

## Online Grade Submission Application

### Import Instructions

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The [Online Grade Submission Application](#) provides the opportunity to upload grades to a local database or Stellar's Gradebook.

1. If you would like to import grades from a local file such as an Excel spreadsheet, there are two places to access the import grades function within the application:
  - a. On the Main Menu, click "Manage Imports."
  - b. Go to a subject gradesheet and click the "Import Grades" button at the bottom of the screen.
2. A dialog box will appear asking if you wish to import grades from Stellar's gradebook or a local source. Select the "local source" radio button.
3. On the resulting screen, click the "Browse" button to locate the file on your local machine.
4. Highlight the file, then click the "Import" button.

The source file to upload into this application has to be a comma delimited .csv or .txt file that is formatted with specific columns of data. The required columns are:

- Last Name
- First Name
- Middle Name
- MIT ID
- Subject #
- Section #
- Grade
- Units
- Comment

If you are using Excel, it is crucial that at least one character is entered in each cell in at least one row to assure that commas are placed appropriately.

**HINT:** Including a header row in the file will assure that the file is formatted correctly. This header row will generate an exception upon import, but it will not affect the other data in the file.

In any given row, data is only required in these columns: Last Name, First Name, MIT ID, Subject #, Section # (if gradesheets are generated by section), and Grade. The other cells can be left blank.

**HINT:** One way to assure that the names and MIT ID of students are accurate is to download that data from the class list on [WebSIS](#).

#### NOTES:

- If a gradesheet does not include a Section ID, that column can be left blank.
- If a subject is fixed units (e.g., 12 units), the Units column can be left blank.
- Comments are not required. This column can be used if desired.

Sample Comma Delimited.CSV File for Import:

Sample Import File.csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J
1	Last Name	First Name	Middle	MIT ID	Subject #	Section #	Grade	Units	Comment	
2	Student2	Bill	B	999999999	8.021		A	12		
3	Student3	Bob	Charles	999999999	8.021		F	12	The student did not attend.	
4	Student4	Sally	D	999999999	8.021		B	12		
5	Student5	John	Ernest	999999999	8.021		C+	12		
6	Student6	Stacey	F	999999999	8.021		A	12		
7	Student7	Mary	G	999999999	8.021		B	12		
8	Student8	Marty	H	999999999	8.021		C	12		
9	Student9	Peter		999999999	8.021		A-	12		
10	Student10	Brian		999999999	8.021		A	12		
11	Student11	Dave		999999999	8.021		C-	12		
12	Student12	Renee		999999999	8.021		B	12		
13	Student13	Andrea		999999999	8.021		A	12		
14	Student14	Jeff		999999999	8.021		A	12		
15	Student15	Shirley		999999999	8.021		B	12		
16	Student16	Laurie		999999999	8.021		C+	12		
17	Student17	Bob		999999999	8.021		B	12		
18	Student18	Cathy	Alan	999999999	8.021		B	12		
19	Student19	Matthew	A	999999999	8.021		B	12		
20										
21										

Sample Comma Delimited .TXT File for Import:

Sample Import TXT File.txt - Notepad

```
File Edit Format View Help
Last Name,First Name,Middle,MIT ID,Subject #,Section #,Grade,Units,Comment
Student2,Bill,B,999999999,8.021,,A,,12,
Student3,Bob,Charles,999999999,8.021,,F,,12,The student did not attend.
Student4,Sally,D,999999999,8.021,,B,,12,
Student5,John,Ernest,999999999,8.021,,C+,,12,
Student6,Stacey,F,999999999,8.021,,A,,12,
Student7,Mary,G,999999999,8.021,,B,,12,
Student8,Marty,H,999999999,8.021,,C,,12,
Student9,Peter,,999999999,8.021,,A-,,12,
Student10,Brian,,999999999,8.021,,A,,12,
Student11,Dave,,999999999,8.021,,C-,,12,
Student12,Renee,,999999999,8.021,,B,,12,
Student13,Andrea,,999999999,8.021,,A,,12,
Student14,Jeff,,999999999,8.021,,A,,12,
Student15,shirley,,999999999,8.021,,B,,12,
Student16,Laurie,,999999999,8.021,,C+,,12,
Student17,Bob,,999999999,8.021,,B,,12,
Student18,Cathy,Alan,999999999,8.021,,B,,12,
Student19,Matthew,A,999999999,8.021,,B,,12,
```

Notice that there are two commas for an empty cell of data

When the file is selected and imported, the system checks each MIT ID and LastName, FirstName combination in the spreadsheet and finds an applicable match on the gradesheet. If a match is found, then the grade for that student is entered. If an MIT number + LastName, FirstName combination does not exist on the gradesheet, or if

the grade on the spreadsheet is invalid for that student in that subject, an error will be generated. Users will have the option of accessing an error report.

