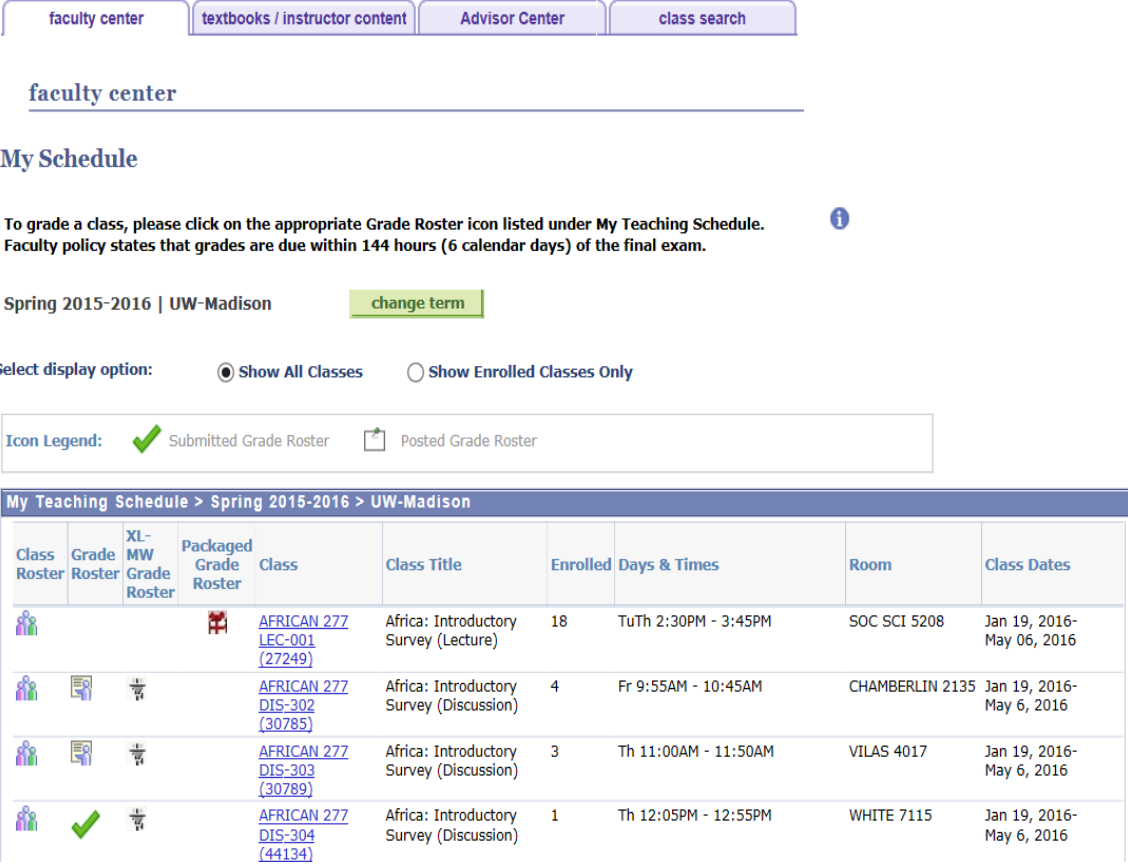


Entering and Submitting Final Grades, via My UW Madison

In order to add, change, or submit a student’s grade, follow the steps below:

