Faculty Grade Entry - *Quick Guide*

Access classes by Selecting **Midterm and Final Grades** from the **Grade Entry Card.**

University of Idaho

Faculty Grade Entry • Final Grades

Faculty Grade Entry

> **Grading Status** is visible in the left column. Select a Section, the roster will open below, displaying the student list.

| Midterm Grades | Final Grades |

My Courses

Search

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

Not Started
In Progress
Completed

Records Found: 4   Page 1 of 1   Per Page 10

| Roster | Incomplete Grades |

Search

Full Name	ID	Midterm Grade	Final Grade	Rolled	Last Attend Date
Vandal, Joe R.	V00000000	F	F		09/14/2019
Vandal, Athena M.	V00000000	B	A		

Records Found: 93   Page 1 of 4   Per Page 25

Save   Reset

Manual Grade Entry

Grades can be entered, one-by-one, using the drop-down box under **Midterm** or **Final Grade**.
Save often using the button below the **Roster**.

> **Final Grades Only**: An **F** requires a **Last Attend Date**. Use the calendar icon or type in *mm/dd/yyyy* format.
>
> Incomplete Final Grade
>
> C
>
> Assigning an **I** opens the **Incomplete Grades** tab.
> Enter the grade the student will earn if their outstanding work is not completed.
> To return to the student list, click **Roster**.

Bulk Grading

Begin by clicking on the **Midterm Grades** or **Final Grades** tab. Select a section, click [gear], and choose **Export Template**. Choose .xlsx and click **Export**. Open the file and **Enable Editing** to enter grades.

Grades can be entered by hand or pulled into the sheet from a Canvas export using Excel's VLOOKUP function.

Add **Last Attended Date** for **F** grades (*mm/dd/yyyy* format.)
Fill in any **Incomplete Final Grades**.

H	I	J
Final Grade	Last Attended Date	Incomplete Final Grade
A		
F	12/6/2021	
I		C
B		

Save the Excel file, return to [gear] and select **Import**. Click **Browse**, pick the file, then **Upload**.

Check for errors at steps 2 & 3. View the summary on step 4; a validation report is available.

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

The following 5 records will be imported:
0 records containing errors will not be imported.
157 unchanged records will not be imported.

Download the validation report

Click Finish to complete the import.
The grades will show up in the correct roster.
Open the roster to confirm the changes are correct.

Importing and Exporting from VandalWeb & Canvas

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

1) Export course grades from Canvas

The Canvas export becomes a lookup table for the VandalWeb templates. If multiple sections exist in a Canvas class, the same lookup table will be used for each section's template.
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-DDTHHMM followed by an underscore and the course name.

2) Delete extraneous Canvas data

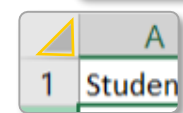Open the Canvas **.csv** file by selecting **All Files** or **Text Files** from the dropdown menu.
Select the file by name. Ignore any **Possible Data Loss** messages.

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, delete all columns between **SIS User ID** and **Final Grade (Current Grade** for <u>midterms</u>.)
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.
Sort by **SIS User ID**. Click **OK**. The Canvas file can now be used as a lookup table.

3) Download the Export Templates from MyUI

Click on either **Midterm Grades** or **Final Grades**, select one of your sections, then click the gear ⚙ menu in the upper right.

Choose **Export Template…** Download it as an .xlsx file. Click **Export**.
The file name begins with the term followed by the course name, number and section and "*_Template*" like:
term_coursename_coursenum_sectionnum_Template.xls or *202210_Geology_102_02_Template.xlsx*
Repeat for each section merged into the Canvas .csv file.
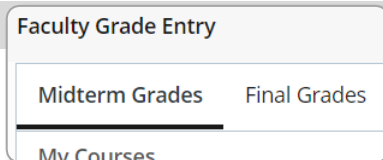
4) Use VLOOKUP in Excel to populate templates

Click the first empty cell under **Midterm** (or **Final**) **Grade**.
Verify the cell format is set to **General**, not **Text**.

D	E	F	G	
Student ID	Confidential	Course	Midterm Grade	Las
V00000004	No	History		

Type **=vlookup(D2,** then click the Canvas tab and select the header and filled cells in columns **C** and **D** (**SIS User ID** and the grades.) Finish with **,2,FALSE)** and **Enter**. Excel returns to the grades tab. The grade for the student in row one should now be showing.

Highlight the **table_array** section. Click **F4** to insert dollar signs to keep the table's cell reference fixed before copying the formula down the column. Next copy the results. Use **Paste Values** from the **Paste Special** menu to replace the formulas.
(See *https://www.uidaho.edu/-/media/UIdaho-Responsive/Files/registrar/Registrar/gradeentrydetailedguide.pdf* for help.)

> **Final Grades Only:** Each **F** requires a **Last Attended Date**. The date **must** be in the *mm/dd/yyyy* format.
> Only fill **Incomplete Final Grade** if the grade column has an **I**. Do not change the **Extension Date**.

Save the file. Repeat for each template.

5) Import the filled template to MyUI.

To import the filled grade templates, click on the section, select the gear ⚙ in in the upper right-hand corner and choose **Import…** Click the grayed-out **Browse,** select the appropriate file, click **Upload**, then **Continue**. Follow the prompts, watching for errors, if none are found, click **Continue** and **Finish**.