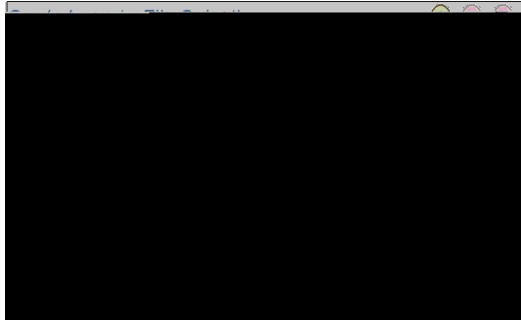
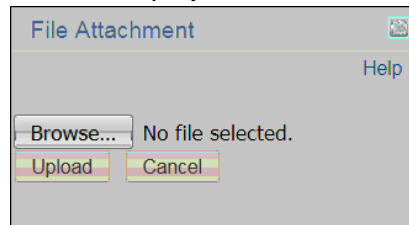

STEP 2 - IMPORTING THE GRADES INTO THE MySJSU GRADE ROSTER

When the file is ready to be uploaded to MySJSU:

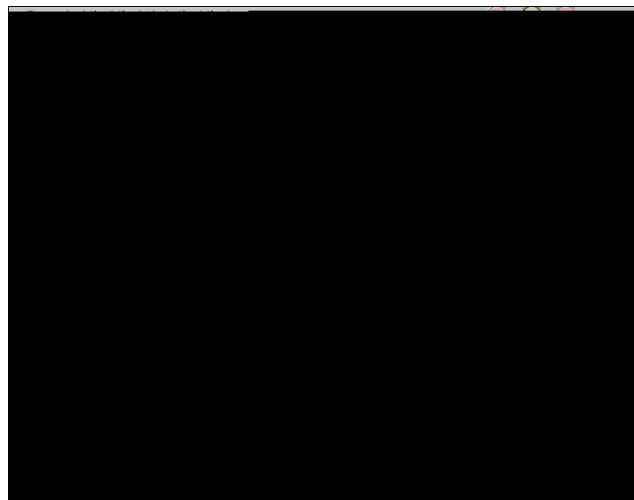
9. **Select a file delimiter** from the dropdown. In this example, **Comma** is selected because the file is in a comma delimited format.
 - a. Comma
 - b. Tab



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

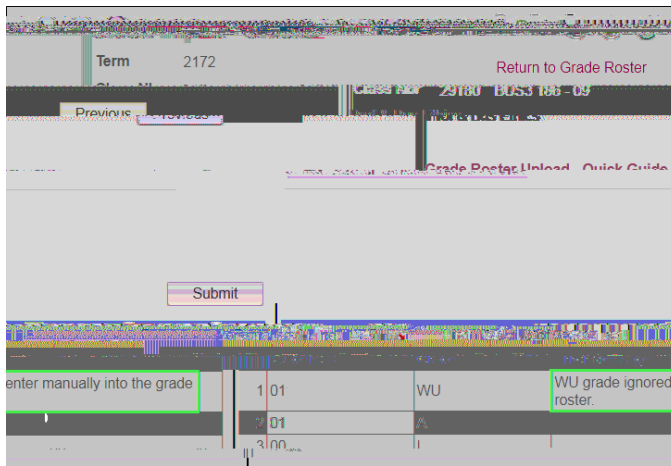


12. After selecting the file, select the **Upload** button.
13. The **Grade Import – Column Mapping** page displays. The information you see under the **Column Description** section is directly taken from your uploaded file. In this example, column #1 is called **ID** but it needs to be mapped to **Student 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.

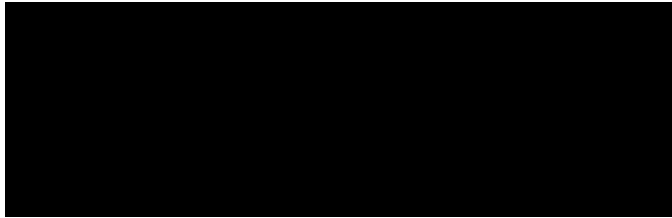


14. Once these selections are made, select the **Next** button.

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.

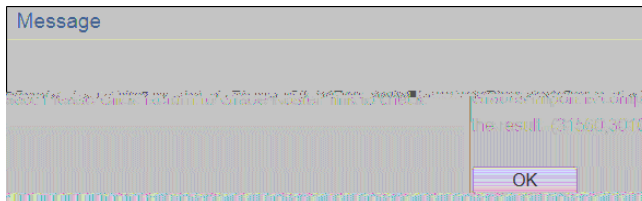


16. Note: If a WU grade is in the file, a message will appear. Select OK and enter the WU grade directly in the grade roster.



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 **MyJSU 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.

	<hr/> <hr/> <hr/>
