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3) Click on the Faculty Services tab

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- 4) Select Enter Grades in the menu selection
  - Alternatively select Summary Class List (Alternate Grade Entry)

## SteletoolFinal Grades







## **Option 2-Import Grades Using Excel**

1) Click Tools in the upper right-hand corner and then Export Grade Template

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late	Export Grade Temp
	Import

- 2) Choose to export the roster as an .xls or .xlsx file. If you are running Mcrosoft Excel 2007 or later, select .xlsx and click Export.
- 3) Enter the final grades and dates of last attendance (for F and NB grades) in the Final Grades column of the Excel spreadsheet. Remember to use the correct format for the last date of attendance (IMV/DD/YYYY) and to enter a zero in the Attend Hours column for those students who never attended your course. Save the Excel file to a secure location.
- 4) In UAOnline, select Import from the Tools menu.



- 5) Browse to the location in which you saved the file, select it and click Next.
- 6) Next you have an opportunity to preview the file. Click Next.
- 7) You do not need to address the **Map Columns** step because the data in your Excel spreadsheet will already be mapped to the appropriate columns in UAOnline. Click **Next**.
- 8) The next screen will summarize the anticipated results of this import. Click Import.



9) The final screen will summarize the results of the import. An example is below.



10) If any records contain errors and were not imported, click on the orange notification icon to minimize the summary. Click the validation report link before finishing.

- 11) The validation report will open in Excel. An E column will identify the errors. Use this information to correct the errors in your saved spreadsheet (the one you imported). Once you have corrected any errors, close the validation report and click F in the I G dialog box. Import your spreadsheet again until all records import and save successfully.
- 12) If you have another course to grade, click on that course in the **S C** section at the top of the page and repeat this grading process.
- 13) When you are finished entering final grades for your course(s), click **S 0** in the upper right-hand corner.



