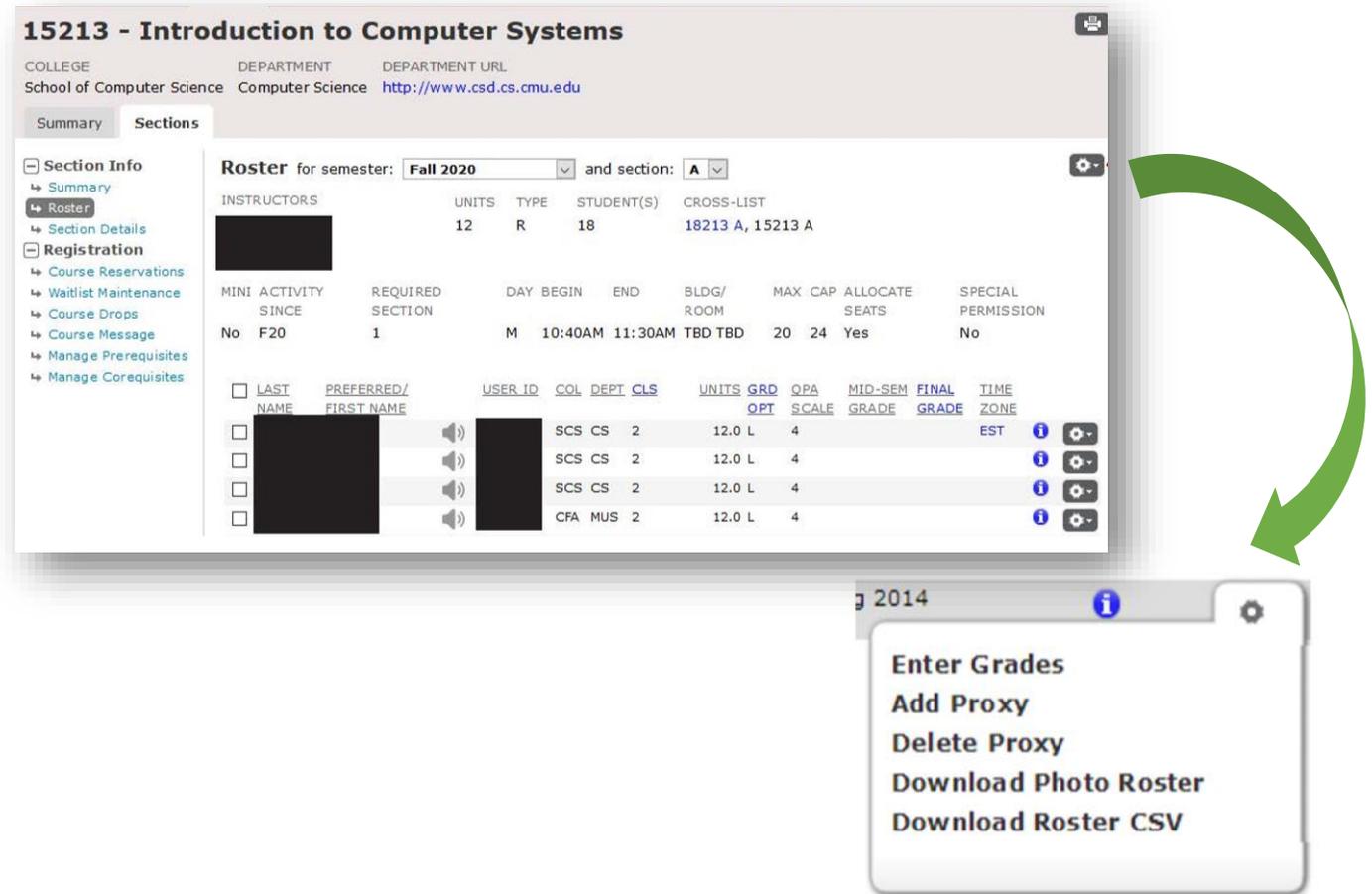# S3 Grade Upload Guide

Step 1: Download Roster

You can download your course roster in two formats:
1. A photo roster
2. A CSV (comma separated) format

Starting on either the **Faculty Information** landing page or the **Course Roster** page, select the gear tool.

