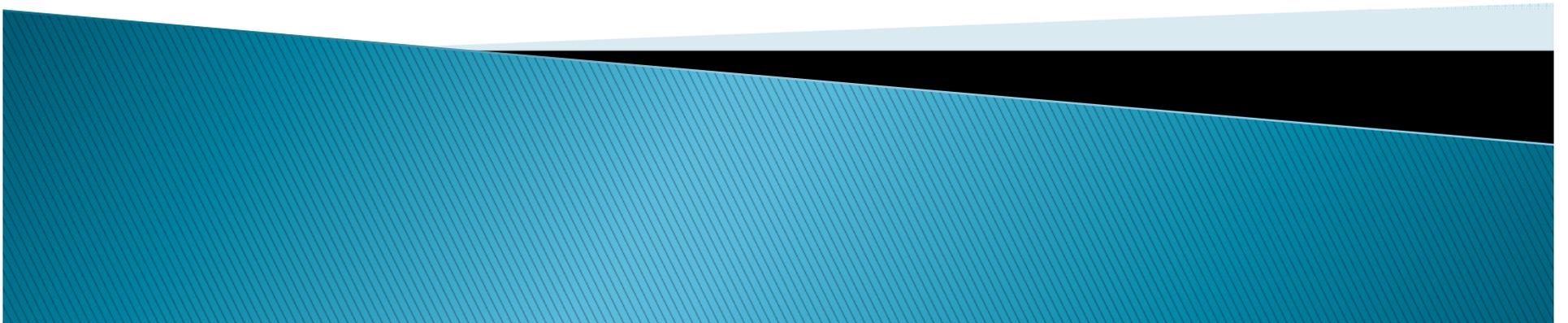


eGrades Import Tutorial

Visual user guide



EGRADES

Grade Entry

Subject: IRGN Title: Corporate Governance Instructor: Triton, Dakota Sidney Last Modified
Course: 10 Units: Authorized Grader: Date Modified
Section: A00 Term: W12 Number Enrolled: 11
Section ID: 735468

[Import file](#)

[Grade glossary](#)

Show 10 entries

Name	P	Grade	Letter	Grade Entry
Triton, Amiee Dawn	A999555			
Triton, Berry David	A999555			
Triton, Christine Avner	A999553			
Triton, Helen Amber	A999675			
Triton, Janet Elizabeth	A999544			
Triton, Jesus Donovan	A999577			
Triton, Kimberly Sue	A99955454			
Triton, Loren Wellington	A99966466	4.00	L	<input type="text"/>
Triton, Micah Devon	A99888861	4.00	L	<input type="text"/>
Triton, Norbert Elanore	A99999321	4.00	L	<input type="text"/>

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Go to the "Grade Entry" screen in eGrades for the section you are working on

Section Comments (Comments are only saved if a grade is saved)

Cancel Save Save & Review

EGRADES

Grade Entry

Subject	IRGN	Title	Corporate Governance	Instructor	Triton, Dakota Sidney	Last Modified	
Course	410	Units		Authorized Grader		Date Modified	
Section	A00	Term	WI12	Number Enrolled	11		
Section ID	735468						

[Import file](#)

[Grade glossary](#)

Show 10 entries

Name	P				
Triton, Amiee Dawn	A999555				
Triton, Berry David	A999555				
Triton, Christine Avner	A99955359	4.00	L		
Triton, Helen Amber	A99967551	4.00	L		
Triton, Janet Elizabeth	A99954451	4.00	L		
Triton, Jesus Donovan	A99957751	4.00	L		
Triton, Kimberly Sue	A99955454	4.00	L		
Triton, Loren Wellington	A99966466	4.00	L		
Triton, Micah Devon	A99888861	4.00	L		
Triton, Norbert Elanore	A99999321	4.00	L		

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Click the "Import File" link

Section Comments (Comments are only saved if a grade is saved)

[Cancel](#) [Save](#) [Save & Review](#)

The following dialog box will pop up:

Instructor Triton, Dakota Sidney
 Authorized Grader
 Number Enrolled 11

Last Modified
 Date Modified

Section ID 735468

[Import file](#)

Show 10 entries

Triton, Amiee Dawn
 Triton, Berry David
 Triton, Christine Avne
 Triton, Helen Amber
 Triton, Janet Elizabeth
 Triton, Jesus Donove
 Triton, Kimberly Sue
 Triton, Loren Welling
 Triton, Micah Devon
 Triton, Norbert Elano

[Grade glossary](#)

ason

The uploading of the file can take a while for processing as the file is run through a virus scan to check for viruses. Please do not interrupt the process while it is working, otherwise the data will be lost. You will be prompted when the process finishes.