Step	Action																																																		
1.	Using your internet browser, login to My UW Madison , http://my.wisc.edu/ .																																																		
2.	<p>Click on Faculty Center.</p>  <p>My Teaching Schedule > Spring 2015-2016 > UW-Madison</p> <table border="1"> <thead> <tr> <th>Class Roster</th> <th>Grade Roster</th> <th>XL-MW Grade Roster</th> <th>Packaged Grade Roster</th> <th>Class</th> <th>Class Title</th> <th>Enrolled</th> <th>Days & Times</th> <th>Room</th> <th>Class Dates</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>AFRICAN 277 LEC-001 (27249)</td> <td>Africa: Introductory Survey (Lecture)</td> <td>18</td> <td>TuTh 2:30PM - 3:45PM</td> <td>SOC SCI 5208</td> <td>Jan 19, 2016-May 06, 2016</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>AFRICAN 277 DIS-302 (30785)</td> <td>Africa: Introductory Survey (Discussion)</td> <td>4</td> <td>Fr 9:55AM - 10:45AM</td> <td>CHAMBERLIN 2135</td> <td>Jan 19, 2016-May 6, 2016</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>AFRICAN 277 DIS-303 (30789)</td> <td>Africa: Introductory Survey (Discussion)</td> <td>3</td> <td>Th 11:00AM - 11:50AM</td> <td>VILAS 4017</td> <td>Jan 19, 2016-May 6, 2016</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>AFRICAN 277 DIS-304 (44134)</td> <td>Africa: Introductory Survey (Discussion)</td> <td>1</td> <td>Th 12:05PM - 12:55PM</td> <td>WHITE 7115</td> <td>Jan 19, 2016-May 6, 2016</td> </tr> </tbody> </table>	Class Roster	Grade Roster	XL-MW Grade Roster	Packaged Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates					AFRICAN 277 LEC-001 (27249)	Africa: Introductory Survey (Lecture)	18	TuTh 2:30PM - 3:45PM	SOC SCI 5208	Jan 19, 2016-May 06, 2016					AFRICAN 277 DIS-302 (30785)	Africa: Introductory Survey (Discussion)	4	Fr 9:55AM - 10:45AM	CHAMBERLIN 2135	Jan 19, 2016-May 6, 2016					AFRICAN 277 DIS-303 (30789)	Africa: Introductory Survey (Discussion)	3	Th 11:00AM - 11:50AM	VILAS 4017	Jan 19, 2016-May 6, 2016					AFRICAN 277 DIS-304 (44134)	Africa: Introductory Survey (Discussion)	1	Th 12:05PM - 12:55PM	WHITE 7115	Jan 19, 2016-May 6, 2016
Class Roster	Grade Roster	XL-MW Grade Roster	Packaged Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates																																										
				AFRICAN 277 LEC-001 (27249)	Africa: Introductory Survey (Lecture)	18	TuTh 2:30PM - 3:45PM	SOC SCI 5208	Jan 19, 2016-May 06, 2016																																										
				AFRICAN 277 DIS-302 (30785)	Africa: Introductory Survey (Discussion)	4	Fr 9:55AM - 10:45AM	CHAMBERLIN 2135	Jan 19, 2016-May 6, 2016																																										
				AFRICAN 277 DIS-303 (30789)	Africa: Introductory Survey (Discussion)	3	Th 11:00AM - 11:50AM	VILAS 4017	Jan 19, 2016-May 6, 2016																																										
				AFRICAN 277 DIS-304 (44134)	Africa: Introductory Survey (Discussion)	1	Th 12:05PM - 12:55PM	WHITE 7115	Jan 19, 2016-May 6, 2016																																										
3.	If a different Term is needed, click [Change Term], select the term, and click [Continue].																																																		
	<p> Grade Roster Tips</p> <ul style="list-style-type: none"> ▪ Read the bold blue instructions; they change based on the grade roster status. ▪ Click [Help] for more detailed instructions. ▪ Check ‘Display Unassigned Roster Grade Only’ to view students that still need grades. ▪ To enter the same grade for all, select grade & click [add this grade to all students]. ▪ To email a student directly, click their underlined <i>Name</i>. ▪ Access Course Change form using, Click here to initiate change to honors or credits. 																																																		

