Registrar Grading Policy

The initial process of entering grades in Faculty Center is the same for all grading roles. Faculty, Teaching Assistants and staff with proxy access have the ability to enter grades using Faculty Center.
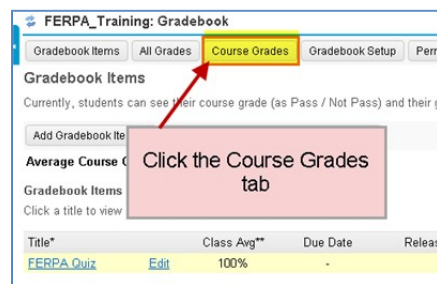
Please reference the University grading policies as needed. The full grading policy can be found at:

http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-24-the-grading-system/
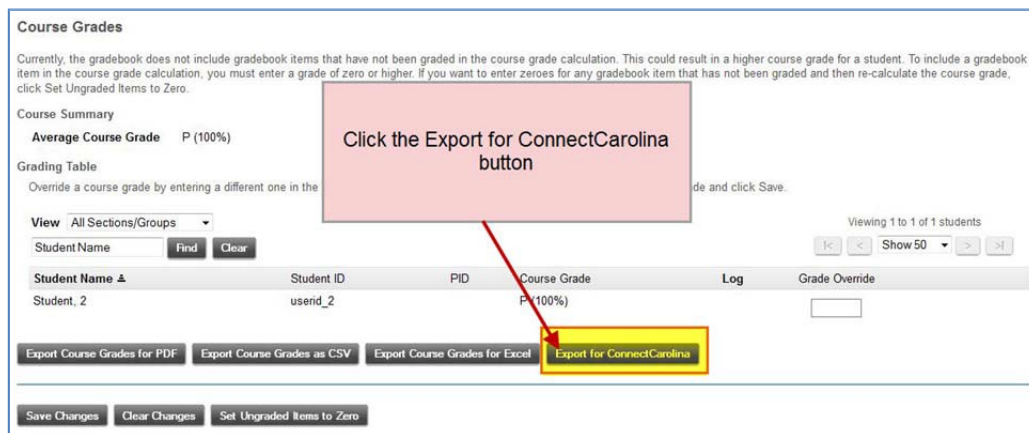
Creating and Saving the Grade File from Sakai

1. Log into your Sakai Gradebook.
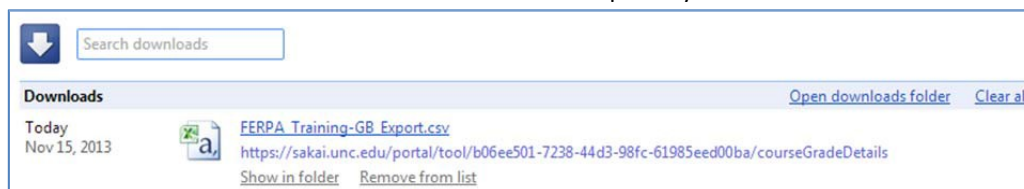

2. Click on the **Course Grades** tab.

3. Click the **Export for ConnectCarolina** button.

    By default this will save the Sakai Course grades in your **Downloads** folder.

4. Click the downloaded course grade file.
   Note for MAC Users: Re-save the file as: Save As > Format > Specialty Formats > Windows CSV

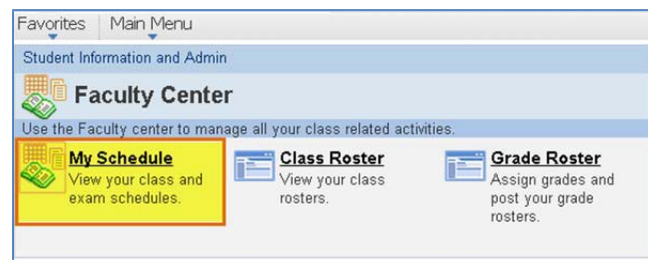5. Review the Downloaded **Grade File** .CSV file.

To properly work with the mass grade upload utility the column structure must be as follows.
   a. The first column will be for the student's PID (*required*).
   b. The second column will be for the student's last name (*optional*).
   c. The third column will be for the student's first name (*optional*).
   d. The fourth column will be for the student's grade (*required*).

	A	B	C	D
1	123456789	Smith	John	A
2	987654321	Smith	Jane	B
3				
4				
5	Student PID	Last Name	First Name	Course Grade
6				
7				
8				
9				

Navigating to the Grade Upload Page

1. Navigate to the Faculty Center > My Schedule page.

Favorites | Main Menu

Student Information and Admin

Faculty Center
Use the Faculty center to manage all your class related activities.

My Schedule
View your class and exam schedules.

Class Roster
View your class rosters.

Grade Roster
Assign grades and post your grade rosters.

