

Uploading Grades from an Excel File in myOleMiss

Help & Instructions

September 2014

ExcelFile[1] - Microsoft Excel non-commercial use

Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles

C12

	A	B	C	D	E	F	G	H
1	10314887	A		1				
2	10271077	B		2				
3	10310701	B		5				
4	10235734	A						
5	10308912	F		20				
6	10239005	F		20				
7	10308889	A						
8	10303763	I						
9	10296349	A						
10	10235146	C		2				
11	10236673	C		3				
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

If you wish, place absences in the third column. Absences are optional.

For midterm grades, if you wish, place notes in the fourth column. Notes are only relevant for midterm grades and are optional.

Place student numbers in the first column.

Place grades in the second column.

ExcelFile[1] - Microsoft Excel non-commercial use

View Acrobat

Alignment Number Styles

Conditional Formatting as Table Cell Styles Insert

E F G H

Choose "Save As"

17
18
19
20
21
22
23
24
25
26
27

The image shows the Microsoft Excel interface with the 'Save As' menu open. The menu is titled 'Save a copy of the document' and lists several file formats: Excel Workbook (highlighted), Excel Macro-Enabled Workbook, Excel Binary Workbook, Excel 97-2003 Workbook, Adobe PDF, OpenDocument Spreadsheet, PDF or XPS, and Other Formats. The 'Save As' menu item in the ribbon is highlighted with a yellow box and a text box that says 'Choose "Save As"'. The background shows the Excel ribbon with tabs for 'View' and 'Acrobat', and a grid of cells with columns E, F, G, and H visible.

ExcelFile[1] - Microsoft Excel non-commercial use

Home Insert Page Layout Formulas Data Review View Acrobat

Cut Copy Paste Format Painter Clipboard

Calibri 11 A A Bold Italic Underline Font

Wrap Text Merge & Center Alignment

General Number Conditional Formatting Format as Table Cell Styles

C12 fx

	A	B	C	D	E	F	G	H
1	10314887	A	1					
2	10271077	B	2					
3	10310701	B	5					
4	10235734	A						
5	10308912	F						
6	10239005	F						
7	10308889	A						
8	10303763	I						
9	10296349	A						
10	10235146	C						
11	10236673	C						
12								
13								
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21								
22								
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27								

Save As

Desktop

Organize Views New Folder

Size Type Date modified

Computer Local Disk (C:) Fujitsu Map

File name: grades

Save as type: Text (MS-DOS)

Authors: Kathy Gates Tags: Add a tag

Hide Folders Tools Save Cancel

Save grades as a tab-delimited text file. You may be warned about losing formatting. Click ok.

The "Attendance" option in the drop-down list includes support for **automated attendance tracking** as well as the **Freshman Attendance Based Initiative** (FABI) program.

Course listing generated on 09/16/2014 at 2:47:28 PM. Number of sections found: 26.

MATH 121 COLLEGE ALGEBRA - SECTION 1 (OXFORD CAMPUS)

Number of students enrolled / waitlisted: 3* / 0. ([More Info](#) | [Course Materials](#))

[Submit Midterm Grades](#) or [Upload Midterm Grades from Excel File](#) ([Help](#))

[Submit Final Grades](#) or [Upload Final Grades from Excel File](#) ([Help](#))

[Set Blackboard Options](#)

Class Roll

made in last Days

Choose the appropriate Upload Grades option.

MATH 121 COLLEGE ALGEBRA - SECTION 2 (OXFORD CAMPUS)

Number of students enrolled / waitlisted: 7* / 0. ([More Info](#) | [Course Materials](#))

[Submit Midterm Grades](#) or [Upload Midterm Grades from Excel File](#) ([Help](#))

[Submit Final Grades](#) or [Upload Final Grades from Excel File](#) ([Help](#))

Upload Grades from Excel File

Browse... Upload File Specify a tab-delimited text file with 3 columns: student number, grade, and (optionally) absences.

View [Standard View] Export

Student Number	Student Name	Grade Status	Grade	Grading Scale	Absences	Messages

Browse to your computer and choose the file that you just saved. Select "Upload File."

Spring Semester 2009-2010 Final Jour 102 Section 12

Submit Grades as In Progress or Complete

Save as In Progress Post Grades as Complete

Submit Grades View Help

Grades do not become effective until they are submitted as COMPLETE! No further changes are allowed once grades are submitted as COMPLETE.

Upload Grades from Excel File

Browse... Upload File Specify a tab-delimited text file with 3 columns: student number, grade, and (optionally) absences.

View [Standard View]

Export

Student Number	Student Name	Grade Status	Grade	Grading Scale	Absences	Messages
10314887	Emily Cepicko	In Progress	A	ABC	1	
10271077	Addison Dent	In Progress	B	ABC	2	
10310701	Clara Douglas	In Progress	B	ABC	5	
10235734	Aaron Gibson	In Progress	A	ABC		
10308912	Merrill Lee Grandjean	In Progress	F	ABC	20	
10239005	Caroline Ingram	In Progress	F	ABC	20	
10308889	Danella Lee	In Progress	A	ABC		
10303763	Austin Miller	In Progress	I	ABC		
10296349	Jontarius Mosty	In Progress	A	ABC		
10235146	Abx Robbins	In Progress	C	ABC	2	

A notes column will appear here for midterm grades.

Spring Semester 2009-2010 Final Jour 102 Section 12

Submit Grades as In Progress or Complete

Save as In Progress Post Grades as Complete

Submit Grades View Help

Grades do not become effective until they are submitted as COMPLETE! No further changes are allowed once grades are submitted as COMPLETE.

The system will fill in student name, grade status, and grading scale. Check the results and optionally make any changes to grades or absences. Once you are satisfied, select In Progress or Complete and press "Submit Grades."

Grades upload completed with no errors.

Upload Grades from Excel File

Browse... Upload File Specify a tab-delimited text file with 3 columns: student number, grade, and (optionally) absences.

View [Standard View] Export

Student Number	Student Name	Grade Status	Grade	Grading Scale	Absences	Messages
10314887	Emily Cegielski	Complete.	A	ABC	1	Grade uploaded as Complete.
10271077	Addison Dent	Complete.	B	ABC	2	Grade uploaded as Complete.
10310701	Claire Douglas	Complete.	B	ABC	5	Grade uploaded as Complete.
10235734	Aevan Gibson	Complete.	A	ABC		Grade uploaded as Complete.
10308912	Merrill Lee Girardeau	Complete.	F	ABC	20	Grade uploaded as Complete.
10239005	Caroline Ingram	Complete.	F	ABC	20	Grade uploaded as Complete.
10308889	Danielle Lee	Complete.	A	ABC		Grade uploaded as Complete.
10303763	Austin Miller	In Progress.	I	ABC		Please provide due date and completion requirements for this I grade using the Online I Grade Assignment Form available
10296349	Jontarius Mosby	Complete.	A	ABC		Grade uploaded as Complete.
10235146	Alix Robbins	Complete.	C	ABC	2	Grade uploaded as Complete.

Spring Semester 2009-2010 Final Jour 102 Section 12

Submit Grades as In Progress or Complete

Save as In Progress Post Grades as Complete

Submit Grades View Help

Grades do not become effective until they are submitted as COMP

Pay close attention to any errors that are reported. If you submit an I grade then you will need to provide the due date and completion requirements using the Online I Grade Assignment form available from the View or Submit Grades screens in Class Rolls and Grades.