

Quick Guide to Batch Upload of Grades

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Creating & Formatting the Input File

Input files must be in the following format for the upload process to work:

	A	B	C	D
1	10677327	CAHE34502	50	
2	10711913	CAHE34502	50	
3	10692287	CAHE34502	50	
4	10695527	CAHE34502	50	
5	11308822	CAHE34502	50	

The file should be created in Excel as follows:

- Column A should be the **Student ID**
- Column B should be the **Subject and Catalog Number** *without spaces*
- Column C should be the **Course Unit Mark**

There should be no column headers, and no other information in the file. The file must be saved as a **.csv file** as below:

CAHE34502_1221_v1	 Save
CSV UTF-8 (Comma delimited) (*.csv)	

It is recommended that files contain no more than 150 lines of data in order to avoid performance issues upon uploading, or the process timing out. If there are more than 150 students on a unit, then the data should be split into multiple files with no more than 150 students per upload.

Batch Upload of Grades process

1. Navigate to Batch Upload of Grades

Menu > Curriculum Management > Grading > Batch Upload of Grades

< CS 9.2 Staff Welcome Page Grades Upload - Batch

Grades Upload - Batch

Find an Existing Value Add a New Value

Batch Number 0

Add

Find an Existing Value | Add a New Value

2. Add a New Value.

< CS 9.2 Staff Welcome Page Batch Upload of Grades

Batch Upload of Grades

Batch - Basic Details

Batch Number: 0 Created by: 7990842

Batch Status: Newly Created Created Datetime: 15/06/23 16:03

*Description: CAHE34502_1221_v2

Acad Career: Undergraduate

*Term: 1221

Resit Marks:

File Path:

Error Filters

☒ None

☐ Display Validation Errors Only

☐ Display Enrl Req Errors Only

*Select Action: Step 1 : Import CSV File Go Help

Save Notify Add Update/Display

- The **Batch Number** will default as 0 and a unique number will be assigned when the CSV file is uploaded.
- Add a **Description**.
 - Good practice is Term_SubjectCatalogNumber_v1.
 - e.g. 1221_CAHE34502_v1
 - There should be no spaces in the description.
- **Academic Career** should match the career of the course unit being uploaded.
- Select the relevant **Term**.
- **Resit Marks** should be left blank.
- **Error Filters** should be set to 'None'.

3. Select Action '**Step 1: Import CSV File**' and press 'Go'.
4. Select **Choose File** and select the appropriate .csv input file.

CS 9.2 Staff Welcome Page Batch Upload of Grades

Batch Upload of Grades

Batch - Basic Details

Batch Number: 0 Created by: 7990842
 Batch Status: Newly Created Created Datetime: 15/06/23 16:03
 *Description: CAHE34502_1221_v2
 Acad Career: Undergraduate
 *Term: 1221
 Resit Marks:
 File Path:

Error Filters

☒ None
☐ Display Validation Errors Only
☐ Display Enrl Req Errors Only

*Select Action: Step 1: Import CSV File Go Help

Save Notify Add Update/Display

File Attachment
 Choose file No file chosen
Upload Cancel

5. Select **Upload**.
 - **Batch Number** will now be assigned – take note of this so you can return to the page if needed.
 - **Class** column should be populated.
 - Please see Troubleshooting section for guidance on common error messages.

CS 9.2 Staff Welcome Page Batch Upload of Grades

Batch Upload of Grades

Batch - Basic Details

Batch Number: 9911 Created by: 7990842
 Batch Status: File Uploaded Created Datetime: 16/06/23 15:13
 *Description: CAHE34502_1221_v3
 Acad Career: Undergraduate
 *Term: 1221 2022/23 Academic Year
 Resit Marks:
 File Path: CAHE34502_1221_v1.csv

