

Grades: Extracting UIDs and Creating a .csv File

Spreadsheets downloaded from Oncourse class rosters do not include University IDs (UIDs). Follow the instructions below to pull UIDs from the SIS/Faculty Center roster to paste in an Oncourse-created spreadsheet.

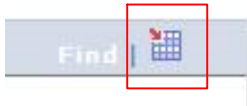
1. Access your roster either through OneStart Faculty Center or through Oncourse.
2. Once the roster-selection page is open, click the desired GRADE ROSTER link in the second column.

My Teaching Schedule > Fall 2008 > Bloomington

Class Roster	Grade Roster	Grade Proxy	Roster Status	Class	Class Title
Class Roster	Grade Roster	Grade Proxy	Posted	FRIT-M 100 (9622)	ELEMENTARY ITALIA I (Drill)
Class Roster	Grade Roster	Grade Proxy	Posted	FRIT-M 100 (9623)	ELEMENTARY ITALIA I (Drill)

3. Between the top course detail table and the roster information below is a bar that spans the page. At the right are the word **Find** and a grid-like box.

Click the box.



This opens an Excel spreadsheet that allows you to download the student data.

4. Expand the first column of the new spreadsheet to display the full ten-digit UID.

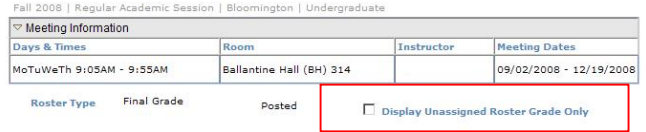
ID	Name	Grade Input	Grade In	Official Grade	Level	Status	Program a
0000000001	Bee, Aunt	A-	A-	A-	Freshman	Posted	SPEA -
0000000002	Cee, High	B-	B-	B-	Freshman	Posted	CollArts&S
0000000003	Dee, Sandra	B+	B+	B+	Freshman	Posted	Undergrad
0000000004	Fee, Lane	B	B	B	Freshman	Posted	CollArts&S
0000000005	Gee, Holly	A	A	A	Graduate	Posted	Fine Arts -

5. Copy and paste the grades column from the Oncourse spreadsheet (that lists usernames and grades) in to the GRADE INPUT column on the newly downloaded spreadsheet.

ID	Name	Grade Input	Grade In	Official Grade	Level	Status	Program a
0000000001	Bee, Aunt	A-	A-	A-	Freshman	Posted	SPEA -
0000000002	Cee, High	B-	B-	B-	Freshman	Posted	CollArts&S
0000000003	Dee, Sandra	B+	B+	B+	Freshman	Posted	Undergrad
0000000004	Fee, Lane	B	B	B	Freshman	Posted	CollArts&S
0000000005	Gee, Holly	A	A	A	Graduate	Posted	Fine Arts -

6. Verify that the grades and students match.

*Note: If your Oncourse spreadsheet no longer includes withdrawn students, go back to the final roster; click the box that reads "Display Unassigned Roster Grade Only."



The roster will refresh removing all the withdrawn students.

7. Follow the steps 3-6 to get a clean spreadsheet, omitting the withdrawn students. This version will now match the Oncourse spreadsheet.
8. Once you have verified that the grades match the students, delete the second column (Name), and all columns to the right of the grade input column, shown here in red.

ID	Name	Grade Input	Grade In	Official Grade	Level	Status	Program and Plan
0000000001	Bee, Aunt	A-	A-	A-	Freshman	Posted	SPEA -
0000000002	Cee, High	B-	B-	B-	Freshman	Posted	CollArts&Sc -
0000000003	Dee, Sandra	B+	B+	B+	Freshman	Posted	Undergraduate -
0000000004	Fee, Lane	B	B	B	Freshman	Posted	CollArts&Sc -
0000000005	Gee, Holly	A	A	A	Graduate	Posted	Fine Arts - Art

9. There are now two columns of data; an ID column and a Grade Input column.

ID	Grade Input
0000000001	A-
0000000002	B-
0000000003	B+
0000000004	B
0000000005	A

10. Delete the contents of the Grade Input cell so it is empty.

11. Change the contents of the ID cell to read FIN for a final roster, or MID for a midterm roster.

FIN	Grade Input
0000000001	A-
0000000002	B-
0000000003	B+
0000000004	B
0000000005	A

12. Save the file as a .csv file shown below.