Step	Action																																																																														
	<p>Faculty Center</p> <hr/> <p>Grade Roster View FERPA Statement</p> <p>54727 - E C E 990 - Research or Thesis</p> <p>Grade Roster Information</p> <table border="1"> <tr> <td>Course</td> <td>E C E 990</td> <td>Institution</td> <td>UW-Madison</td> </tr> <tr> <td>Description</td> <td>Research or Thesis</td> <td>Term</td> <td>Spring 2007-2008</td> </tr> <tr> <td>Class Number</td> <td>54727</td> <td>Session</td> <td>Regular</td> </tr> <tr> <td>Component</td> <td>Independent Study</td> <td>Career</td> <td>GRAD</td> </tr> <tr> <td></td> <td></td> <td>Grading Basis</td> <td>This course is to be graded using the Satisfactory/Unsatisfactory system.</td> </tr> </table> <p>Meeting Information</p> <table border="1"> <thead> <tr> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Meeting Dates</th> </tr> </thead> <tbody> <tr> <td>TBA</td> <td>TBA</td> <td>Lorenz,Robert</td> <td>01/22/2008 - 05/09/2008</td> </tr> </tbody> </table> <p>*Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Ungraded Students Only</p> <p><input checked="" type="radio"/> Ready for Grading <input type="radio"/> Submit to Registrar</p> <p>Ready for Grading - type in a grade for each student. When grades have been entered for all, click the "Submit to Registrar" button and press SAVE at the bottom of the roster. SAVE OFTEN, at least within every 15 minutes.</p> <p><input type="text" value="v"/> <input type="button" value="-> add this grade to all students"/> <input type="button" value="Export"/> <input type="button" value="Import"/> <input type="button" value="Help"/></p> <p>Find</p> <p>Student Grade <input type="text" value=""/></p> <table border="1"> <thead> <tr> <th></th> <th>Campus ID</th> <th>Description</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Honors Y/N</th> <th>Primary Academic Program</th> <th>Level</th> <th>Units Taken</th> <th>Audit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9918344699</td> <td>Jaggar,Mick</td> <td><input type="text" value="C"/> <input type="button" value=""/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>3.00</td> <td></td> </tr> <tr> <td>2</td> <td>9918344707</td> <td>Richards,Keith</td> <td><input type="text" value=""/> <input type="button" value=""/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>3.00</td> <td></td> </tr> <tr> <td>3</td> <td>9918344681</td> <td>Watts,Charlie</td> <td><input type="text" value=""/> <input type="button" value=""/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>3.00</td> <td></td> </tr> <tr> <td>4</td> <td>9918344731</td> <td>Wood,Ronnie</td> <td><input type="text" value=""/> <input type="button" value=""/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>3.00</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="PRINTER FRIENDLY VERSION"/></p> <p><input type="button" value="RETURN"/> <input type="button" value="SAVE"/></p> <p>Click here to initiate change to honors or credits</p>	Course	E C E 990	Institution	UW-Madison	Description	Research or Thesis	Term	Spring 2007-2008	Class Number	54727	Session	Regular	Component	Independent Study	Career	GRAD			Grading Basis	This course is to be graded using the Satisfactory/Unsatisfactory system.	Days & Times	Room	Instructor	Meeting Dates	TBA	TBA	Lorenz,Robert	01/22/2008 - 05/09/2008		Campus ID	Description	Roster Grade	Official Grade	Honors Y/N	Primary Academic Program	Level	Units Taken	Audit	1	9918344699	Jaggar,Mick	<input type="text" value="C"/> <input type="button" value=""/>		N	G382	GR	3.00		2	9918344707	Richards,Keith	<input type="text" value=""/> <input type="button" value=""/>		N	G382	GR	3.00		3	9918344681	Watts,Charlie	<input type="text" value=""/> <input type="button" value=""/>		N	G382	GR	3.00		4	9918344731	Wood,Ronnie	<input type="text" value=""/> <input type="button" value=""/>		N	G382	GR	3.00	
Course	E C E 990	Institution	UW-Madison																																																																												
Description	Research or Thesis	Term	Spring 2007-2008																																																																												
Class Number	54727	Session	Regular																																																																												
Component	Independent Study	Career	GRAD																																																																												
		Grading Basis	This course is to be graded using the Satisfactory/Unsatisfactory system.																																																																												
Days & Times	Room	Instructor	Meeting Dates																																																																												
TBA	TBA	Lorenz,Robert	01/22/2008 - 05/09/2008																																																																												
	Campus ID	Description	Roster Grade	Official Grade	Honors Y/N	Primary Academic Program	Level	Units Taken	Audit																																																																						
1	9918344699	Jaggar,Mick	<input type="text" value="C"/> <input type="button" value=""/>		N	G382	GR	3.00																																																																							
2	9918344707	Richards,Keith	<input type="text" value=""/> <input type="button" value=""/>		N	G382	GR	3.00																																																																							
3	9918344681	Watts,Charlie	<input type="text" value=""/> <input type="button" value=""/>		N	G382	GR	3.00																																																																							
4	9918344731	Wood,Ronnie	<input type="text" value=""/> <input type="button" value=""/>		N	G382	GR	3.00																																																																							




