

# Enter and Submit Grades for Approval-From your computer file

At the end of each term (and at mid-term for some classes) you will be required to submit grades for the students in each of your classes. This will be done on the Mosaic Online Grading page.

1. [Login](#), if you are not logged in already.
2. Click on the **Faculty Center** tab then the **Online Grading** tab.

Alternately you can navigate to the Faculty Center by Clicking **Main Menu > Campus Solutions > Self Service > Faculty Center > My Schedule** then the **Online Grading** tab.

3. Click the desired **Course** link.
4. In the **Classes** tab, select the check box next to the desired Class.

2014 Fall | McMaster University [change term](#)

**Online Grading - My Courses > 2014 Fall > McMaster University**

Display Filter Options:

Academic Career

Dept / Faculty

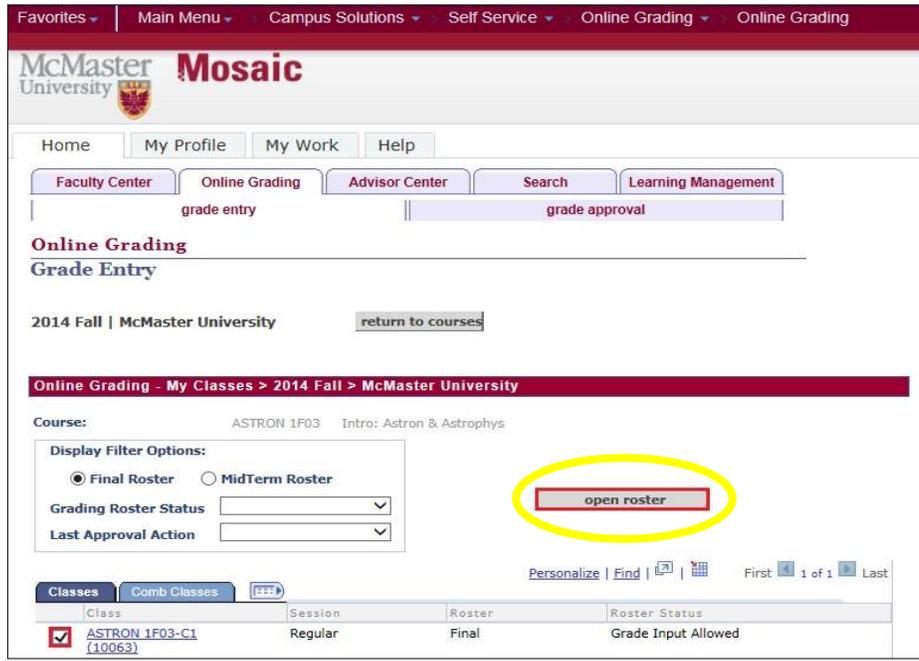
Approval Status

Available Courses [Personalize](#) | [Find](#) | [Print](#) | [Calendar](#) First 1-50 of 50 Last

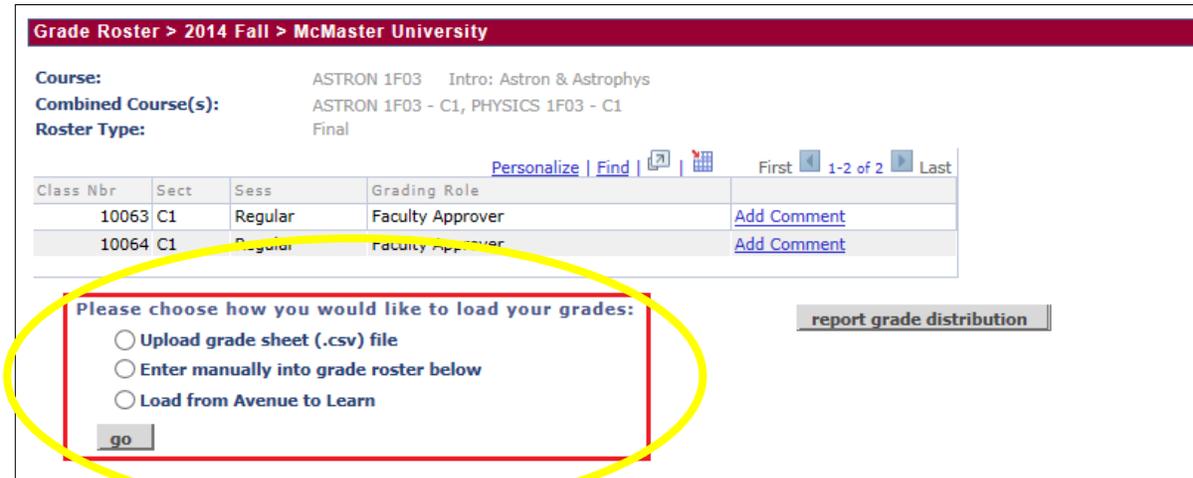
Dept / Faculty	Career	Course	Course Description	Combined
43390	Undergrad	<b>ASTRON 1F03</b>	Intro: Astron & Astrophys	
53150	Undergrad	BIOCHEM 3A03	Metabolism&Physiological Chem	
53150	Undergrad	BIOCHEM 3A03	Biochem Resrch Pra	