The file has to follow the following format:

- The file has to be a text file
- The file has to be TAB delimited or CSV delimited
- The file header has to have the following fields correctly named and delimited by a TAB or CSV (Last Name First Name Student ID SectionId Final_Assigned_Egrade)

Tab Delimited CSV Delimited (or TED)

File Name

Showing 1 to 10 of 11 entries 1 2

*** Select "CSV Delimited" if importing Canvas grades.**

Section Comments (Comments are only saved if a grade is saved)

EGRADES

Grade Entry

Subject	IRGN	Title	Corporate Governance	Instructor	Triton, Dakota Sidney	Last Modified	
Course	410	Units		Authorized Grader		Date Modified	
Section	A00	Term	WI12	Number Enrolled	11		
Section ID	735468						

[Import file](#)

Show entries

- Triton, Amiee Dawn
- Triton, Berry David
- Triton, Christine Avne
- Triton, Helen Amber
- Triton, Janet Elizabeth
- Triton, Jesus Donove
- Triton, Kimberly Sue
- Triton, Loren Welling
- Triton, Micah Devon
- Triton, Norbert Elano

The uploading of the file can take a while for through a virus scan to check for viruses. Please be patient while it is working, otherwise the data will be lost when the process finishes.

The file has to follow the following format:

- The file has to be a text file
- The file has to be TAB delimited or CSV delimited
- The file header has to have the following fields correctly named and delimited by a TAB or CSV (Last Name First Name Student ID SectionId Final_Assigned_Egrade)

Tab Delimited CSV Delimited (or TED)

File Name

Click "Browse"

Showing 1 to 10 of 11 entries

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

Section Comments (Comments are only saved if a grade is saved)

EGRADES

Grade

Choose File to Upload

Desktop

Search Desktop

Organize New folder

Favorites: Desktop, Downloads, Recent Places

Libraries: Documents, Music, Pictures, Videos

Computer: Local Disk (C:)

System Folders: Libraries, Triton, Dakota Sidney, Computer, Network

Shortcut: Adobe Reader X (1.94 KB)

File name: [] All Files (*)

Open Cancel

and delimited by

File Name [] Browse...

Cancel Submit

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Locate the file you wish to import and click "Open"

Section Comments (Comments are only saved if a grade is saved)

Cancel Save Save & Review

EGRADES

Grade Entry

Subject	IRGN	Title	Corporate Governance	Instructor	Triton, Dakota Sidney	Last Modified	
Course	410	Units		Authorized Grader		Date Modified	
Section	A00	Term	WI12	Number Enrolled	11		
Section ID	735468						

[Import file](#)

Show 10 entries

- Triton, Amiee Dawn
- Triton, Berry David
- Triton, Christine Avne
- Triton, Helen Amber
- Triton, Janet Elizabeth
- Triton, Jesus Donove
- Triton, Kimberly Sue
- Triton, Loren Welling
- Triton, Micah Devon
- Triton, Norbert Elano

The uploading of the file can take a while for through a virus scan to check for viruses. Please wait while it is working, otherwise the data will be lost when the process finishes.

The file has to follow the following format:

- The file has to be a text file
- The file has to be TAB delimited or CSV delimited
- The file header has to have the following fields correctly named and delimited by a TAB or CSV (Last Name First Name Student ID SectionId Final_Assigned_Egrade)

Tab Delimited CSV Delimited (or TED)

File Name C:\Users\raelliott\Desktop\735468.txt

Click "Submit"

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Section Comments (Comments are only saved if a grade is saved)

EGRADES

Grade Entry

Subject	IRGN	Title	Corporate Governance	Instructor	Triton, Dakota Sidney	Last Modified	
Course	410	Units		Authorized Grader		Date Modified	
Section	A00	Term	WI12	Number Enrolled	11		
Section ID	735468						

[Import file](#)

Show 10 entries

- Triton, Amiee Dawn
- Triton, Berry David
- Triton, Christine Avne
- Triton, Helen Amber
- Triton, Janet Elizabeth
- Triton, Jesus Donove
- Triton, Kimberly Sue
- Triton, Loren Welling
- Triton, Micah Devon
- Triton, Norbert Elano

Showing 1 to 10 of 11 entries

Success

The file **735468 .txt for Section: 735468** has been processed successfully.