Step	Action																																																																																																																																
	<p> XL-MW Grade Roster and Packaged Grade Roster Tips</p> <p>[Submit] button is at the bottom of the page. Use [Submit] button to Submit to Registrar. There is no way to return to “Ready for Grading” status on the XL-MW or Packaged grade roster once the grades have been submitted. If grades have to be changed after submission but before the nightly submission of grades, go to the individual section’s Grade Roster.</p> <hr/> <p>Faculty Center</p> <p>Grade Roster View FERPA Statement</p> <p>Grade Roster Information</p> <table border="1"> <tr> <td>Course</td> <td>E C E 577</td> <td>Institution</td> <td>UW-Madison</td> </tr> <tr> <td>Description</td> <td>Automatic Controls Lab</td> <td>Term</td> <td>Spring 2007-2008</td> </tr> <tr> <td>Class Number</td> <td>55108</td> <td>Session</td> <td>Regular</td> </tr> <tr> <td>Class Section</td> <td>001</td> <td>Grading Basis</td> <td>This course is to be graded using the A-F system.</td> </tr> <tr> <td>Component</td> <td>Lecture</td> <td></td> <td></td> </tr> </table> <table border="1"> <tr> <td>Day</td> <td>Tues</td> <td>Instructor</td> <td>Lorenz,Robert Donald</td> </tr> <tr> <td>Time</td> <td>4:00PM 5:15PM</td> <td></td> <td></td> </tr> <tr> <td>Location</td> <td>MECH ENGR 2108</td> <td></td> <td></td> </tr> </table> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p> <p>Ready for Grading - type in a grade for each student. When grades have been entered for all, click the "Submit to Registrar" button and press SAVE at the bottom of the roster. SAVE OFTEN, at least within every 15 minutes.</p> <p>Quick Grade Input</p> <p><input type="text"/> <- add this grade to all students</p> <p>Export Import Help</p> <table border="1"> <thead> <tr> <th>Student Grade</th> <th>Campus ID</th> <th>Name</th> <th>Roster Grade</th> <th>Official Grade</th> <th>Honors Y/N</th> <th>Primary Academic Program</th> <th>Level</th> <th>Units Taken</th> <th>Audit</th> <th>Course</th> <th>Section</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9918344616</td> <td>Best,Peter</td> <td>A <input type="text"/></td> <td>A</td> <td>N</td> <td>G382</td> <td>GR</td> <td>4.00</td> <td></td> <td>E C E 577</td> <td>301</td> </tr> <tr> <td>2</td> <td>9918344624</td> <td>Dominoes,Derek and the</td> <td><input type="text"/></td> <td></td> <td>N</td> <td>G643</td> <td>GR</td> <td>4.00</td> <td></td> <td>E C E 577</td> <td>301</td> </tr> <tr> <td>3</td> <td>9918344657</td> <td>Harrison,George</td> <td><input type="text"/></td> <td></td> <td>N</td> <td>G643</td> <td>GR</td> <td>4.00</td> <td></td> <td>M E 577</td> <td>301</td> </tr> <tr> <td>4</td> <td>9918344632</td> <td>Lennon,John</td> <td><input type="text"/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>4.00</td> <td></td> <td>E C E 577</td> <td>301</td> </tr> <tr> <td>5</td> <td>9918344640</td> <td>McCartney,Paul</td> <td><input type="text"/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>4.00</td> <td></td> <td>M E 577</td> <td>301</td> </tr> <tr> <td>6</td> <td>9918344673</td> <td>Ono,Yoko</td> <td><input type="text"/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>4.00</td> <td></td> <td>M E 577</td> <td>301</td> </tr> <tr> <td>7</td> <td>9918344665</td> <td>Starr,Ringo</td> <td><input type="text"/></td> <td></td> <td>N</td> <td>G382</td> <td>GR</td> <td>4.00</td> <td></td> <td>M E 577</td> <td>301</td> </tr> </tbody> </table> <p>PRINTER FRIENDLY VERSION</p> <p>RETURN SAVE SUBMIT Click here to initiate change to honors or credits</p>	Course	E C E 577	Institution	UW-Madison	Description	Automatic Controls Lab	Term	Spring 2007-2008	Class Number	55108	Session	Regular	Class Section	001	Grading Basis	This course is to be graded using the A-F system.	