**Note:** If you wish to open a roster for multiple classes of a course, simply select the checkbox next to each applicable class.

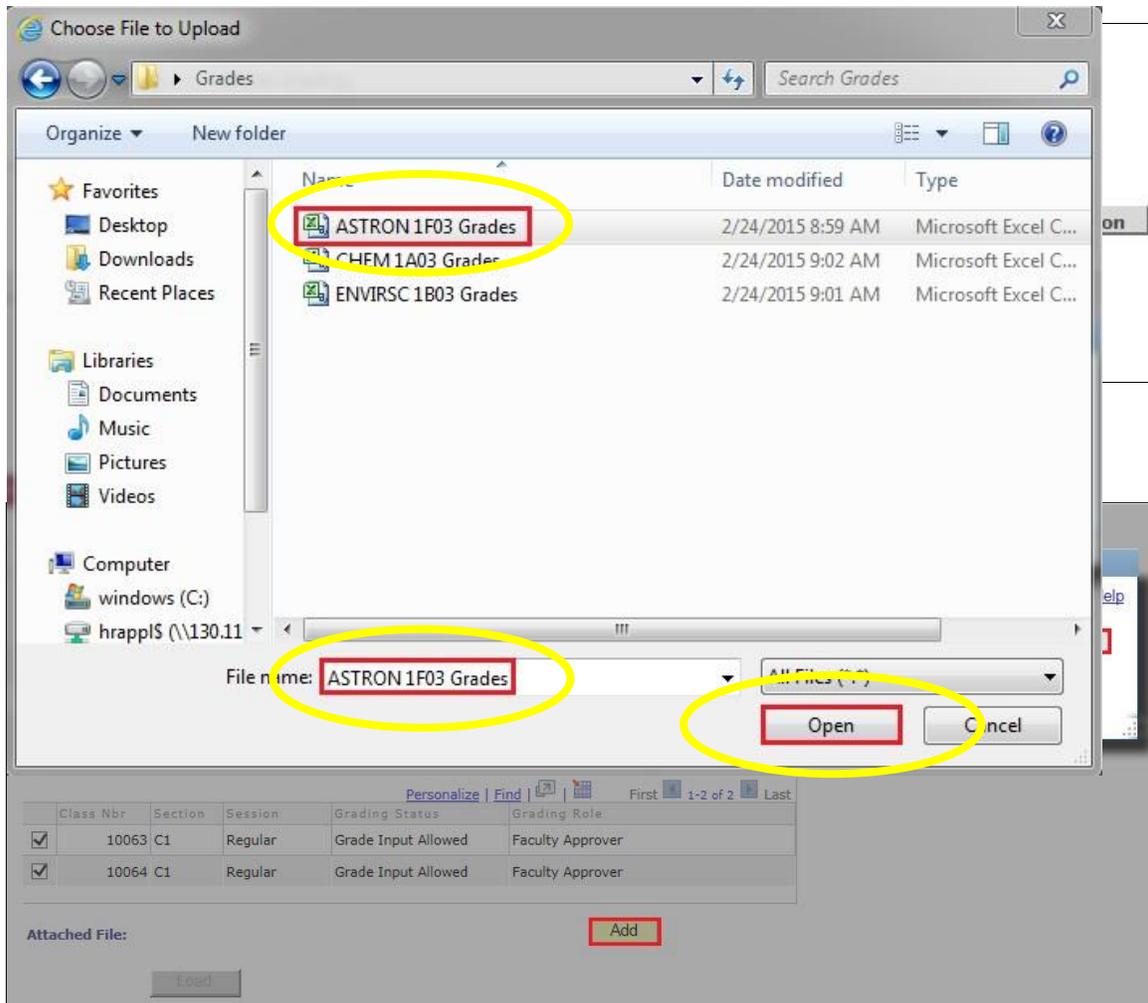
5. Click the **Open Roster** button.