Total records in the grade sheet: 11

Total records in the uploaded file matching the grade sheet : 11

Records successfully uploaded: 11

Close Dialog

[Grade glossary](#)

If there are no errors, you will get a message saying your file has been processed successfully

Section Comments (Comments are only saved if a grade is saved)

Cancel Save Save & Review

EGRADES

Grade Entry

Subject	IRGN	Title	Corporate Governance	Author		Last Modified	
Course	410	Units		Num		Date Modified	
Section	A00	Term	WI12				
Section ID	735468						

Scroll down and click "Close Dialog"

[Import file](#)

Show 10 entries

Records successfully uploaded: 7

The following error(s) occurred:

Student ID	Section ID	Grade	Error Message
A99955454	735468	D+	Grade Code is not one of the grade codes allowed (A+, A, A-, B+, B, B-, C+, C, C-, D, F, P, NP, S, U, I, IP, X, Y, H)
A99966466	735468	A	Grade Option of P requires a grade of (P, NP, I, IP, X)
A99888861	735468	P	Grade Option of L requires a letter grade (A+, A, A-, B+, B, B-, C+, C, C-, D, F, I, IP, X)
A99999321	735468	A	Student has Withdrawn.

Close Dialog

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Section Comments (Comments are only saved if a grade is saved)

Cancel Save Save & Review

EGRADES

Grade Entry

Subject IRGN
Course 410
Section A00
Section ID 735468

Triton, Dakota Sidney

Last Modified
Date Modified

You should be back on the "Grade Entry" screen with the grades imported into the "Grade" column (this may take a few seconds)

[Import file](#)

[Grade glossary](#)

Show entries Filter:

Name	PID	Units	Grade Option	Grade	Reason
Triton, Amiee Dawn	A99955551	4.00	L	B	
Triton, Berry David	A99955521	4.00	L	B+	
Triton, Christine Avner	A99955359	4.00	L	A	
Triton, Helen Amber	A99967551	4.00	L	A-	
Triton, Janet Elizabeth	A99954451	4.00	L	C+	
Triton, Jesus Donovan	A99957751	4.00	L		
Triton, Kimberly Sue	A99955454	4.00	L	A	
Triton, Loren Wellington	A99966466	4.00	L		
Triton, Micah Devon	A99888861	4.00	L	B-	
Triton, Norbert Elanore	A99999321	4.00	L	A+	

Showing 1 to 10 of 11 entries First Previous 1 2 Next Last

Section Comments (Comments are only saved if a grade is saved)

EGRADES

Grade Entry

Subject IRGN
Course 410
Section A00
Section ID 735468

Triton, Dakota Sidney

Last Modified
Date Modified

Make sure all of the grades were imported and correct any errors such as missing grades

[Import file](#)

[Grade glossary](#)

Show entries Filter:

Name	PID	Units	Grade Option	Grade	Reason
Triton, Amiee Dawn	A99955551	4.00	L	B	
Triton, Berry David	A99955521	4.00	L	B+	
Triton, Christine Avner	A99955359	4.00	L	A	
Triton, Helen Amber	A99967551	4.00	L	A-	
Triton, Janet Elizabeth	A99954451	4.00	L		
Triton, Jesus Donovan	A99957751	4.00	L		
Triton, Kimberly Sue	A99955454	4.00	L		
Triton, Loren Wellington	A99966466	4.00	L		
Triton, Micah Devon	A99888861	4.00	L	B-	
Triton, Norbert Elanore	A99999321	4.00	L	A+	

Showing 1 to 10 of 11 entries First Previous 1 2 Next Last

Section Comments (Comments are only saved if a grade is saved)

EGRADES

Grade Entry

Subject IRGN
Course 410
Section A00
Section ID 735468

Triton, Dakota Sidney

Last Modified
Date Modified

Click "Save & Review" to review and then submit your grades

[Import file](#)

[Grade glossary](#)

Show entries Filter:

Name	PID	Units	Grade Option	Grade	Reason
Triton, Amiee Dawn	A99955551	4.00	L	B	
Triton, Berry David	A99955521	4.00	L	B+	
Triton, Christine Avner	A99955359	4.00	L	A	
Triton, Helen Amber	A99967551	4.00	L	A-	
Triton, Janet Elizabeth	A99954451	4.00	L	C+	
Triton, Jesus Donovan	A99957751	4.00	L	B	
Triton, Kimberly Sue	A99955454	4.00	L	A	
Triton, Loren Wellington	A99966466	4.00	L	B-	
Triton, Micah Devon	A99888861	4.00	L	B-	
Triton, Norbert Elanore	A99999321	4.00	L	A+	