### **Stellar's Gradebook**

There are two places to access the import grades function within the application:

- On the Main Menu, click "Manage Imports."
- Go to a subject gradesheet and click the "Import Grades" button at the bottom of the screen. Select the gradebook radio button. Make sure the correct subject is selected in the dropdown menu and then click "import."

### **NEXT STEPS**

If errors occur during import, the user has two options:

- Changes can be made in the local source file and the file can be imported again.
- Unsuccessful grades can be entered directly onto the gradesheet.

Please note that this import functionality is intended to populate data onto a gradesheet. The grades are not transferred to the student's record unless and until the "Save & Submit" button is selected on the gradesheet. Thus, after grades have been imported, users are required to return to the gradesheet and make any modifications they desire before saving and/or submitting.

## Special Reports

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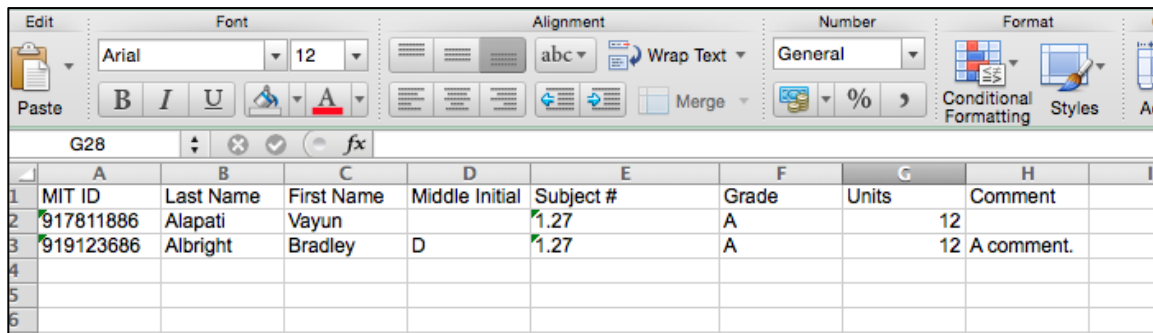
The Advanced Standing Exam, General Exam, and Graduate Language Exam options include the ability to import results from a comma separated (.csv or .txt) file. To import a file, create a special report and click the "Import" button. On the resulting screen, click the "Browse" button to locate the file on your local machine. Highlight the file, then click the "Import" button.

The source file to upload into this application has to be a comma delimited .csv or .txt file that is formatted with specific columns of data. The required columns are:

*Advanced Standing Exam:*

- MIT ID
- Last Name
- First Name
- Middle Initial
- Subject #
- Grade
- Units
- Comment

**REMINDER:** Advanced Standing Exam results for incoming first-year students in the fall should be uploaded to the online [first-year advising folder](#) instead of here.



	A	B	C	D	E	F	G	H	I
1	MIT ID	Last Name	First Name	Middle Initial	Subject #	Grade	Units	Comment	
2	917811886	Alapati	Vayun		1.27	A	12		
3	919123686	Albright	Bradley	D	1.27	A	12	A comment.	
4									
5									
6									

*General Exam:*

- MIT ID
- Last Name
- First Name
- Middle Initial
- Date of Completion (mm/dd/yyyy)

	A	B	C	D	E	F
1	MIT ID	Last Name	First Name	Middle Initial	Date of Completion	
2	999999999	Student1	Sara		9/24/18	
3	999999999	Student2	Vito	A	9/24/18	
4						
5						

*Graduate Language Exam:*

- MIT ID
- Last Name
- First Name
- Middle Initial
- Date of Completion (mm/dd/yyyy)
- Language Code\*

	A	B	C	D	E	F	G	H
1	MIT ID	Last Name	First Name	Middle Initial	Date of Completion	Language Code		
2	999999999	Student1	Neil		9/24/18	CHIN		
3	999999999	Student2	Keira	M	9/24/18	FREN		
4								

If you are using Excel, it is crucial that at least one character is entered in each cell in at least one row to assure that commas are placed appropriately.

**HINT:** Including a header row in the file will assure that the file is formatted correctly. This header row will generate an exception upon import, but it will not affect the other data in the file.

**NOTE:** Although columns are required for Middle Initial and Comments, the data can be left blank. Likewise, in the Advanced Standing Exam special report, Units can be left blank for fixed-unit subjects. All other fields are required.

\*The following language codes can be used in an import file for the Graduate Language Exam Special Report:

ARAB	Arabic
BOSN	Bosnian
CHIN	Chinese
DUCH	Dutch
ENGL	English
FREN	French
GERM	German
GREK	Greek
HEBR	Hebrew
HIND	Hindu
INDO	Indonesian
ITAL	Italian
JAPN	Japanese
LISP	LISP
NAHU	Nahuatl
PERS	Persian
POLI	Polish
PORT	Portuguese
ROMN	Romanian
RUSS	Russian
SPAN	Spanish
SWED	Swedish
TURK	Turkish
URDU	Urdu

If a new language code is needed, please contact the Registrar's Office at [records@mit.edu](mailto:records@mit.edu).