NEW: Faculty now have the option to import their grades from Sakai or an excel spreadsheet to eCampus.

If you choose to import your grades you need to
A) download your grades to a CSV file (a plain text file) that contains the student ID, student name, and grade.
B) Upload that file to eCampus.

A) The following describes how to generate a grade file in csv format to upload to eCampus Grade Roster.

The csv file can be generated from:

- Sakai Gradebook
- Sakai Gradebook 2
- Your own Excel gradebook

Exporting a CSV file from Sakai Gradebook

1. In the Sakai Gradebook, select Course Grades.

2. Under ‘View’, select the desired Course Section. Do not select “All Sections/Groups”.

![Screenshot of Sakai Gradebook interface for exporting grades]
3. At the bottom of the screen, select “Export Course Grades as CSV” and save this csv file onto your local computer.

4. Repeat the above steps for each section in your course site.

5. Follow the eCampus instructions to upload the csv file(s) one-by-one to eCampus Grade Roster.

6. Note for Macintosh users: If you choose to open the csv file in Excel before uploading to ecampus, always save this file as “Windows Formatted Comma Separated (.csv)” file.
Exporting a CSV file from Sakai Gradebook 2

1. In the Sakai Gradebook 2, select ‘Tools’, and then ‘Export’.

2. In the subsequent screen, select “No-Structure Gradebook (Only Grades)”, the desired section (not All the sections), and Export as ‘CSV(.csv)’ from the pull-down menus.

3. Click ‘Export’ to download the csv file onto your local computer.

4. Open the csv file in Excel.

5. Remove all the columns except the columns of “Student Id”, “Student Name” and “Letter Grade”.
6. **The column position is very important.** Make sure the “Student Id” is in the first column, “Student Name” in the second column, and “Letter Grade” in the third column.

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999999</td>
<td>Smith, John</td>
<td>A-</td>
</tr>
</tbody>
</table>

7. Save the file as:
   a. **WINDOWS:** “CSV (Comma Delimited) (*.csv)” format in Windows Excel, or,
   b. **MAC:** “Windows Formatted Comma Separated (*.csv)” format in Macintosh Excel.

8. Repeat the above steps for each section in your course site.

9. Follow the eCampus instructions to upload the csv file(s) one-by-one to eCampus Grade Roster.

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**Using your own Excel gradebook**

If use your own Excel spreadsheet to record students’ grades, do the following:

1. Open your Excel file.

2. Save a copy of it under another name so you have a record of all your grades.

3. You can combine multiple sections of students in one Excel worksheet. However, please note that eCampus uploads grades to eCampus one section at a time.

4. Remove all the columns except the columns of “Student Id”, “Student Name” and “Letter Grade”.
   a. The column titles do not need to be exactly as “Student Id”, “Student Name” and “Letter Grade”, but, the column position is very important. Make sure that “Student Id” is in the first column, “Student Name” in the second column, and “Letter Grade” in the third column.
5. Save the file as:
   a. **WINDOWS**: “CSV (Comma Delimited) (*.csv)” format in Windows Excel, or,
   b. **MAC**: “Windows Formatted Comma Separated (*.csv)” format in Macintosh Excel.

6. Repeat the above steps for each section in your course site.

7. Follow the eCampus instructions to upload the csv file(s) one-by-one to eCampus Grade Roster.

**B) To upload your grades from a CSV file to eCampus, follow steps 1-7 below**

1. Click the [Upload] button on the Grade Roster Import: page to get the File Attachment window.
2. Click [Browse] select the file you wish to import and click [Open].
3. Click the [Upload] button on the File Attachment window. The Uploaded File: should now reflect your uploaded grade roster file and the Uploaded: Date Term will be reflected of the upload.

4. If you wish to confirm the contents of the file, click the [View] button and follow the prompts.

5. Finally, to process the contents of the uploaded grade roster file, click the [Import] button.

6. If a problem was found in the file it will be detailed in the “Errors” grid. Note that you may need to “View All” to see more then the default list size.

7. Click the Return to Grade Roster link and continue with Submitting Grades process.
** Once all grades are entered and saved, click on the “show all columns” icon on your roster, or click on the [EVALUATION FORMS] tab, which is at the top of the roster.

<table>
<thead>
<tr>
<th>Student Grade</th>
<th>ID</th>
<th>Name</th>
<th>Roster Grade</th>
<th>Official Grade</th>
<th>Grading Basis</th>
<th>Program and Plan</th>
<th>Level</th>
</tr>
</thead>
</table>

If you have students in your class that require an evaluation, you are strongly urged to fill out the form that is next to their name. Click on [Evaluation Form] and that will bring you to the questionnaire. Once all questionnaires are completed for your students please click Save and continue to Step 3.

**Step 3 – Approving and Submitting your Grades.**

1. Change the [*Approval Status] dropdown to [Approved].

2. Click [SAVE] again. (either above or below roster)

3. Click [POST] and this submits your grades.
You will then receive a **Confirmation Page.**

**Grade Confirmation**

TO COMPLETE THE GRADE POST PROCESS, PLEASE HIT THE RETURN BUTTON BELOW. THIS WILL SAVE YOUR POSTED ROSTER AND GENERATE AN APPROVAL EMAIL. YOU WILL RECEIVE THE APPROVAL EMAIL WITHIN 24 HOURS. IF YOU LEAVE THIS PAGE WITHOUT HITTING THE RETURN BUTTON, YOUR ROSTER WILL NOT BE POSTED.

An email will be sent to:

PLEASE PRINT A COPY OF THE GRADE ROSTER FOR YOUR RECORDS.

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As noted, you must click on the [Return] button to “complete the grade process” and “generate and approval email”.

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*If you have other classes to grade you can click on Select a Different Class on the grade roster page. You do not have to log out and log back in again.*

Grades will be made available on the student center as soon as you save them.

The grade due date is listed on the [FACULTY SENATE APPROVED UNIVERSITY CALENDAR](#).