

“Load Grades From File” into SIS Midterm Grade Roster

“Load Grades from File” is a feature to facilitate data entry of Midterm Grade Rosters in SIS (via OneStart). The intention is to provide a tool for instructors who would otherwise have to enter grades manually into the grade roster.

1. Open a new browser window and navigate to the OneStart page, <http://onestart.iu.edu>; click the login button.
2. Log in with your Username and Passphrase.
3. Click the **Services** tab, then click **Faculty Systems** in the sidebar.
4. Locate the **Instructor Information** section and click **Go to Faculty Center**.
5. Each one of your class sections for the current term will be listed, along with the corresponding class roster and other class information.
6. The presence of the [Grade Roster](#) link indicates that a midterm grade roster is available. If you navigate to your teaching schedule in the Faculty Center *before* midterm grade rosters are generated, the Grade Roster link will not be displayed.
7. Click the [Grade Roster](#) link to open your grade roster.
8. Verify the **Term** and **Roster Type** (should be *Mid-Term Grade*).
9. Click [Load Grades from File to Roster](#).
10. Click [Browse...](#) to locate your comma-delimited grade file.
11. Once the file name is displayed in the text box, click [Upload](#).
12. The system will attempt to load the file and display a message with the load results.
 - a. The file must be comma-delimited (see the “Load from File” format instructions). The number of grades which can be loaded is displayed. The instructor then confirms that they want to continue the load (or cancel the attempt). Instructors may use the “Load from File” function as many times as needed until the grades are submitted or otherwise become unavailable for editing.
 - b. If a University ID in the comma-delimited file does *not* match a University ID in the grade roster, the grade for that non-matching ID will be ignored.
 - c. It is not necessary to enter grades for students who have a grade already assigned (for example a grade of “W” for withdrawn). Any attempts to enter another grade over such grades will be ignored.
13. When the message is displayed “Loading X Records out of Y read. Would you like to continue?” click [OK](#) or [Cancel](#).
14. Click [SAVE](#). Verify that all grades are loaded and/or edit as necessary and then click [Approve and Submit to Registrar](#).

Note: All students must receive a grade before you submit.
15. A confirmation message will be displayed at the top of the grade roster as soon as it has been accepted. You will also be sent an email message confirming that your roster was received.

The screenshot shows the 'Grade Roster' page for 'HISP-S 150 ELEMENTARY SPANISH II'. The 'Roster Type' is set to 'Mid-Term Grade'. The 'Load Grades from File to Roster' button is highlighted with a red circle. Other buttons like 'Return', 'Save', and 'Approve and Submit to Registrar' are also visible.

Days & Times	Room	Instructor	Meeting Dates
MoTuWeTh 10:10AM - 11:00AM	Ballantine Hall (BH) 241	Marvel, Rose	01/12/2009 - 05/08/2009

ID	Name	Grade Input	Valid Grades	Grade In	Official Grade	Level	Program and Plan
1 0001112233	Brisbane, Natalie	<input type="checkbox"/>	Valid Grades			Sophomore	Arts & Sciences Undergraduate - Criminal Justice BA
2 0004445566	Milgrove, Michael	<input type="checkbox"/>	Valid Grades			Senior	Arts & Sciences Undergraduate - Biology BS

Load from File – Format Instructions

The file needs to be comma-delimited and requires the following format:

- The first line in the file should indicate whether the grade roster is for mid-term grades. (i.e. MID)
- All additional lines should be formatted with University ID and Course Grade.
- The ten-digit University ID **must** contain the leading zeros in order to match with the grade roster.

An example load file would therefore look like this:

```
MID
0000011111,A-
0000022222,C+
0000033333,FM
0000044444,B
0000055555,IM
```

If the file does not contain “MID” on the first line, or if the value does not match the roster type, the following error message will be displayed:

- Invalid File. First Line of File must be MID for Mid-Term Grade Rosters.

The instructor may receive the following error messages if the format of the file is not correct:

- Invalid file. Grade lines must be as follows: EMPLID, GRADE.