Error Filters

☒ None
☐ Display Validation Errors Only
☐ Display Enrl Req Errors Only

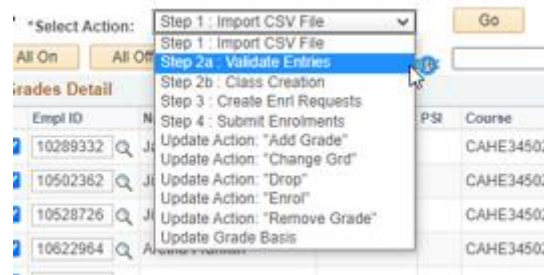
*Select Action: Step 1: Import CSV File Go Help

All On All Off Grade Basis for Bulk Update: Refresh

Grades Detail

Empl ID	Name	Admit Term	PSI	Course	Class	Description	*Action	Basis	Result	Suffix	Enrl Req ID	Ln	Status
10289332	Janice Joplin			CAHE3450	3151	Class Anc 34501	Add Grade	UMK	50		None		New
10502362	Jim Hendrix			CAHE3450	3151	Class Anc 34501	Add Grade	UMK	50		None		New
10528726	Jim Morrison			CAHE3450	3151	Class Anc 34501	Add Grade	UMK	50		None		New
10622964	Aretha Franklin			CAHE3450	3151	Class Anc 34501	Add Grade	UMK	50		None		New

6. Select Action '**Step 2a: Validate Entries**' and press 'Go'.



- **Admit Term** column should now be populated.
- **Status** Column should read 'OK'.
 - Please see Troubleshooting section for guidance on common errors.

CS 9.2 Staff Welcome Page Batch Upload of Grades

Batch Upload of Grades

Batch - Basic Details

Batch Number: 9911 Created by: 7990842

Batch Status: Grades Validated Created Datetime: 16/06/23 15:13

*Description: CAHE34502_1221_v3

Acad Career: Undergraduate

*Term: 1221 2022/23 Academic Year

Resit Marks:

File Path: CAHE34502_1221_v1.csv

Error Filters

☒ None

☐ Display Validation Errors Only

☐ Display Enrl Req Errors Only

*Select Action: Step 2a: Validate Entries Go Help

All On All Off Grade Basis for Bulk Update: Refresh

Empl ID	Name	Admit Term	PSI	Course	Class	Description	*Action	Base	Result	Suffix	Enrl Req ID	Ln	Status
<input checked="" type="checkbox"/> 10289332	Janice Joplin	1201		CAHE34502	3151	Class Anc 34501	Add Grade	UNK	50		None		OK
<input checked="" type="checkbox"/> 10502362	Jimi Hendrix	1201		CAHE34502	3151	Class Anc 34501	Add Grade	UNK	50		None		OK
<input checked="" type="checkbox"/> 10528726	Jim Morrison	1191		CAHE34502	3151	Class Anc 34501	Add Grade	UNK	50		None		OK
<input checked="" type="checkbox"/> 10622964	Aretha Franklin	1201		CAHE34502	3151	Class Anc 34501	Add Grade	UNK	50		None		OK

7. Select Action '**Step 3: Create Enrl Requests**' and press 'Go'.

- **Enrl Req ID** column should now be populated.

8. Select Action '**Step 4: Submit Enrolments**'.

- **Enrl Req ID** column should now read 'Success' or 'Error'.
- Please see Troubleshooting section for guidance on common errors.

Troubleshooting

Grading Basis is incorrect

The Batch Upload of Grades functionality allocates a default grading basis for the upload based on the Academic Career selected under **'Basic Details'** (e.g. UMK for Undergraduate, PMK for Postgraduate Taught). This may need to be updated where a unit is e.g. Pass/Not Pass, or where a mix of UGRD & PGDT student marks are being uploaded.

The Grading Basis can be updated in batch for all students in the file via the **'Select Action'** option **'Update Grade Basis'**. You will then need to select the appropriate grading basis from the **'Grade Bases for Bulk Update'** dropdown, then press 'Go'.

