SJSU SAN JOSÉ STATE UNIVERSITY

MySJSU GRADE ROSTER UPLOAD - QUICK GUIDE

INTRODUCTION

Grades that are downloaded from a PC as a .csv (comma delimited) or .txt (tab delimited) file can be imported into the MySJSU grade roster. Mac users must download their file as a Windows Comma Separated (.csv) file. This eliminates the need to re-key the information into MySJSU but requires you as the instructor to upload the file manually. This guide walks you through the process.

STEP 1 – PREPARING THE FILE

The downloaded file must have the following characteristics or you will receive errors and/or not be able to import the data into MySJSU:

- If you are a Mac user, a CSV file type of **Windows Comma Separated (.csv)** should be selected when saving your spreadsheet. Do a "save as" and select **Windows Comma Separated (.csv)** so that the file will upload properly. PC users can select **csv (comma delimited)** or **txt (tab delimited)**.

- Grade files must be saved with a file name of 60 characters or less. If the file name is too long, rename the file before uploading.

- The data in the file cannot contain special characters (commas, periods, apostrophes, etc. Anything other than + or - signs). For example, if the student's name is Da'Costa, it must be listed as DaCosta in the file. For the file to load properly, do not add the apostrophe.

- The file must contain VALID MySJSU grades (no blanks, special characters or number values) and currently enrolled students only. If the data is different than what MySJSU has or can accept, then the file needs to be corrected before importing it into MySJSU or you will receive errors.

- All columns in the file must have a column header. If no column header exists, the first student becomes the header which will produce an error. Import file can have any number of columns in any order, **but the required fields (student ID and grade) must be somewhere in the first twentyone columns.**

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When the file is ready to be uploaded to MySJSU:

1. Log in to **MySJSU**.
2. Select **Faculty Center**.
3. Review and select the current **Term**.
4. Select the **Grade Roster** icon for the class you want to enter grades for.
5. The **Grade Roster** page displays. Verify that the **Approval Status** is set to **Not Approved**.
6. To import the grades from an existing file, select the **Import Grade from File** link.

7. The **Grade Import - Instructions** page displays. Review the required steps, prepare the import file according to the specifications below and be sure that the file name is 60 characters or less.

8. When the file is ready to be imported, select the **Next** button.

9. **Select a file delimiter** from the dropdown. In this example, **Comma** is selected because the file is in a comma delimited format.
   a. Comma
   b. Tab

10. Select the **Get File** button.

11. The **File Attachment** window displays. Select the **Choose File** button to search for your file.

12. After selecting the file, select the **Upload** button.

13. The **Grade Import – Column Mapping** page displays. The information you see under the **Column Description** section is directly taken from your uploaded file. In this example, column #1 is called **ID** but it needs to be mapped to **Student ID** in order for the data to be imported correctly into the MySJSU grade roster. The **Grade** column needs to be mapped to **Grade** because this is the column that represents the assigned grade. To make these changes, select the appropriate value from the dropdown menu for each field.

14. Once these selections are made, select the **Next** button.

15. The **Grade Import** – **Grades** page displays. Review the imported information. If correct, select the **Submit** button to submit the information to the MySJSU grade roster.

16. Note: If a WU grade is in the file, a message will appear. Select OK and enter the WU grade directly in the grade roster**.**

Important Note: If you receive an error, the file must be corrected before importing it into MySJSU. Please review the "IF YOU RECEIVE AN ERROR" section of this guide for more information. Use the **Previous** button to go back to the upload step and re-upload a corrected file.

17. If the file is submitted without errors, a message will appear and the **Submit** button will be grayed out.

18. Select the **Return to Grade Roster** link to return to your MySJSU grade roster.

19. The **MySJSU Grade Roster** displays.
20. Review grades for accuracy. Make changes as needed.
21. Select the **SAVE** button to save the grades.
22. If the grades are ready to be approved, select **Approved** from the **Approval Status** dropdown.

23. Select the **save** button to complete the approval process.

IF YOU RECEIVE AN ERROR

If there is a problem with one or more of the grades or students being uploaded, the problem is flagged and those grades are not uploaded to MySJSU. The errors need to be corrected in the source file and uploaded again. The second upload will not override what has already been uploaded to the grade roster.

Error	Definition / Action
Invalid grade for this student.	The grade noted in the file is not an acceptable grade based upon the grading basis. Correct the grade in the file and re-upload the file.
Student not found in roster.	According to MySJSU, the file includes a student who is no longer enrolled in the class. The file data must match what's in MySJSU. Delete the student from the file and re-upload the file.
Roster already has a grade.	There is already a grade entered in MySJSU for the student. If the grade in MySJSU is correct or a W, remove it from the upload file.
MAP.ORDER_NUM failed	This indicates a problem with the file mapping. Make sure the file is .csv comma delimited or .txt tab delimited if you are using a PC. Mac users may have to save their file as "Windows Comma Separated". If your file does not work, do a "save as" and select the correct file type when saving the file.

NEED HELP?

Contact eCampus by phone (408-924-2337), online at (ecampus@sjsu.edu) or in person at (IRC) 206.

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