

# Entering & Submitting Grades Electronically

UW-Madison

Step	Action
1.	Using your internet browser, login to <b>My UW Madison</b> : <a href="http://my.wisc.edu/">http://my.wisc.edu/</a>
2.	Click <b>Faculty Center</b> .
3.	If a different Term is needed, click [Change Term], select the term, and click [Continue].
4.	Click the Grade Roster  or XL-MW Grade Roster  or Packaged Grade Roster  icon for the class section which needs grade entry.
5.	<b>Enter each student's grade in the Roster Grade column and [Save] your work frequently.</b> <b>Tip:</b> You can use the Export and Import feature to enter grades in Excel. (See following instructions.)
6.	Once grades are entered for <b>every</b> student in the section <b>and</b> you are ready to submit grades to the Registrar's Office for posting, on the Grade Roster select ' <b>Submit to Registrar</b> '; on the XL-MW Grade Roster or the Packaged Grade Roster click [ <b>Submit</b> ]. ('Grade' only instructors cannot do this.)
7.	Click [ <b>Save</b> ].
8.	If you need to enter grades for additional classes, click [Return].
9.	When finished, save your work, then click ' <b>Sign out</b> ' in the upper right-hand corner.
10.	<b>Close</b> your Internet browser.

\*Grade Roster Type   Display Ungraded Students Only

Ready for Grading  Submit to Registrar

Ready for Grading - type in a grade for each student. When grades are entered, click the Submit to Registrar button and press SAVE at the bottom of the page. SAVE OFTEN - at least within every 15 minutes.

Can use to enter grades in Excel.

Student Grade	Campus ID	Description	Roster Grade	Official Grade	Honors Y/N	Primary Academic Program	Level	Units Taken	Audit
	1 9918344699	Jagger, Mick	<input type="text"/>		N	G382	GR	3.00	
	2 9918344707	Richards, Keith	<input type="text" value="b"/>		N	G382	GR	3.00	
	3 9918344681	Watts, Charlie	<input type="text"/>			G382	GR	3.00	

ENTER FRIENDLY VERSION

Click Save as you work.

[Click here to initiate change to honors or credits](#)

**Tip:** To print your grade roster, view the [Printer Friendly Version], then use your browser's print feature.

For assistance, email [egrade@em.wisc.edu](mailto:egrade@em.wisc.edu) or call 608.262.4859

For tutorial & detailed instructions, go to <http://registrar.wisc.edu/>

## Exporting and Importing a Grade Roster

Instead of entering grades directly in My UW Madison, you can export your grade roster to Excel, enter the grades in Excel, and then import the .csv file back into My UW Madison.

*Tip: Exporting and Importing is useful on very large sections to make entry faster.*

Step	Action
1.	Using your internet browser, login to <b>My UW Madison</b> : <a href="http://my.wisc.edu/">http://my.wisc.edu/</a>
2.	Click <b>Faculty Center</b> .
3.	If a different Term is needed, click [Change Term], select the term, and click [Continue].
4.	Click the Grade  or XL-MW  or Packaged Grade  Roster icon for the desired <i>Class</i> .
5.	The Grade Roster page displays. Instead of entering grades on this page, you can <b>Export</b> the roster, enter grades <b>and</b> then <b>Import</b> the grades back into this page. <b>See directions below:</b>

### Exporting & Entering Grades in Excel

Step	Action
6.	From the Grade Roster page, click [ <b>Export</b> ].
7.	Click [ <b>Save</b> ] on File Download dialog box.
8.	<b>Name the file making sure to give it a .csv extension (not .xls) and Save</b> the file to your desired location.
9.	If a Download Complete dialog box displays, click [ <b>Close</b> ].
10.	<b>Open Excel.</b>
11.	<b>Open the .csv file</b> you just saved. (>File >Open) <b>Tip:</b> From the Open dialog box in the <i>Files of Type</i> field, select 'Text Files'.
12.	<b>Enter the Grade</b> for each student in the <b>Grade Input</b> column.
13.	<b>Save</b> the file, making sure to keep it a .csv file. (>File >Save)
14.	If you get asked if you want to keep the file in the Comma Delimited format, click [ <b>Yes</b> ].
15.	<b>Close</b> the spreadsheet file. (>File >Close)
16.	Click [ <b>Yes</b> ] to save the file.
17.	Click [ <b>Yes</b> ] to keep the file format in the Comma Delimited format.

### Importing Your Grades from the Grade Roster Export Excel File

Step	Action
18.	From the Grade Roster page, click [ <b>Import</b> ].
19.	Click [ <b>Browse</b> ] to find your saved file.
20.	<b>Select and Open the .csv</b> file you saved.
21.	Click [ <b>Upload</b> ].
22.	From the Grades Roster page, click [ <b>Save</b> ].
23.	When all grades for this section are entered, submit grades to the Registrar's Office for posting: <ol style="list-style-type: none"> <li>On the Grade Roster, select '<b>Submit to Registrar</b>'. On the XL-MW Grade Roster or the Packaged Grade Roster, click [<b>Submit</b>].</li> <li>Click [<b>Save</b>].</li> </ol>
24.	If you need to enter or import grades for additional classes, click <u>Return</u> .
25.	When finished, save your work, then click ' <b>Sign out</b> ' in the upper right-hand corner.
26.	<b>Close</b> your Internet browser.

#### Important Note:

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