2. Click on the **Grade Roster** icon next to the section to enter grades for.

My Teaching Schedule > 2013 Fall > UNC-Chapel Hill

View All | First 1-3 of 3 Last

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	HIST 120-001 (19209)	SPORT AND AMERICAN HISTORY (Lecture)	165	TuTh 9:30AM – 10:45AM	Murphey – Rm 0116	Aug 20, 2013– Dec 13, 2013
	HIST 125-001 (10175)			TuTh 11:00AM – 12:15PM	Chapman Hall – Rm 0201	Aug 20, 2013– Dec 13, 2013
	HIST 177H-002 (12618)			Tu 2:00PM – 4:50PM	Graham Memorial – Rm 0038	Aug 20, 2013– Dec 13, 2013

Click on the grade roster icon.

View Weekly Teaching Schedule | Go to top

3. Click on the **Grade Upload Page** link.

▽ HIST 120 - 001 (19209)   change class

Sport and American History (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:45AM	Murphey – Rm 0116		08/20/2013 – 12/13/2013

Display Options:
*Grade Roster Type   Final Grade   ed ▼   save
☐ Display Unassigned Roster Grade Onl

Click on the Grade Upload Page link

Grade Upload Page

Uploading Mass Grades

The **Uploading Mass Grades** process can be used to upload course grades at one time.

1. Click the **Upload Grade File** button.

2. Click the **Choose File** button.

    Click the Choose File button and locate the appropriate .csv file from your Downloads folder or where you have saved it.

    ConnectCarolina will process the file selected. It will attempt to match the PIDs in the file to one of the PIDs in the class and assign the associated grade to that student, repeating the process for all of the entries in the file.

3. Grade Upload Messages

    Once the grade upload process is complete a confirmation message will be displayed.

    If all of the PIDs in the file:
    -   Match all of the students in the class.
    -   Have a valid grade in the uploaded file.
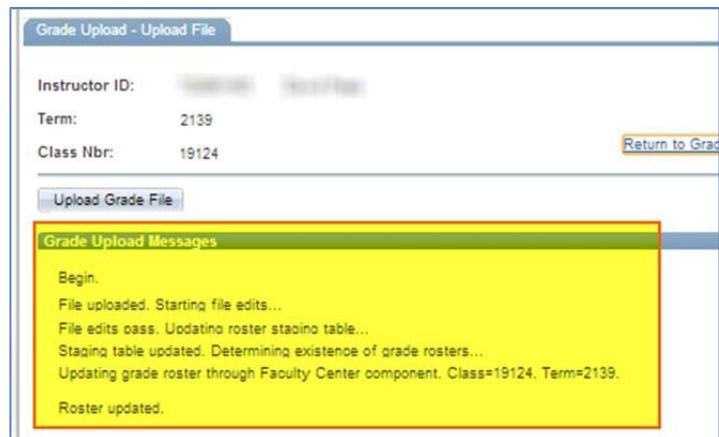
A successful upload message will appear, with no errors.

If there are errors, there will be a corresponding error message for each PID.
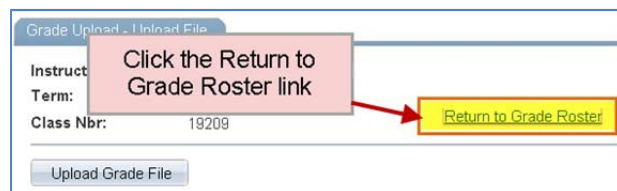
Common Errors:
- A PID in the file does not correspond to a student in the class.
- A grade saved in the file is not valid for a particular student for the class.

Note: Even with errors, all entries where there is a valid PID and a valid grade will be saved.
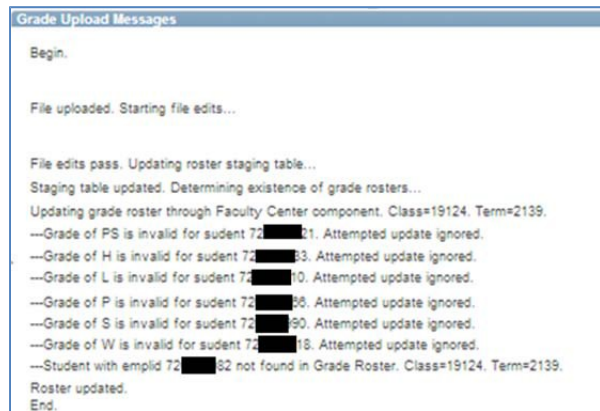
Important: Only the students with errors will have a blank roster grade when the upload process is complete. Please go to Step 6 for instructions on handling any errors.

4. Click the **Return to Grade Roster** link once the upload process is complete.

5. **Grade Roster** page

After uploading the grade file, there will be a grade saved for each student where there was a successful match.

6. Review or change any grade on the grade roster
If there were errors in the file upload process and a grade could not be saved by the process for any student(s), there will be a **blank** in the Roster Grade column. To correct these errors select the appropriate grade from the Roster Grade column's drop down menu.

Note: The upload process can be repeated. If this is done, every subsequent grade in the repeated

upload process will replace an existing grade on the grade roster.

7. Set the Approval Status to **Approved or Ready for Review**, depending on the instructors' access.

8. Click the **Save** Button

Once the grade roster has been set to Approve, it will be submitted to the next scheduled **Grade Post process**.   The student's grade will be posted and become official grades. The Grade Post process is run by the Office of the University Registrar.