Step 2: Format Your Roster

Please format the column headers in your roster in the following way (column headers must **exactly** match those listed below):

- Last Name
- Preferred/First Name
- Andrew ID
- Course
- Mid-Semester Grade
- Final Grade
- Default Grade

	A	B	C	D	E	F	G	H
	Last Name	**Preferred/First Name**	**Andrew ID**	**Course**	**Mid-Semester Grade**	**Final Grade**	**Default Grade**	
	Anagonye	Chidi	canagonye	Ethics 101	A	A +	B	
	Al-Jamil	Tahani	tjamil	Ethics 101	C	A -	B	
	Mendoza	Jason	jmendo	Ethics 101	C -	B	B	
	Shellstrop	Eleanor	eshell	Ethics 101	D	A	B	

Step 3: Upload Grades

You may upload your grades via two formats:

1. The S3 CSV Roster
2. A CSV file

Using the Browse/Choose File* button, locate the CSV roster on your computer and click Open.

*This button's name varies depending upon the browser you are using. If using Chrome or Safari, the button will be called *Choose File*; if using Internet Explorer or Firefox, the button will be called *Browse*.

Select Grade File for 33100 - 2, Fall 2017

CSV File: Browse...   CourseRoster_F17..._09 ⓘ

Next   Cancel

you will be directed to the course roster page on which you can also perform the same functions by s
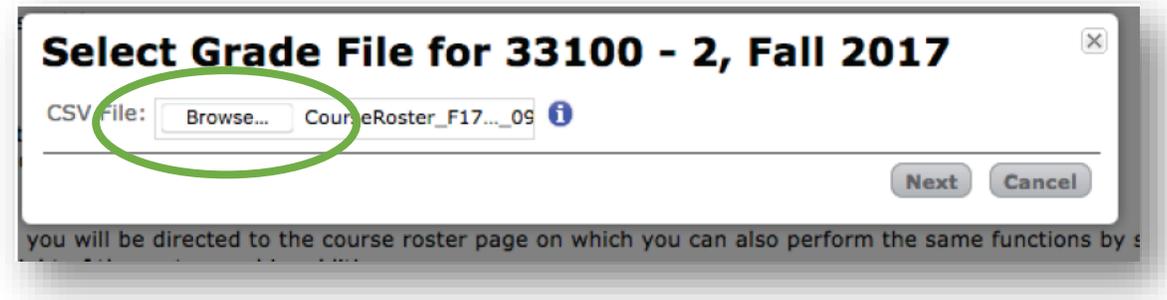
Step 4: Resolve Any File Errors & Upload

Resolve any potential file errors that cause a red validation message and prevent you from moving forward.*

Once you have corrected any errors, upload your grades to proceed.

If there are errors on the next step (wrong course, mismatched Andrew ID, etc.), those don't have to be corrected before moving forward. As long as there is at least one student 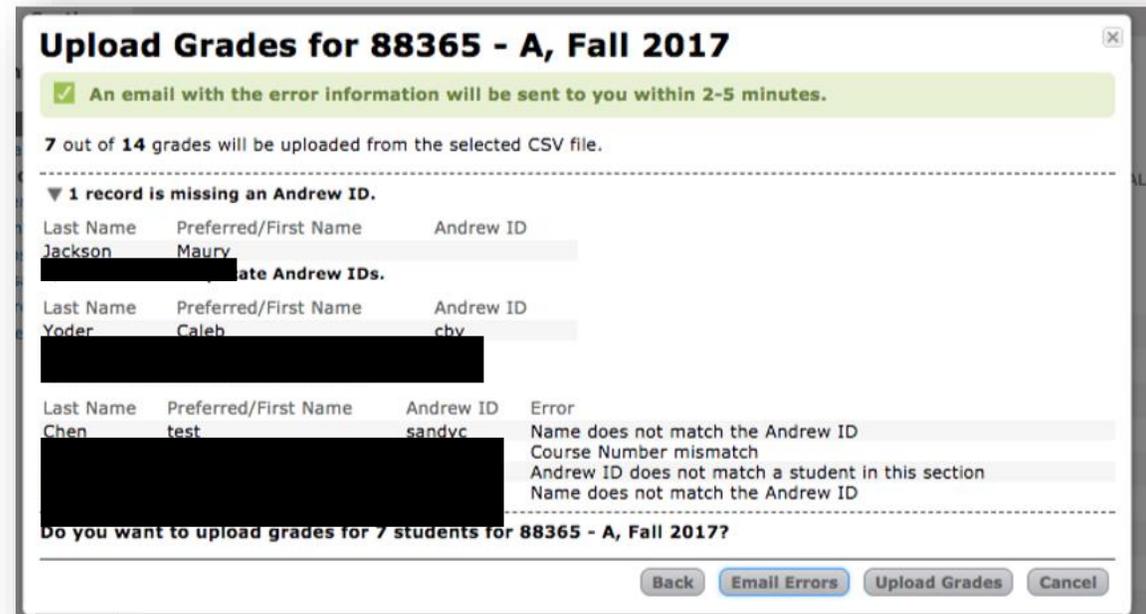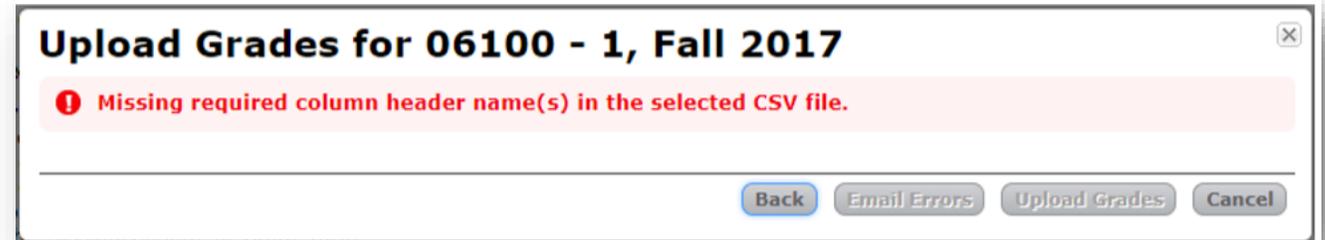who doesn't have an error, you have the option of moving forward and uploading the grades with the correct information on the CSV. You may correct the CSV and re-upload the file, or add the grades in manually when you proceed to Step 5.

