



How to Upload Final Grades in Faculty Center

Instructors can upload grades from a spreadsheet into the grade roster for submission. If downloading a spreadsheet from a gradebook in Canvas, please make sure to follow the [Canvas: Prepare and Submit Grades to Faculty Center/PeopleSoft](#) prior to uploading grades.

Preparing your Spreadsheet

1. From Excel, select “**Save as**” from the file menu.
 - a. If using a PC, select **.csv (comma delimited)** format.
 - b. If using a Mac, select **Windows Comma Separated (.csv)** or **Comma Separated Values (.csv)** format.

Note: You may have more than one .csv file type in your format selection menu.

2. Remove any column headings rows from your spreadsheet.

3. Format the .csv file as follows:

- a. Column A must contain student ID numbers.
- b. Column B must contain student grades.
- c. Column C must contain the last date of participation of any student(s) receiving an F or N grade. Please use this format for the last date of participation: MM/DD/YYYY.

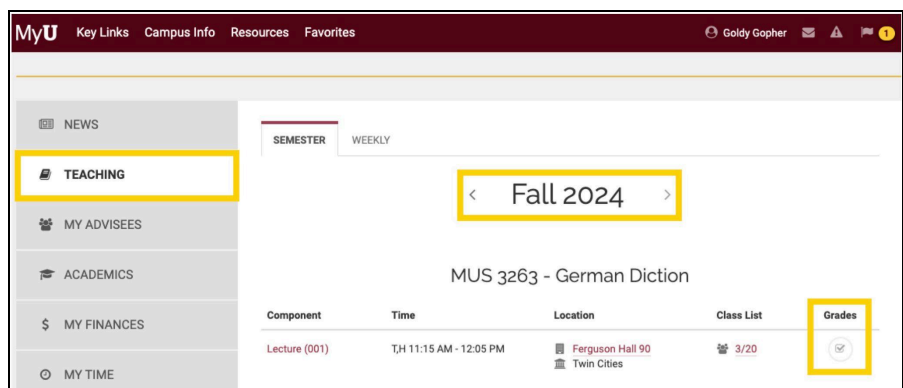
	A	B	C
1	9999988	B	
2	9999989	F	11/19/2024
3	9999990	C+	
4	9999991	A	
5	9999992	B-	
6	9999993	C	
7	9999994	A	
8	9999995	B-	
9	9999996	D	
10	9999997	A	
11	9999998	A-	
12	9999999	B+	

Note: Mac users may omit extraneous zeroes from the date.

Accessing PeopleSoft Final Grade Roster

1. Log in to **MyU.umn.edu** with your Internet ID and password.
2. Click on the **Teaching** tab to view your classes. Use the arrows to navigate to another term.

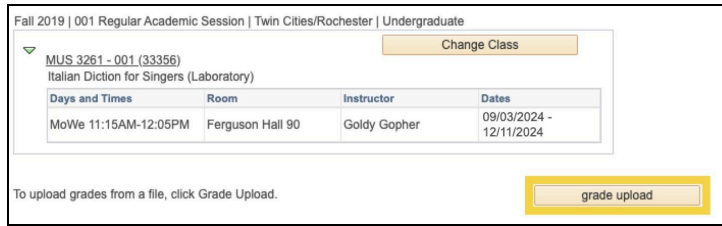
Note: If you do not see your classes listed please contact your departmental scheduler.



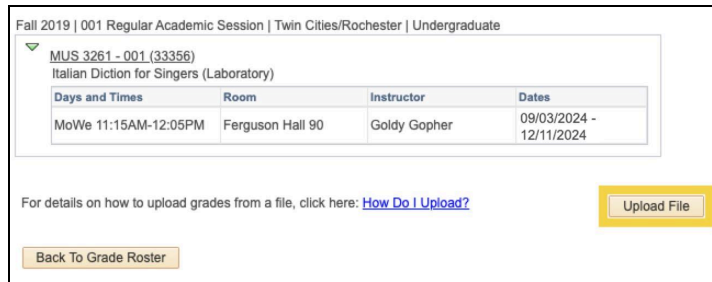
3. Click on the **Grades** icon.

Uploading Grades

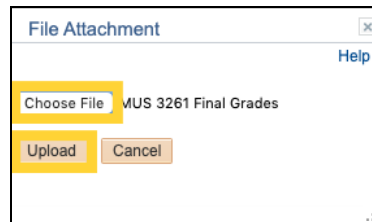
1. Click **Grade Upload**.



2. Click **Upload File**.



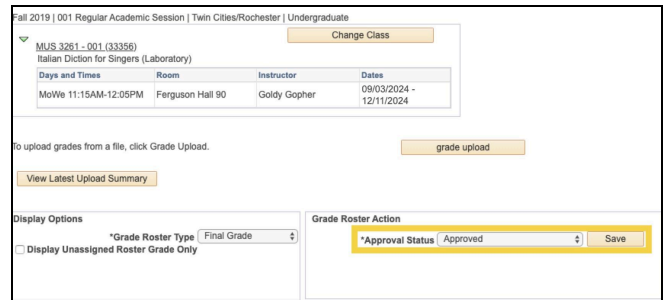
3. Click **Browse** or **Choose File** to find your .csv file containing the grades.



4. Once the file is attached, click on **Upload**.
5. The upload summary message will confirm success or inform you of any errors.

Tip: If you receive a file error, try deleting multiple blank rows and columns next to those with data.

6. Once the grades are uploaded, click on **Back to Grade Roster**. Review the grades and fill in any which may not have successfully uploaded.
7. Change the **Approval Status** to **Approved** and click **Save**.



Approval Status: Ready for Review is used when the primary instructor needs to review your grades and approve them.

Approval Status: Not Reviewed is used to edit Grades before they are posted (overnight)

8. A confirmation message will display. Click **OK**.

