How to submit final grades for a class at the end of the semester

1. In CalCentral, click on the **My Academics** on the top menu bar.

2. Click the **Course Grades** link for your class.

The **Course Grades** link brings you to the **Grade Roster** page.

NOTES: Always remember to SAVE before leaving a page.

Use the "**Return to**…" and menu bar links to view various pages.

Do not use the "back" button on your browser.

On the **Grade Roster** page, you will have options for assigning grades.

1. Choose the **Grade Roster Type**.

2. The **Grading Status** will indicate whether you are in the grading entry period

3. The **Save** button allows you to save your entries without submitting them.

4. Click **Save And Approve** when you are ready to post grades to students. Grades post to students at midnight after you approve them.

5. The **Export Grades As CSV** downloads the roster into a spreadsheet.

6. You can also upload grades from a spreadsheet using the **Import Grades As CSV** button. (See page 3-4 for important details on the CSV format.)

7. Click the **Select All** link to add the same grade for all students or click individual checkboxes to add a grade for selected students.

8. Use the **Add This Grade To Selected Students** button to select a grade to apply to students you have checked.

1.
2.

*Grade Roster Type	Final Grade ▾
Grading Status	Grade Input Allowed

3. SAVE   SAVE AND APPROVE **4.**

Approved grades will be posted for students at midnight (pacific timezone)   Assistance with Grading

5. EXPORT GRADES AS CSV   IMPORT GRADES AS CSV **6.**   Default Mac CSV format is not supported   Learn More

▾ Summary of Import Errors and Warnings		Find	View All	▨	▦ First ◀ 1 of 1 ▶ Last	
	ID	Name	Grade	Error or Warning Message
1				

▾   << ADD THIS GRADE TO SELECTED STUDENTS **8.**

Select All   Clear All

7.   ☐ Display Unassigned Roster Grade Only

Student Grade

		ID	Name	Roster Grade	Comments	Official Grade	Grading Basis	Program and Plan	Level	Graduating	Enrollment Status
☐	1	3032451306	Ambrose,Alice	A ▾	Comments		GRD	Undergrad Non-Degree/NonFinAid - Non-UC Campus Visitor L&S UG	Junior		Enrolled
☐	2	3032412397	Anscombe,G.E.M.	A ▾	Comments		GRD	Undergrad Letters & Science - Philosophy BA	Junior		Enrolled
☐	3	24488826	Arendt,Hannah	A ▾	Comments		GRD	Undergrad Letters & Science - Philosophy BA	Senior		Enrolled

NOTE: SAVE often! If this page is left idle for 15 minutes, the system will log you out and you will lose your work.

You can also use the drop lists in the **Roster Grade** column to select individual grades.

Importing Grades from a Spreadsheet

If you want to enter grades via a spreadsheet, you can click **Export Grades As CSV**. This produces a sheet, in the proper .csv format, with all the SIDs and student names already populated in the correct columns.

In this example of an exported .csv, you'll see that Columns A, B and D (SID, Name and Grading Basis), are pre-populated from the export. You will need to enter grades into Column C and can add comments in Column E.

NOTES:

In order for your import to work, the columns must be in this order and format.

Only columns A, C and E will upload. You do not need to delete data in other columns.

Spreadsheet example:

How to "Save As..." the Proper .csv Format

Be sure to choose "**Save As ...**" and **give the file a name and location** you will remember.
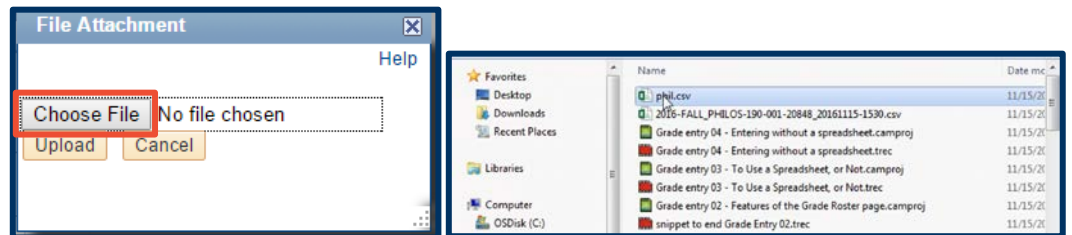
In Excel for **Mac**, from the *Format* list, choose **Windows Comma Separated (.csv)**.

In Excel for **Windows**, next to *Save as Type,* choose **CSV (Comma delimited) (.csv)**.

Once you've saved grades in a spreadsheet (.csv), you can then import them:
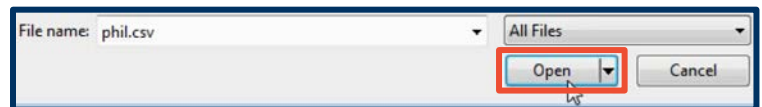

1. Click the **Import Grades As CSV** button.
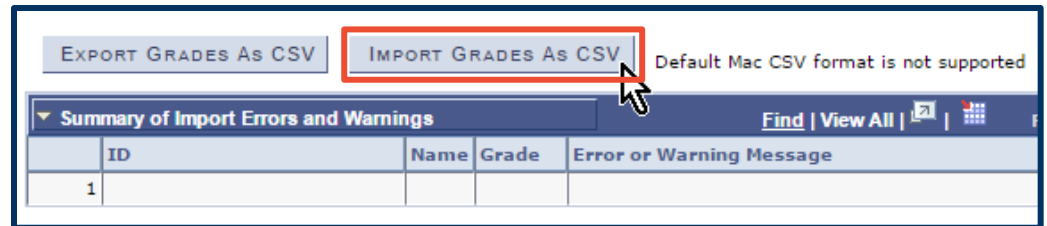
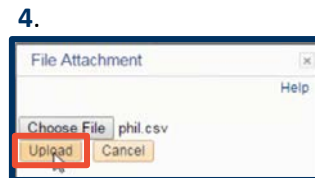2. Click **Choose File** to select your saved .csv file.
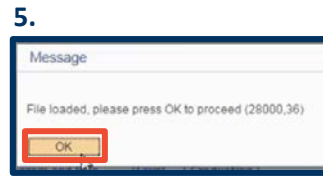

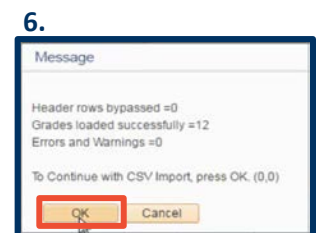3. Click **Open** to select your file.

On the next few pop ups...

4. **5.** **6.**

4. Click **Upload** to import your .csv file.
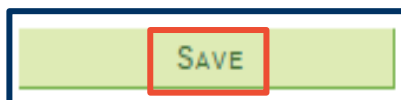5. Click **OK** to continue.
6. Click **OK** to acknowledge the import status.

Don't forget to hit **Save**!

It is a great idea to do this often.

If you have any non-passing grades, you'll be prompted to enter a reason. Select a **Non-Passing Reason** from the drop list.

NOTES:

Selecting a **Non-Passing Reason** applies whether you use a spreadsheet or enter grades individually.

If you choose "Stopped Attending," you'll be prompted to enter the **Date of Last Attendance**.

Finally, click the **Save And Approve** button to post grades. Grades will be posted at midnight of that same day.

NOTE: Your CalCentral page will update within 15 minutes of your approval.

Only **Instructors of Record** (Teaching-in-charge) can approve grades. If you need to have someone other than the instructor approve grades, please contact the Office of the Registrar.