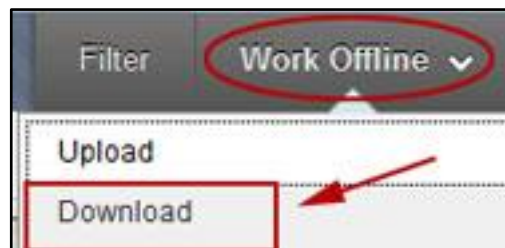


Importing HuskyCT Grades to Student Admin System (PeopleSoft)

Downloading and preparing the HuskyCT Grade Center file

Go to the Full Grade Center, click on “**Work Offline**” at the upper right, and then on “**Download**”



Follow the steps on the next screen. The default settings will download all Grade Center data in a tab delimited file. **To create a .CSV file, choose Comma as the delimiter type.** Click “Submit” at the bottom.

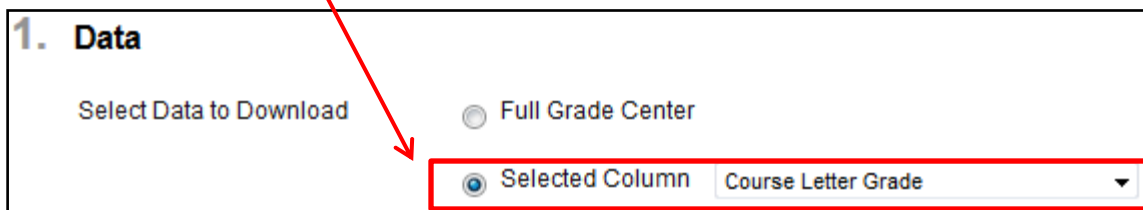
NOTE: To reduce the number of columns in the downloaded Grade Center file, change the setting in Section 1 to “**Selected Column**” and choose the column in your Grade Center that contains the final letter grades.

1. Data

Select Data to Download

Full Grade Center

Selected Column Course Letter Grade



Use Excel to open the .CSV file downloaded from HuskyCT. Remove all columns except for Username and the column with the course grades.

	A	B
1	Username	Course Grade
2	abc00001	A
3	bac00001	A
4	cba00001	A

Add two new columns to the left of the column that contains the NetIDs

A	B	C	D
		Username	Course Grade
		abc00001	A
		bac00001	A
		cba00001	A

Name the first column “Term” and the second column “Class Number”. The order of the data columns is a requirement. The header names can vary.

A	B	C	D
Term	Class Number	Username	Course Grade
		abc00001	A
		bac00001	A
		cba00001	A

Enter the term code (e.g., 1148 for Fall 2014) in just Row 2 of Column A as shown here

Term	Class Number	Username	Course Grade
1148		abc00001	A
		bac00001	A
		cba00001	A

Enter the **class number** for your course section in just Row 2 of Column B

A	B	C	D
Term	Class Number	Username	Course Grade
1148	3695	abc00001	A
		bac00001	A
		cba00001	A

Class number: unique 4 or 5 digit number that appears next to class title in class list in the Student Admin System (PeopleSoft)

Class	Class Title	Enrolled	Days & Times
INTO 180-031 (3695)	FYE University Learning Skills (Seminar)	19	Tu 10:00AM - 10:50AM

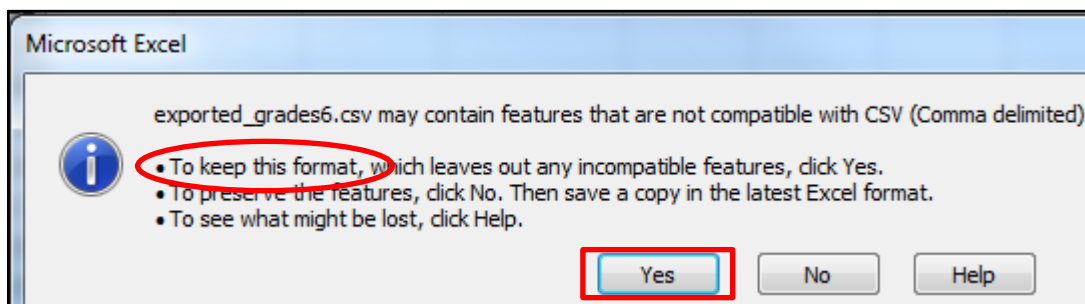
Correctly formatted file

A	B	C	D
Term	Class Number	Username	Course Grade
1148	3695	abc00001	A
		bac00001	A
		cba00001	A

PeopleSoft Upload Requirements:

- CSV (comma delimited) file
- Four columns in this order: Term, Class Number, ID, and Course Grade
- Grades must be in letter grade format

NOTE: When saving the edited file, it must remain a CSV file. Excel may ask you to confirm that you wish to keep the file in CSV format. Click Yes.



SPECIAL INSTRUCTIONS FOR MAC USERS: Use "CSV (Windows)" option in Excel when saving file.

PLEASE NOTE: Any properly configured .CSV file can be used for the file upload to PeopleSoft. It does not need to come from HuskyCT. For more information please see <http://www.peoplesofthelp.uconn.edu/instructor/in10cs90.html>

Import steps in PeopleSoft

1. Go to <http://student.studentadmin.uconn.edu> and log in with your NetID and password.
2. Click on **Self Service** and then on **Faculty Center**
3. Click on the icon indicated in the screenshot below to access the class roster for a course section.

	Class	Class Title	Enrolled	Days & Times
	INTD 1998-002 (11843)	Variable Topics Seminar (Seminar)	14	We 2:00PM - :

NOTE: If you do not see your current semester courses, be sure it has defaulted to the correct term. If necessary, change the term that is being displayed.

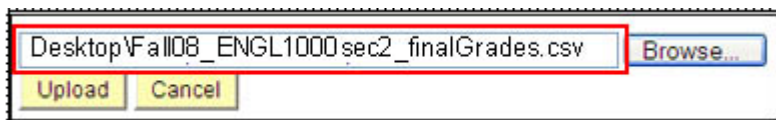
4. Click on the green “**UPLOAD GRADES**” button



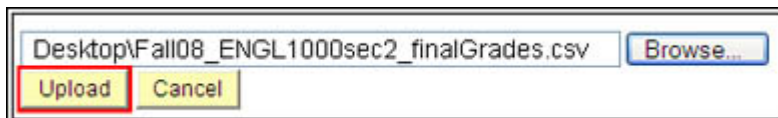
5. Click on the **Browse** button and select the file needed to upload



The name of the file you select from your computer should appear in the box next to the browse button



6. Click on the **Upload** button



NOTE: Once the grades have been uploaded you will need to complete the usual review, save, and approve process. Please contact the Office of the Registrar (860-486-3331; registrar@uconn.edu) for questions regarding the recording of grades.