*Select Action:

Grade Basis for Bulk Update:

Grades Detail

	Empl ID	Name	Admit Term	PSI
<input checked="" type="checkbox"/>	10289332	Janice Joplin		
<input checked="" type="checkbox"/>	10502362	Jimi Hendrix		
<input checked="" type="checkbox"/>	10528726	Jim Morrison		
<input checked="" type="checkbox"/>	10622964	Aretha Franklin		
<input checked="" type="checkbox"/>	10677327	Louis Armstrong		
<input checked="" type="checkbox"/>	10690748	Ella Fitzgerald		
<input checked="" type="checkbox"/>	10692287	Tim Buckley		
<input checked="" type="checkbox"/>	10695527	George Clinton		
<input checked="" type="checkbox"/>	10701269	Gerri Kellman		
<input checked="" type="checkbox"/>	10709913	Joseph Strummer		

Dent Pct.
Dev Resit
Dnt CmpDev
Ed Mast Re
Educ Dipl
Educ Mast
G/P Resit
Graded
M Phil
MBA Alph D
MBA Alph M
MBA Dipl
MBA Master
Non-Assess
Non-Graded
P/NP
PBD
PG Res New
PGDR
PGDT

The Grading Basis for individual students can also be updated as part of this process, by manually amending the value against each student in the **'Basis'** column.

Grades Detail												Personalize Find View All 1-18 of 18 Last	
Empl ID	Name	Admit Term	PSI	Course	Class	Description	*Action	Basis	Result	Suffix	Enrl Req ID	Ln	Status
<input checked="" type="checkbox"/>	10289332	Janice Joplin		CAHE34502	3151	Class Anc 34501	Add Grade	UMK	50		None	New	
<input checked="" type="checkbox"/>	10502362	Jimi Hendrix		CAHE34502	3151	Class Anc 34501	Add Grade	UMK	50		None	New	
<input checked="" type="checkbox"/>	10528726	Jim Morrison		CAHE34502	3151	Class Anc 34501	Add Grade	PMK	50		None	New	
<input checked="" type="checkbox"/>	10622964	Aretha Franklin		CAHE34502	3151	Class Anc 34501	Add Grade	UMK	50		None	New	
<input checked="" type="checkbox"/>	10677327	Louis Armstrong		CAHE34502	3151	Class Anc 34502	Add Grade	UMK	50		None	New	
<input checked="" type="checkbox"/>	10690748	Ella Fitzgerald		CAHE34502	3151	Class Anc 34501	Add Grade	UMK	50		None	New	
<input checked="" type="checkbox"/>	10692287	Tim Buckley		CAHE34502	3151	Class Anc 34501	Add Grade	UMK	50		None	New	
<input checked="" type="checkbox"/>	10695527	George Clinton		CAHE34502	3151	Class Anc 34501	Add Grade	PMK	50		None	New	

After updating the grading basis as required, you should then continue the Batch Upload of Grades process from Step 2a onwards.

'A grade already exists for this class'

Message

A grade already exists for this class.

You have requested to perform an 'Add Grade', but a grade already exists for this student and class. Either remove this row from the grid, or change the Action to 'Change Grade'.
(23900,200)

OK

The action needs to be amended to **'Change Grade'** in order to post a grade to a unit where a grade is already present. The **'*Action'** column can be updated manually for individual students; or can be updated in batch for all students in the file by selecting **'Update Action: Change Grd'** and pressing 'Go'. You should then continue the Batch Upload of Grades process from Step 2a onwards.

Update Action: "Change Grd" ▼

Step 1 : Import CSV File

Step 2a : Validate Entries

Step 2b : Class Creation

Step 3 : Create Enrl Requests

Step 4 : Submit Enrolments

Update Action: "Add Grade"

Update Action: "Change Grd"

Update Action: "Drop"

Update Action: "Enrol"

Update Action: "Remove Grade"

Update Grade Basis

Go

ate:

PSI	Course
	CAHE345
	CAHE345
	CAHE345
	CAHE345

'Course code could not be mapped'

Message

Course code could not be mapped

No Campus Solutions course could be found for the supplied Course Code. Possible reasons are: (a) an invalid OES code, SITS code, or Subject / Catalog Nbr was used; (b) the OES / SITS code is valid, but has not been set-up in the Course Catalog, or (c) the code has been created in the Course Catalog, but has not been mapped to the old code.

