Quick Guide to Batch Upload of Grades

Contents

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
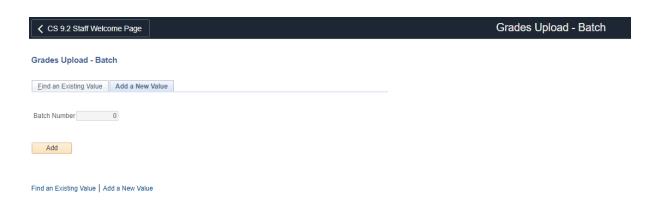- Column C should be the **Course Unit Mark**

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

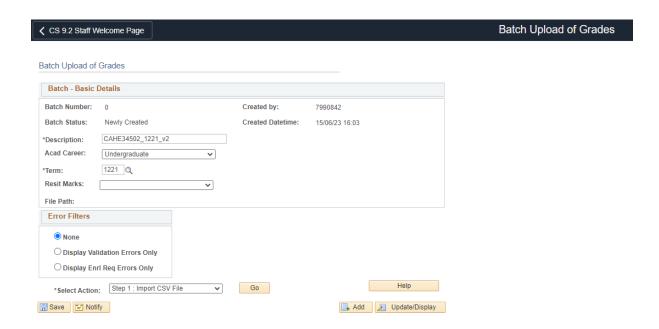| CAHE34502_1221_v1		
CSV UTF-8 (Comma delimited) (*.csv)	▼	🖫 Save

It is recommended that files contain <u>no more than 150 lines of data</u> 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
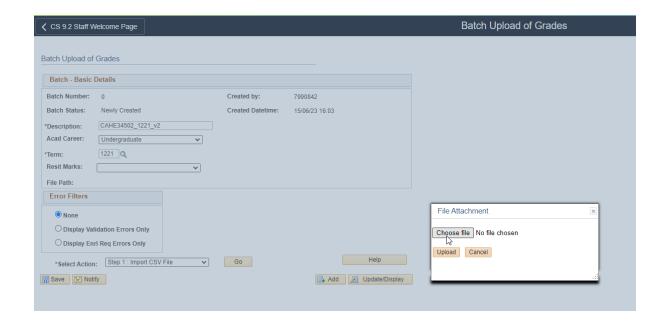   *Menu > Curriculum Management > Grading > Batch Upload of Grades*
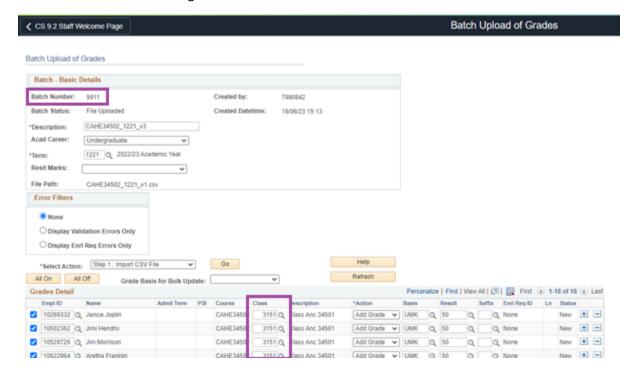
2. Add a New Value.

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

3. Select Action **'Step 1: Import CSV File'** and press 'Go'.

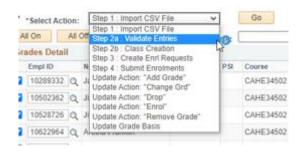4. Select **Choose File** and select the appropriate .csv input file.

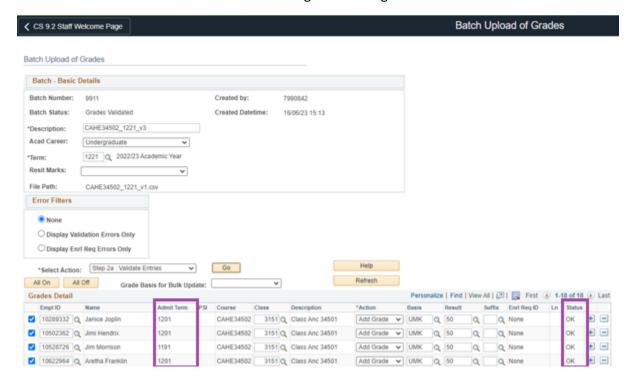5. Select **Upload.**
   o **Batch Number** will now be assigned – take note of this so you can return to the page if needed.
   o **Class** column should be populated.
      o Please see Troubleshooting section for guidance on common error messages.