Component	Lecture			Day	Tues	Instructor	Lorenz,Robert Donald	Time	4:00PM 5:15PM			Location	MECH ENGR 2108			Student Grade	Campus ID	Name	Roster Grade	Official Grade	Honors Y/N	Primary Academic Program	Level	Units Taken	Audit	Course	Section	1	9918344616	Best,Peter	A <input type="text"/>	A	N	G382	GR	4.00		E C E 577	301	2	9918344624	Dominoes,Derek and the	<input type="text"/>		N	G643	GR	4.00		E C E 577	301	3	9918344657	Harrison,George	<input type="text"/>		N	G643	GR	4.00		M E 577	301	4	9918344632	Lennon,John	<input type="text"/>		N	G382	GR	4.00		E C E 577	301	5	9918344640	McCartney,Paul	<input type="text"/>		N	G382	GR	4.00		M E 577	301	6	9918344673	Ono,Yoko	<input type="text"/>		N	G382	GR	4.00		M E 577	301	7	9918344665	Starr,Ringo	<input type="text"/>		N	G382	GR	4.00		M E 577	301
Course	E C E 577	Institution	UW-Madison																																																																																																																														
Description	Automatic Controls Lab	Term	Spring 2007-2008																																																																																																																														
Class Number	55108	Session	Regular																																																																																																																														
Class Section	001	Grading Basis	This course is to be graded using the A-F system.																																																																																																																														
Component	Lecture																																																																																																																																
Day	Tues	Instructor	Lorenz,Robert Donald																																																																																																																														
Time	4:00PM 5:15PM																																																																																																																																
Location	MECH ENGR 2108																																																																																																																																
Student Grade	Campus ID	Name	Roster Grade	Official Grade	Honors Y/N	Primary Academic Program	Level	Units Taken	Audit	Course	Section																																																																																																																						
1	9918344616	Best,Peter	A <input type="text"/>	A	N	G382	GR	4.00		E C E 577	301																																																																																																																						
2	9918344624	Dominoes,Derek and the	<input type="text"/>		N	G643	GR	4.00		E C E 577	301																																																																																																																						
3	9918344657	Harrison,George	<input type="text"/>		N	G643	GR	4.00		M E 577	301																																																																																																																						
4	9918344632	Lennon,John	<input type="text"/>		N	G382	GR	4.00		E C E 577	301																																																																																																																						
5	9918344640	McCartney,Paul	<input type="text"/>		N	G382	GR	4.00		M E 577	301																																																																																																																						
6	9918344673	Ono,Yoko	<input type="text"/>		N	G382	GR	4.00		M E 577	301																																																																																																																						
7	9918344665	Starr,Ringo	<input type="text"/>		N	G382	GR	4.00		M E 577	301																																																																																																																						