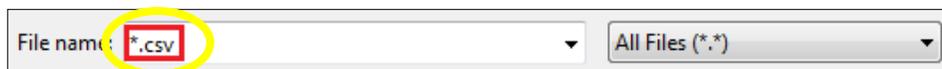
6. Scroll down the page to view the **Grade Roster**.
7. Once in the Grade Roster section of the Grade Entry page, there are three options for loading grades:
  - a. Uploading a grade sheet (.csv) file (please refer to the section on creating a .csv file for more information)
  - b. Manually entering grades directly on the Grade Roster page
  - c. Loading grades from Avenue to Learn



8. If you choose the load from a grade sheet file (.csv) then:
  - a. [Create a .csv file](#) (if you have not done so already).
  - b. Select the '**Upload grade sheet (.csv) file**' radio button.
  - c. Click the '**go**' button



- d. Click the 'Add' button.
- e. In the File Attachment box, click the 'Browse' button.
- f. Locate the .csv file containing the grades for this grade roster user the

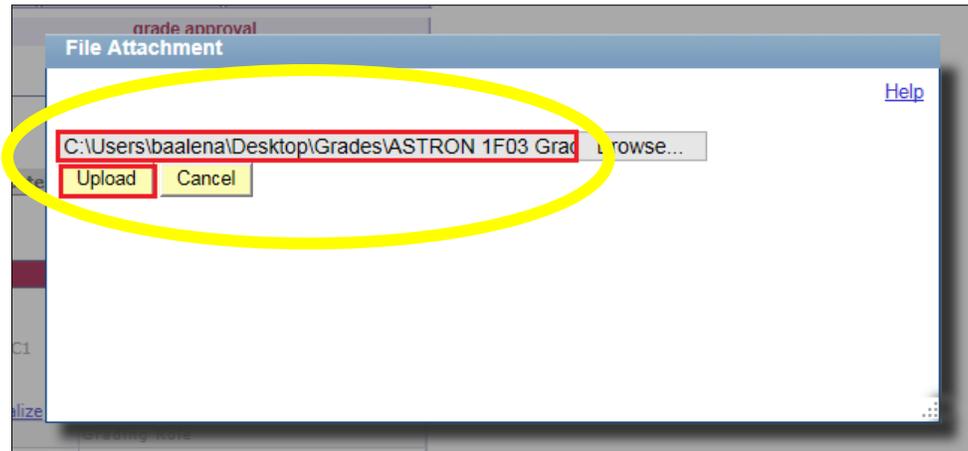


Choose File to Upload box that appears.

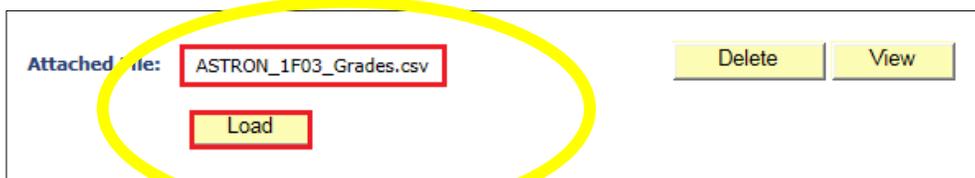
Tip: Typing \*.csv into the File name field, and pressing <Enter> will filter the list to only .csv files.

- g. Once located:
  - i. Select the file by clicking it once.
  - ii. The file's name appears in the File Name field.  
(Be sure you have the correct file).
  - iii. Click the 'Open' button.
- h. The Choose File to upload box will close automatically.

- i. The File Name (and path) will appear in the box beside the Browse button.
- ii. Click the 'Upload' button.



