



# Online Grade Submission Application Import Instructions

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## Gradesheet

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

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. Choose 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, a local source, or Canvas. Select the **local source** radio button.
3. On the resulting screen, click **Browse** to locate the file on your local machine.
4. Select the file, then click **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 (e.g. L01), 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:

	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	999999901	8.021		A	12		
3	Student3	Bob	Charles	999999902	8.021		F	12	The student did not attend.	
4	Student4	Sally	D	999999903	8.021		B	12		
5	Student5	John	Ernest	999999904	8.021		C+	12		

### Sample Comma Delimited .TXT File for Import:

```
Last Name,First Name,Middle,MIT ID,Subject #,Section #,Grade,Units,Comment
Student2,Bill,B,999999901,8.021,,A,12,
Student3,Bob,Charles,999999902,8.021,,F,12,The student did not attend.
Student4,Sally,D,999999903,8.021,,B,12,
Student5,John,Ernest,999999904,8.021,,C+,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 Last Name, First Name 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 + Last Name, First Name 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 or Canvas

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 **Import Grades** at the bottom of the screen. Select the gradebook or Canvas radio button. Make sure the correct subject is selected in the dropdown menu and then click **Import**.

### NEXT STEPS

If errors occur during import, you have two options:

- Changes can be made in the local source file and the file can be imported again.
- Unsuccessful grade imports can be entered manually 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 you click **Save & Submit**. Because of this, after grades have been imported, you will need to return to the gradesheet, make any desired modifications, and then save or submit.

## 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 **Browse** to locate the file, select the file, then click **Import**.

The source file to upload to this application must be a comma delimited .csv or .txt file 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 OGS.

	A	B	C	D	E	F	G	H
1	MIT ID	Last Name	First Name	Middle Initial	Subject #	Grade	Units	Comment
2	999999942	Smith	Joe	B.	1.27	A	12	
3	999999923	Lee	Jin		1.27	A	12	A comment.

### 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	999999942	Smith	Joe	B.	9/24/23	
3	999999923	Lee	Jin		10/2/23	

## Graduate Language Exam

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

1	MIT ID	Last Name	First Name	Middle Initial	Date of C	Language Code
2	999999942	Smith	Joe	B.	9/24/23	CHIN
3	999999923	Lee	Jin		10/2/23	FREN

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

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