Step	Action								
4.	<p>To enter or update student grades, follow the steps below:</p> <table border="1" data-bbox="305 310 1466 1224"> <thead> <tr> <th data-bbox="305 310 769 373">If the grade roster status is:</th> <th data-bbox="769 310 1466 373">Then follow these steps to enter/change grades:</th> </tr> </thead> <tbody> <tr> <td data-bbox="305 373 769 867"> <p>Ready for Grading <i>(most likely in this status- Roster Grade fields are open)</i></p> </td> <td data-bbox="769 373 1466 867"> <p>a. Find the specific student you wish to grade. b. Enter the Grade in the Roster Grade column. Tip: To see a list of valid grade entries, click on the magnifying glass, click [Look Up], and click on the grade. c. Repeat Steps a & b above for all students. Tip: Use [Tab] to move forward. Use [Shift] + [Tab] to move backward. d. Click [Save] as you work and when finished. e. Go to step 7.</p> </td> </tr> <tr> <td data-bbox="305 867 769 1024"> <p>Submit to Registrar</p> </td> <td data-bbox="769 867 1466 1024"> <p>a. On the 'Grade Roster' only, change grade roster status to 'Ready for Grading'. b. Follow the 'Ready for Grading' steps above.</p> </td> </tr> <tr> <td data-bbox="305 1024 769 1224"> <p>Grayed out and message says, 'Final grades have been posted for this roster....'</p> </td> <td data-bbox="769 1024 1466 1224"> <p>The grades have been posted by the Office of the Registrar. You cannot do anything. Tip: Use the [Request Grade Change] button to change grades once grades are 'Posted'.</p> </td> </tr> </tbody> </table> <p>Tip: You can use the Export and Import feature to enter grades in Excel.</p>	If the grade roster status is:	Then follow these steps to enter/change grades:	<p>Ready for Grading <i>(most likely in this status- Roster Grade fields are open)</i></p>	<p>a. Find the specific student you wish to grade. b. Enter the Grade in the Roster Grade column. Tip: To see a list of valid grade entries, click on the magnifying glass, click [Look Up], and click on the grade. c. Repeat Steps a & b above for all students. Tip: Use [Tab] to move forward. Use [Shift] + [Tab] to move backward. d. Click [Save] as you work and when finished. e. Go to step 7.</p>	<p>Submit to Registrar</p>	<p>a. On the 'Grade Roster' only, change grade roster status to 'Ready for Grading'. b. Follow the 'Ready for Grading' steps above.</p>	<p>Grayed out and message says, 'Final grades have been posted for this roster....'</p>	<p>The grades have been posted by the Office of the Registrar. You cannot do anything. Tip: Use the [Request Grade Change] button to change grades once grades are 'Posted'.</p>
If the grade roster status is:	Then follow these steps to enter/change grades:								
<p>Ready for Grading <i>(most likely in this status- Roster Grade fields are open)</i></p>	<p>a. Find the specific student you wish to grade. b. Enter the Grade in the Roster Grade column. Tip: To see a list of valid grade entries, click on the magnifying glass, click [Look Up], and click on the grade. c. Repeat Steps a & b above for all students. Tip: Use [Tab] to move forward. Use [Shift] + [Tab] to move backward. d. Click [Save] as you work and when finished. e. Go to step 7.</p>								
<p>Submit to Registrar</p>	<p>a. On the 'Grade Roster' only, change grade roster status to 'Ready for Grading'. b. Follow the 'Ready for Grading' steps above.</p>								
<p>Grayed out and message says, 'Final grades have been posted for this roster....'</p>	<p>The grades have been posted by the Office of the Registrar. You cannot do anything. Tip: Use the [Request Grade Change] button to change grades once grades are 'Posted'.</p>								
5.	<p>Once final grades are entered for every student in the section and you are ready to submit grades to the Registrar's Office for posting:</p> <p>a. On Grade Roster, select 'Submit to Registrar' button. On the XL-MW Grade Roster or the Packaged Grade Roster, click [Submit] button. (Note: 'Grade' entry only instructors cannot do this.)</p> <p>b. Click [Save].</p> <p>Tip: To print your grade roster, click the [Printer Friendly Version] button, then use your browser's print feature (>File >Print).</p>								
6.	If you need to enter grades for additional classes, click [Return].								
7.	When finished, save your work, then click ' Sign out '.								
8.	Close your Internet browser.								

