

Grade Roster Upload

Navigation Path: buckeyelink.osu.edu – Faculty Center

- Click Upload Grade Roster link.

The screenshot shows the Faculty Center interface for Nock Robinson. At the top, there are navigation tabs for 'faculty center', 'advisement', and 'class search'. Below this, the 'Faculty Center' title is displayed. The main content area shows 'Winter 2009 | The Ohio State University' with a 'change term' button and an 'Upload Grade Roster' link. There are also radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. A navigation bar includes links for 'Class Roster', 'Gradebook', 'Grade Roster', 'Learning Management System', and 'SEI Info'. The 'My Teaching Schedule' section displays a table of classes for Winter 2009.

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
HISTORY 111-10 REC 12327	W Civ:Antiqty-17 C (Recitation)	1	MoWe 9:30AM - 11:18AM	Baker Sys 0198	Jan 5, 2009- Mar 22, 2009
HISTORY 112-10 REC 12346	W Civ:17 C-Mod Tim (Recitation)	1	TuTh 9:30AM - 11:18AM	Ramseyer 0110	Jan 5, 2009- Mar 22, 2009
HISTORY 151-10 REC 12383	Am Civ To 1877 (Recitation)	5	MoWe 3:30PM - 4:30PM	Ramseyer 0110	Jan 5, 2009- Mar 22, 2009
HISTORY 323.01- 10 REC 12475	Age Of Slavery (Recitation)	1	MoWe 11:30AM - 1:18PM	Townshend 0247	Jan 5, 2009- Mar 22, 2009

Below the table, there is a 'My Favorite Websites' section with an 'EDIT MY FAVORITE WEBSITES' button and links for 'Enroll Verification' and 'DARSWeb'. At the bottom, there are links for 'Faculty Center', 'Advisement', and 'Class Search'.

- Click Upload Grade Roster.

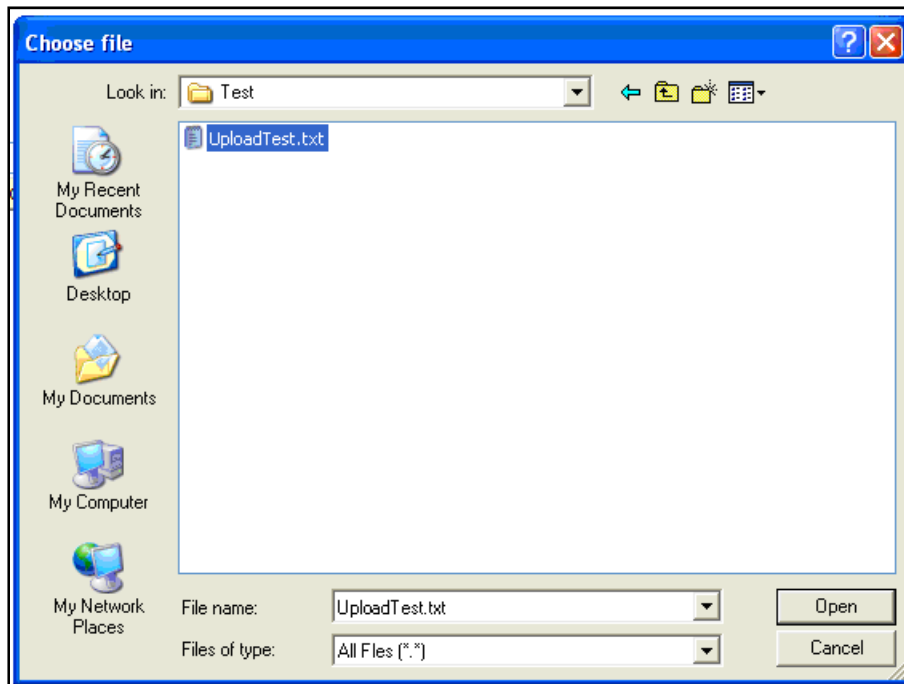
The screenshot shows the 'Grade Roster - File Upload' page for John J. Smith. At the top, there is a 'Back to Faculty Center' link. Below this, the user's name 'Smith, John J' is displayed. A yellow 'Upload Grade Roster' button is highlighted. Below the button, there is a 'Grade Roster Upload Messages' section with a light green background.

- Click the browse button to upload the .txt file.

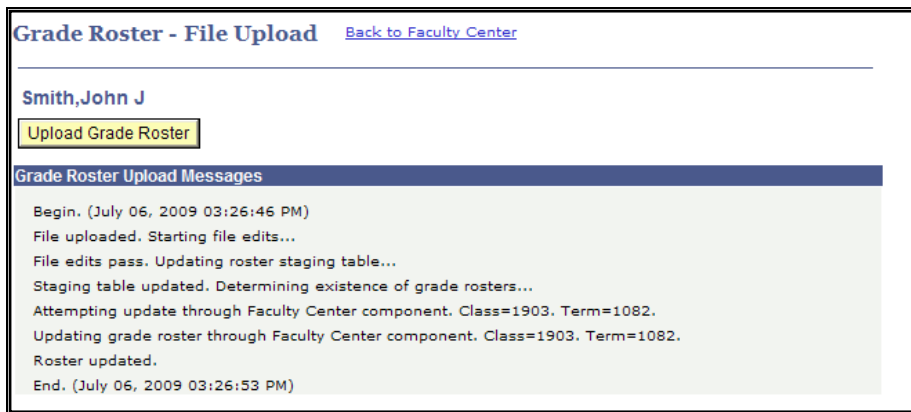
The screenshot shows the file upload interface. It features a text input field for the file name, a 'Browse...' button to the right, and two buttons below the input field: 'Upload' and 'Cancel'.

Upload Grade Roster

- Select the file to upload and Click Open.



- Click Upload Grade Roster.



- Review the messages and then check posted grades for accuracy and address any errors.

Note: This is the required file format that must be used if you choose to upload a grade roster through the Grade Roster – Upload process. Save file in .txt format and separate by comma as in a comma delimited file.

First column = Term
Second column = Class Nbr
Third column = EMPLID
Fourth column = Grade
Fifth column = Week grade will lapse or lapse to grade.

```
1082,1903,100111032,A, ,
1082,1903,07179864,U, ,
1082,1903,100229225,PA, ,
1082,1903,100122043,EN, ,1
1082,1903,100217943,I,C,
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