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

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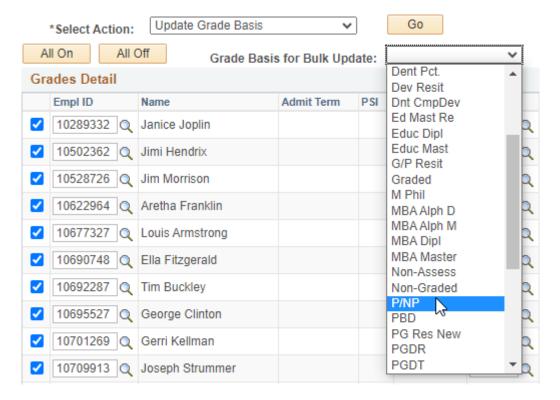 - o Please see Troubleshooting section for guidance on common errors.

7. Select Action **'Step 3: Create Enrl Requests'** and press 'Go'.
   - o **Enrl Req ID** column should now be populated.

8. Select Action **'Step 4: Submit Enrolments'.**
   - o **Enrl Req ID** column should now read 'Success' or 'Error'.
     - o 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'.

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.
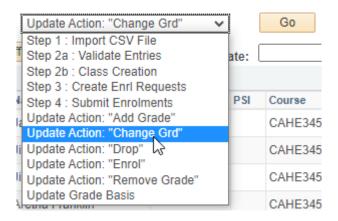

After updating the grading basis as required, you should then continue the Batch Upload of Grades process from Step 2a onwards.
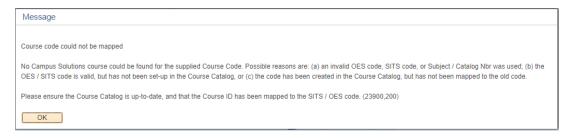
'A grade already exists for this class'

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.
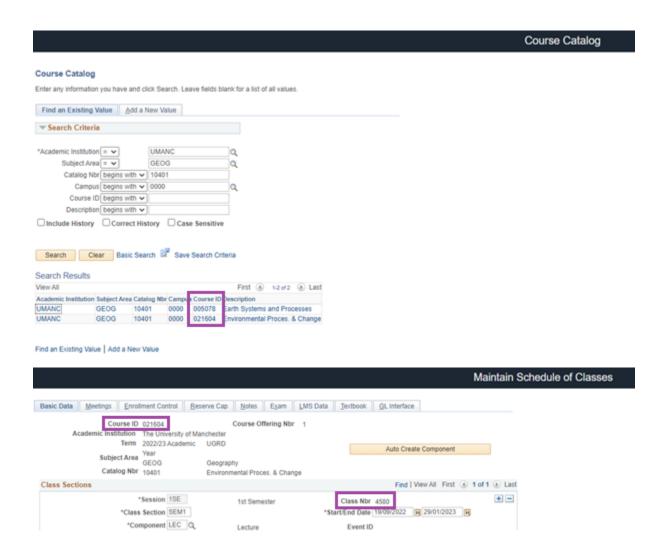

'Course code could not be mapped'

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.
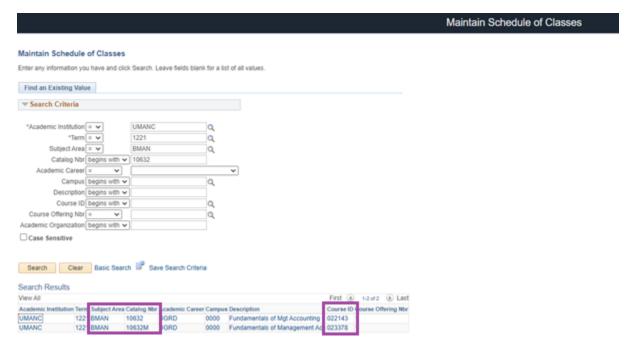

To resolve this issue, the correct class number must be manually inputted on each row of the upload. Once the class number has been entered, the Admit Term should then populate. You should then continue the Batch Upload of Grades process from Step 2a onwards.

'Missing enrolment'

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.

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.