

To upload your own spreadsheet of final grades here is what you need to know:

1. Use columns, **A**, **C**, and **E**

A = SID **C** = Grade **E** = comments (optional)

It is OK to have text in the other columns. CalCentral will disregard it.

2. “Save as”

- Mac → Scroll down to “**Windows Comma Separated (.csv)**”
- Windows → .csv
 - The **good** news: If you download directly from CalCentral (available after December 12), the spreadsheet is already formatted correctly
 - The **bad** news: If the default language on your computer is not English, you may need to change it to see the correct format

3. Upload at **CalCentral**.berkeley.edu/academics

4. The system will prompt you to select one of three reasons for **non-passing grades** (Academic Reasons, Stopped Attending, or Never Attended Class)

5. If you resolve upload **errors**, they continue to display at the top of the page
We are working on fixing this so they will disappear once resolved.

And always remember ...

Work with your **scheduler in advance** to delegate permission to upload final grades

Grades post to students at **midnight** after you approve them