Upload Grades for 06100 - 1, Fall 2017

❗ **Missing required column header name(s) in the selected CSV file.**

[Back] [Email Errors] [Upload Grades] [Cancel]

Upload Grades for 88365 - A, Fall 2017

✅ An email with the error information will be sent to you within 2-5 minutes.

7 out of **14** grades will be uploaded from the selected CSV file.

▼ **1 record is missing an Andrew ID.**

Last Name	Preferred/First Name	Andrew ID
Jackson	Maury	

ate Andrew IDs.

Last Name	Preferred/First Name	Andrew ID
Yoder	Caleb	cby

Last Name	Preferred/First Name	Andrew ID	Error
Chen	test	sandyc	Name does not match the Andrew ID
			Course Number mismatch
			Andrew ID does not match a student in this section
			Name does not match the Andrew ID

Do you want to upload grades for 7 students for 88365 - A, Fall 2017?

[Back] [Email Errors] [Upload Grades] [Cancel]

Step 5: Confirm Grades

Clicking **Process Grades Now** will submit your grades into the student system, calculate student QPAs and make the grades available to your students in Student Information Online (SIO) within 15 minutes.

Clicking **Hold for Later*** will store your grades until the grade submission deadline for your course-section. After that date and time, the grades will be automatically processed into the student system, student QPAs will be calculated and grades will be made available to your students in SIO.

*You can go back into S3 Faculty Information and submit grades marked Hold for Later at any time during the grading period, up until the deadline.

Grade Entry for 06100 - 1, Fall 2017

⚠ **Mid-Semester Grades are due by 12 Oct 2017 12:00 AM Pittsburgh EST.**

59 students selected for Grade Entry.

Note: Grades are automatically held (not processed) as they are entered. Held grades will be AUTO-PROCESSED on 12 Oct 2017 12:00 AM Pittsburgh EST.

NAME	USER ID	SECTION	EXPECTED GRAD SEM	GRADE OPTION	GRADE	DEFAULT	STATUS
		A	S21	L	A		Submitted ⓘ
		A	S21	L	A		Submitted ⓘ

Process Grades Now   Hold for Later   Reset All

Process Grades

You have chosen to process grades for 3 students. Are you sure you want to continue?

Yes   No

Hold Grades For Later Processing

If you have entered any grades, all of the entered grades are held for later processing. If not processed later, all held grades will be AUTO-PROCESSED on 12 Oct 2017 12:00 AM Pittsburgh EST.

Confirm   Cancel

Thank you for your support of the Student Services Suite (S3). For additional questions or comments, please contact Kathy Sloan at egrades@andrew.cmu.edu or (412) 268 1949.

Be sure to stay tuned to the S3 Updates webpage for release summaries, user documentation, training sessions, and more.

Follow **@CarnegieMellonS3** on Facebook and Instagram, or @S3CMU on Twitter, for news and updates!