- i. The File Attachment box will disappear.
  - i. In the Attached File field, the name of the uploaded file will be displayed.
  - ii. Click the '**Load**' button.  
Tip: There are also the options to Delete or View the file here, to ensure accuracy.



- j. If the upload is successful, a message box will appear saying 'Process Complete – Uploaded file has been processed with 0 errors.'

**Online Grading**  
**Grade File Load**

2014 Fall | McMaster University [return to roster](#)

**Process complete**  
Uploaded file has been processed with 0 errors.

**Grade Roster** 2014 Fall > McMaster University

**Course:** ASTRON 1F03  
**Combined Course(s):** ASTRON 1F03 - C1, PHYSICS 1F03 - C1  
**Roster Type:** Final

[Personalize](#) | [Find](#) | [Print](#) | [First](#) | [1-2 of 2](#) | [Last](#)

	Class Nbr	Section	Session	Grading Status	Grading Role
<input checked="" type="checkbox"/>	10063	C1	Regular	Grade Input Allowed	Faculty Approver
<input checked="" type="checkbox"/>	10064	C1	Regular	Grade Input Allowed	Faculty Approver

**Attached File:** [Add](#)

[Load](#)

- k. If the upload is unsuccessful there will be a link that says **Upload Error Conditions**. Click on the link to download a file with the error details

Some **common types of errors** you may encounter are students who are in the csv and not on the grade roster, or invalid data\grades. If you receive any errors, simply open the csv file, and cross reference to the students missing grades on the roster. If there are no students missing grades, then the likely error is that you have extra students in your list or those students have not completed their enrollment.

9. If you choose **to enter grades manually** directly on the Grade Roster page then:
- Select the **'Enter manually into grade roster below'** radio button.
  - Click the **Roster Grade Look up** icon view grade options and to enter a grade for each student in the roster. (Or you can type the grade directly into the box and it will validate the grade against the lookup list.)

Please choose how you would like to load your grades: report grade distribution

Upload grade sheet (.csv) file  
 Enter manually into grade roster below  
 Load from Avenue to Learn

*Student Nbr	Last	First	Lvl	Program/Plan	Class	Pot Grad	Roster Grade	Convert To Grade	Personalize	Find	Print	Stat	Note	1-4 of 4	Last
<input type="checkbox"/> 0178	Tester	Testy	1	Humanities Exit Degree/Humanities Exit Degree	10064	<input type="checkbox"/>			B			Graded	Note		<input type="button" value="+"/>
<input type="checkbox"/> 0178	Tester	Testy	1	Humanities Exit Degree/Humanities Exit Degree	10063	<input type="checkbox"/>			B			Graded	Note		<input type="button" value="+"/>
<input type="checkbox"/> 0225	Chawra	John	1	Humanities Exit Degree/Humanities Exit Degree	10063	<input type="checkbox"/>			A			Graded	Note		<input type="button" value="+"/>
<input type="checkbox"/> 0273	Prickley	Edith	1	Health Sciences Non-degree/Chemistry MIN	10063	<input type="checkbox"/>	<input type="text" value=""/>	<input type="button" value="🔍"/>				Pending	Note		<input type="button" value="+"/>

- Scroll down and view all grade entry options.
  - There is the option of entering the grade using percentage, or letter grade. If entering the grade using percentage, the grade will convert to the appropriate letter grade. If entering grades using percentages, it is important to check the Convert to Grade field to ensure that it reflects the desired grade.

**NOTE: INCs are only used for an authorized extension of incomplete work. Only Graduate Career courses can have an INC grade applied directly to the grade roster or as a grade change through the 'change grades' page. Please consult with your faculty office for managing INCs.**

- Select the appropriate grade for the student(s). Repeat this for each student on the roster.

- i. If entering letter grades, there is an additional option of applying the same grade to multiple students at the same time.
  1. Select the check boxes corresponding to the desired students.
  2. Click the **grade list** next to the 'add this grade to selected students' button.
  3. Select the **appropriate grade**.
  4. Click the '**add this grade to selected students**' button.

 0273	Prickley	Edith	1	Health Sciences Non-degree/Chemistry MIN	10063	<input type="checkbox"/>	<input type="text"/>
<a href="#">Select All</a> <a href="#">Clear All</a>		<a href="#">Printer Friendly Version</a>					
 B+		 <- add this grade to selected students					