leaving the equation will cause errors when uploading the file.

Course	Midterm Grade
History	VLOOKUP(D2,'TEST_2022-01-18T1049_Grades-DEM'!\$C\$1:\$D\$10,2,FALSE)

VS.

Course	Midterm Grade
History	C

Final Grades Only: Each **F** requires a **Last Attended Date**.

The date **must** be in the *mm/dd/yyyy* format.

Enter an **Incomplete Final Grade** only if the column has an **I**.

Do not change the **Extension Date**.

	H	I	J
Final Grade		Last Attended Date	Incomplete Final Grade
A			
F		12/16/2019	
I			C

Save the file as "*term_coursename_coursenum_sectionnum_Template.xlsx*"

Need additional words for clarity? Place them at the end: *202120_History_102_02_Template-Final.xlsx*

If multiple Sections were merged into the Canvas grade export, repeat steps **B & C** for each template.

4 MyUI – Import Filled Template

Bring the filled grade templates into MyUI. Click on the Section, select the gear  in the upper right-hand corner and choose **Import...**

Click the grayed-out **Browse** to open file manager. Select the appropriate file, click **Upload**, then **Continue**.

Import

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

You may import a file with faculty grade entry data.

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date
1	201910	41863	Vandal, Aaron	V000000	No	No	History	A	
2	201910	41863	Vandal, Andy	V000000	No	No	History	F	12/16/2019
3	201910	41863	Vandal, Joe	V000000	No	No	History	I	

Preview the file. Ensure the letter grade is showing, not the equation. If it looks good, click **Continue**. To change files, click **Go Back** to select a different file.

At the **Map** step, confirm the column headers are correct.

Columns that are mapped properly will have a Green check mark next to them. Mapping occurs automatically when MyUI **Export Grade Template** is used to upload grades.

Click **Continue**.

1 Select | 2 Preview | 3 **Map** | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Entry Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Final Grade
 Last Attended Date Incomplete Final Grade Extension Date

Map Term Code* CRN* Other Student ID* Other Other Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	
1	201910	41863	Vandal, Athena	V000000	No	No	H

MyUI will **Validate** the data in the worksheet. Unchanged data will be ignored; valid changes will **overwrite** existing data after this step. Already-rolled records are ignored and counted as errors.

1 Select | 2 Preview | 3 Map | 4 **Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 23 records will be imported:
8 records containing errors will not be imported.
0 unchanged records will not be imported.

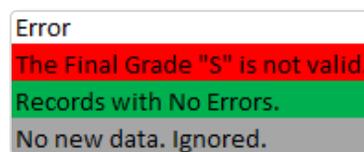
[Download the validation report](#)

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	In
1	201910	41407	Vandal, Aaron	V000000	No	No	Geology	A		
2	201910	41407	Vandal, Andy	V000000	No	No	Geology	B		
3	201910	41407	Vandal, Joe	V000000	No	No	Geology	A		

[Go Back](#) [Continue](#)

If errors are found, click on **Download the validation report**.

The report is a copy of the imported template, prefaced by an Error column. This column contains a color-coded message:



Errors (red) with a specific message can be corrected. Save changes directly in the validation report. Use the import wizard to select the edited file and import the grades that were previously omitted.

If no errors are found, click **Continue**. Click **Finish** to close the Import Wizard.

Import can be run multiple times for a single Section but any changes will overwrite previously entered data, unless grades have rolled.

1 Select | 2 Preview | 3 Map | 4 Validate | 5 **Finish**

Import Complete

The import wizard is complete.

35 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

[Finish](#)