Faculty Grade Entry - *Quick Guide*

Access classes by clicking **Grades**>**Faculty Midterm and Final Grade Entry** from the **Faculty & Advisors** tab.

> **Grading Status** is visible in the left column. Select a Section, the roster will open below, displaying the student list.

Manual Grade Entry

Grades can be entered, one-by-one, using the drop-down box under **Midterm** or **Final Grade**.
Save often using the button below the **Roster**.

> **Final Grades Only**: An **F** requires a **Last Attend Date**. Use the calendar icon or type in *mm/dd/yyyy* format.
>
>
>
> Assigning an **I** opens the **Incomplete Grades** tab.
> Enter the grade the student will earn if their outstanding work is not completed.
> To return to the student list, click **Roster**.

Bulk Grading

Begin by clicking on the **Midterm Grades** or **Final Grades** tab. Select a section, click [gear], and choose **Export Template**. Choose .xlsx and click **Export**. Open the file and **Enable Editing** to enter grades.

Grades can be entered by hand or pulled into the sheet from a Canvas export using Excel's VLOOKUP function.

Add **Last Attended Date** for **F** grades (*mm/dd/yyyy* format.)
Fill in any **Incomplete Final Grades**.

H	I	J
Final Grade	Last Attended Date	Incomplete Final Grade
A		
F	12/6/2021	
I		C
B		

Save the Excel file, return to [gear] and select **Import**. Click **Browse**, pick the file, then **Upload**.

Check for errors at steps 2 & 3. View the summary on step 4; a validation report is available.

① Select | ② Preview | ③ Map | ④ **Validate** | ⑤ Finish

> The following 5 records will be imported:
> 0 records containing errors will not be imported.
> 157 unchanged records will not be imported.
>
> **Download the validation report**

Click Finish to complete the import.
The grades will show up in the correct roster.
Open the roster to confirm the changes are correct.

Importing and Exporting from VandalWeb & Canvas

Bulk grading saves time! Use Excel to upload a spreadsheet of grades instead of entering them one-by-one.

1) Export course grades from Canvas

The Canvas export becomes a lookup table for the VandalWeb templates. If multiple sections exist in a Canvas class, the same lookup table will be used for each section's template. From Canvas' Course Navigation, click the Grades link. Under the **Actions** menu select **Export**.

Canvas will download the complete gradebook as a comma separated value file (.csv). File names begin with the date in YYYY-MM-DDTHHMM followed by an underscore and the course name.

2) Delete extraneous Canvas data

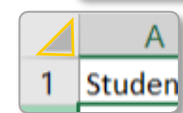Open the Canvas **.csv** file by selecting **All Files** or **Text Files** from the dropdown menu.
Select the file by name. Ignore any **Possible Data Loss** messages.

Prepare the Canvas file by removing extra rows and columns.
First click on the number **2** to the left of **Points Possible** to select the entire row.
Right-click and select **Delete** to remove the row.

Next, delete all columns between **SIS User ID** and **Final Grade (Current Grade** for <u>midterms</u>.)
Click the triangle above row **1** to select all cells.

On the **Home** ribbon, open **Sort & Filter>Custom Sort….** Ensure **My data has headers** is checked.
Sort by **SIS User ID**. Click **OK**. The Canvas file can now be used as a lookup table.

3) Download the Export Templates from VandalWeb

Click on either **Midterm Grades** or **Final Grades**, select one of your sections, then click the gear ⚙ menu in the upper right.

Choose **Export Template…** Download it as an .xlsx file. Click **Export**.
The file name begins with the term followed by the course name, number and section and "*_Template*" like:
term_coursename_coursenum_sectionnum_Template.xls or *202210_Geology_102_02_Template.xlsx*
Repeat for each section merged into the Canvas .csv file.
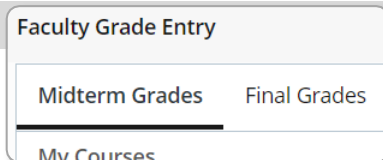
4) Use VLOOKUP in Excel to populate templates

Click the first empty cell under **Midterm** (or **Final**) **Grade**.
Verify the cell format is set to **General**, not **Text**.

D	E	F	G	
Student ID	Confidential	Course	Midterm Grade	Las
V00000004	No		History	

Type **=vlookup(D2,** then click the Canvas tab and select the header and filled cells in columns **C** and **D** (**SIS User ID** and the grades.) Finish with **,2,FALSE)** and **Enter**. Excel returns to the grades tab. The grade for the student in row one should now be showing.

Highlight the **table_array** section. Click **F4** to insert dollar signs to keep the table's cell reference fixed before copying the formula down the column. Next copy the results. Use **Paste Values** from the **Paste Special** menu to replace the formulas.
(See *https://www.uidaho.edu/-/media/UIdaho-Responsive/Files/registrar/Registrar/gradeentrydetailedguide.pdf* for help.)

> **Final Grades Only:** Each **F** requires a **Last Attended Date**. The date **must** be in the *mm/dd/yyyy* format.
> Only fill **Incomplete Final Grade** if the grade column has an **I**. Do not change the **Extension Date.**

Save the file. Repeat for each template.

5) Import the filled template to VandalWeb

To import the filled grade templates, click on the section, select the gear ⚙ in in the upper right-hand corner and choose **Import…** Click the grayed-out **Browse,** select the appropriate file, click **Upload,** then **Continue**. Follow the prompts, watching for errors, if none are found, click **Continue** and **Finish**.