Please ensure the Course Catalog is up-to-date, and that the Course ID has been mapped to the SITS / OES code. (23900,200)

OK

This error message references the original purpose of the Batch Upload of Grades functionality; it was created to upload grades from the legacy systems as part of the original Campus Solutions implementation. This error message occurs for course units with 6 digits in the Catalog Number, e.g. BMAN10621B, as the codes for OES & SITS were 6 characters.

To resolve this issue, the class number must be manually inputted on each row of the upload. Once the class number has been entered, the Admit Term should then populate. You should then continue the Batch Upload of Grades process from Step 2a onwards.

'Class does not exist for specified term'

Message

Class does not exist for the specified term

The supplied code has been mapped to a Campus Solutions Course ID (005078), but a class has not been created in the specified term. Please create the class first before processing the row. You may wish to use the 'Automated Class Creation' option to set up all missing classes. (23900,200)

OK

This error is usually caused by the same Catalog Number being referenced on more than one Course ID. The process looks for the Course ID based on Subject+Catalog Number, and maps the first Course ID sequenced (in this case 005078). However, the scheduled class for this unit is against Course ID 021604.

Course Catalog

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

*Academic Institution

UMANC

Subject Area

GEOG

Catalog Nbr

begins with

10401

Campus

begins with

0000

Course ID

begins with

Description

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First

1-2 of 2

Last

Academic Institution	Subject Area	Catalog Nbr	Campus	Course ID	Description
UMANC	GEOG	10401	0000	005078	Earth Systems and Processes
UMANC	GEOG	10401	0000	021604	Environmental Proces. & Change

Find an Existing Value

Add a New Value

Maintain Schedule of Classes

Basic Data

Meetings

Enrollment Control

Reserve Cap

Notes

Exam

LMS Data

Textbook

GL Interface

Course ID

021604

Course Offering Nbr

1

Academic Institution

The University of Manchester

Term

2022/23 Academic

UGRD

Subject Area

GEOG

Geography

Catalog Nbr

10401

Environmental Proces. & Change

Auto Create Component

Class Sections

Find

View All

First

1 of 1

Last

*Session	1SE	1st Semester	Class Nbr	4580	*Start/End Date	19/09/2022	29/01/2023	Event ID
*Class Section	SEM1	Lecture						
*Component	LEC							

To resolve this issue, the correct class number must be manually inputted on each row of the upload. Once the class number has been entered, the Admit Term should then populate. You should then continue the Batch Upload of Grades process from Step 2a onwards.

'Missing enrolment'

Message

Missing enrolment.

There is no enrolment record for this student, term and class. Please ensure that an enrolment first exists before uploading the grade. (23900,200)

OK

This error message occurs where the student is not enrolled on a course unit. You should first check that the student is enrolled on the course unit in question, however this error message can also occur where the first 5 digits of a catalog number are duplicated.

In this example, we are trying to upload marks for BMAN10632M, however there is another course unit BMAN10632 with a class scheduled for this term. The process looks at the first 5 digits of the catalog number (similar to the 'class does not exist for specified term' error) and selects the first Course ID sequenced (022143). This course ID is scheduled for the term in question, so the process maps the corresponding class number. However, this is not the unit that the students are enrolled onto; the students are enrolled on the class for course ID: 023378.

Maintain Schedule of Classes

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Academic Institution

UMANC

*Term

1221

Subject Area

BMAN

Catalog Nbr

begins with 10632

Academic Career

Campus

begins with

Description

begins with

Course ID

begins with

Course Offering Nbr

Academic Organization

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First 1-2 of 2 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UMANC	122	BMAN	10632	GRD	0000	Fundamentals of Mgt Accounting	022143	
UMANC	122	BMAN	10632M	GRD	0000	Fundamentals of Management Ac	023378	

To resolve this issue, the correct class number must be manually inputted on each row of the upload. Once the class number has been entered, the Admit Term should then populate. You should then continue the Batch Upload of Grades process from Step 2a onwards.