Showing 1 to 10 of 11 entries First Previous 1 2 Next Last

Section Comments (Comments are only saved if a grade is saved)

Cancel Save **Save & Review**



EGRADES

Grade Review

Subject	IRGN	Title	Corporate Governance	Instructor	Triton, Dakota Sidney	Last Modified	
Course	410	Units		Authorized Grader		Date Modified	
Section	A00	Term	W12	Number Enrolled	11		
Section ID	738916						

Section GPA: 3.360 Extension Students: 0 Total Campus Students: 11

Exclude Extension

A+	A	A-	P	NP	S	U	I	IP	X	W	Blank
0	2	2	0	0	0	0	1	0	0	0	0

[Export PDF Report](#) [Grade glossary](#)

Show entries

Filter:

	Grade Option	Grade	Reason
Triton, Amiee Dawn	A99955551	4.00	L A
Triton, Berry David	A99955521	4.00	L B+
Triton, Christine Avner	A99955359	4.00	L B
Triton, Helen Amber	A99967551	4.00	L B
Triton, Janet Elizabeth	A99954451	4.00	L A-
Triton, Jesus Donovan	A99957751	4.00	L C+
Triton, Kimberly Sue	A99955454	4.00	L A
Triton, Loren Wellington	A99968466	4.00	L B+
Triton, Micah Devon	A99888861	4.00	L I Medical
Triton, Norbert Elanore	A99999321	4.00	L A-

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Once you have reviewed your work and are satisfied that everything is correct, you will need to check this box.

Section Comments



certify that the grades submitted are in compliance with all [UCSD regulations](#).

EGRADES

Grade Review

Instructor Triton, Dakota Sidney
Authorized Grader
Number Enrolled 11

Last Modified
Date Modified

Checking this box is the equivalent to your signature.

in GPA calculation

	P	NP	S	U	I	IP	X	W	Blank
	0	0	0	0	1	0	0	0	0

[Export PDF Report](#) [Grade glossary](#)

Show entries Filter:

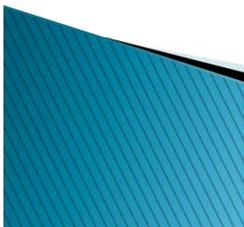
	Grade	Grade	Reason
Triton, Ami		A	
Triton, Bern		B+	
Triton, Chri		B	
Triton, Hele		B	
Triton, Jane		A-	
Triton, Jesu		C+	
Triton, Kim		A	
Triton, Lore		B+	
Triton, Micah Devon	A99999321	L	Medical
Triton, Norbert Elanore	A99999321	4.00 L	A-

Showing 1 to 10 of 11 entries First Previous 1 2 Next Last

By checking the box you are certifying that the work you have done is in accordance with all University policy

Section Comments

I certify that the grades submitted are in compliance with all [UCSD regulations](#).



EGRADES

Grade Review

Subject	IRGN	Title	Corporate Governance	Instructor	Triton, Dakota Sidney	Last Modified	
Course	410	Units		Authorized Grader		Date Modified	
Section	A00	Term	W12	Number Enrolled	11		
Section ID	738916						

Section GPA: 3.360 Extension Students: 0 Total Campus Students: 11

Exclude Extension students in GPA calculation Exclude E grades in GPA calculation

	P	NP	S	U	I	IP	X	W	Blank
	0	0	0	0	1	0	0	0	0

[Export PDF Report](#) [Grade glossary](#)

The final step is to click here to submit the grades for upload to ISIS.

Filter:

	Units	Grade Option	Grade	Reason
	4.00	L	A	
	4.00	L	B+	
Triton, Christine Arnel	4.00	L	B	
Triton, Helen Amber	4.00	L	B	
Triton, Janet Elizabeth	4.00	L	A-	
Triton, Jesus Donovan	4.00	L	C+	
Triton, Kimberly Sue	4.00	L	A	
Triton, Loren Wellington	4.00	L	B+	
Triton, Micah Devon	4.00	L	I	Medical
Triton, Norbert Elanore	4.00	L	A-	

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

Section Comments

I certify that the grades submitted are in compliance with all [UCSD Regulations](#).

Cancel Edit **Submit**