Exporting & Entering Grades in Excel

You can export a course section's grade roster into Excel as a comma separated file (csv) and then enter students' grades. Exporting is useful for grade entry on very large sections.

In order to enter students' grades in the grade roster in Excel, follow the steps below:

Step	Action
1.	Login to My UW Madison , http://my.wisc.edu/ .
2.	Click on Faculty Center .
3.	If a different Term is needed, click [Change Term], select the term, and click [Continue].
4.	Select the <i>Class</i> which needs grade entry; Click Grade Roster  , or XL-MW Grade Roster  , or Packaged Grade Roster  icon.
5.	On the Grade Roster page, click [Export]. Tip: If Export does nothing, change a browser setting. In IE: select >Tools >Internet Options; Click Security tab; select 'Internet' icon; Click [Custom Level]; under Downloads level find 'Automatic prompting for file downloads' and click 'Enable'.
6.	Click [Save] on the File Download dialog box.
7.	In the Save As dialog box: a. Change the File name if wanted. b. Manually change or add on the File Name extension to be .csv (not.xls). c. Select the desired save in location . d. Click [Save]. Note: The Excel spreadsheet must be saved in the .csv file format. MAC users: Select csv (Windows) when saving and name the file with 30 or less characters.
8.	If a Download Complete dialog box displays, click [Close].
9.	Open Excel.
10.	Open the .csv file you just saved. (>File >Open) Tip: From the Open dialog box in the <i>Files of Type</i> field, select 'Text Files'.
11.	Enter the Grade for each student in the Grade Input column.
12.	Save the file, making sure to keep it a .csv file. (>File >Save)




Step	Action
13.	If you get asked if you want to keep the file in the Comma Delimited format, click [Yes].
14.	Close the spreadsheet file. (>File >Close)

Importing Your Grades from the Exported Spreadsheet

After exporting the grade roster, entering grades, saving, and closing the file, you can then import the grades back into the Grade Roster page.

Note: The import is only available if the grade roster has not been posted.

To import the students' grades from the exported spreadsheet, follow the steps below:

Step	Action
1.	Login to My UW Madison , http://my.wisc.edu/ .
2.	Click on Faculty Center .
3.	If a different Term is needed, click [Change Term], select the term, and click [Continue].
4.	Select the class section which needs grade entry using the same grade roster you exported using the Grade Roster  or XL-MW Grade  or Packaged Grade Roster  icon.
5.	On the Grade Roster page, click [Import].
6.	Click [Browse] to find your saved file.
7.	From the Choose File dialog box, select and [Open] the .csv file you saved.
8.	Click [Upload].
9.	From the Grade Roster page, click [Save]. Notes: <ul style="list-style-type: none">• When you click save, your imported grade entries are validated. If an invalid grade was entered, an error displays and invalid entries are highlighted in red.• If the grade roster names no longer match your extracted roster, an error will display. Contact the Registrar's Office.
10.	When all grades for this section are entered, submit grades to the Registrar's Office for posting: <ol style="list-style-type: none">a. On the Grade Roster, select 'Submit to Registrar'. On the XL-MW Grade Roster or the Packaged Grade Roster, click [Submit].b. Click [Save].
11.	If you need to enter grades for additional classes, click <u>Return</u> .
12.	When finished, save your work, then click ' Sign out ' in the upper right-hand corner.
13.	Close your Internet browser.

Important Note: You must only import the .csv spreadsheet that was saved from the export feature from the grade roster. Every field must match exactly!

Do: Delete the saved .csv files after you have imported them ~ especially if public kiosk used.