

SOLAR 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 SOLAR 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 SOLAR but requires you as the instructor to upload the file manually. This guide walks you through the process.

Important Note: If the class in question is a supervision class, only approvers for the supervision class will be able to use this feature.

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 SOLAR:

- 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 in the file without the apostrophe for the file to load properly.
- The file must contain VALID SOLAR grades (no blanks, special characters or number values) and currently enrolled students only. If the data is different than what SOLAR has or can accept, then the file needs to be corrected before importing it into SOLAR 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 twenty-one columns
- A letter grade for a CR/NC class will be converted to the appropriate CR/NC grade.
- WU grades cannot be uploaded. They must be entered manually in the grade roster. Upon SAVE, you will be asked to enter the Last Date of Attendance.

STEP 2 - IMPORTING THE GRADES INTO THE SOLAR GRADE ROSTER

When the file is ready to be uploaded to SOLAR:

1. Log in to the **myNorthridge** portal.
2. From the **Student Administration** pagelet, select **Faculty Center**.
3. Select the **Grade Roster** icon for the class you want to enter grades for.
4. The **Grade Roster** page displays. Verify that the **Approval Status** is set to **Not Approved**.
5. To import the grades from an existing file, select the **Import Grade from File** link.

Grade Roster

Fall Semester 2016 | Regular Academic Session | CSU Northridge | Undergraduate

▼ **A M 410 - 02 (16081)** [change class](#)

VIBRATION ANALYSIS (3) (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	Jacaranda 1609		08/29/2016 - 12/11/2016

Display Options: *Grade Roster *Approval Status [save](#)

Display Unassigned Roster Grade Only [Import Grades from File](#)

Student Grade	ID	Last Name	First Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1 105					Undergraduate	Graded
<input type="checkbox"/>	2 106					Undergraduate	Graded

6. 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.

Grade Import - Instructions 1 2 3

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Class Nbr 10012 MUS 105 - 01

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[Grade Roster Upload - Quick Guide](#)

Preparing the Import File

The File

- Must be tab delimited (.txt) or comma delimited (.csv)
- Must have a filename of 60 characters or less
- Must contain column headings for every column in the file
- Must not contain special characters with the exception of plus and minus for grades
- Must contain at least the following:
 - Student ID (no spaces or dashes)
 - Grade value (only valid grades allowed, plus and minus are accepted)

A letter grade for a CR/NC class will be converted to the appropriate CR/NC grade

Only currently enrolled students may be uploaded, do not include any dropped students in the import file

Documentation

Refer to the [Grade Roster Upload - Quick Guide](#) for additional information or contact the Faculty Technology Center for assistance.

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7. When the file is ready to be imported, select the **Next** button.
8. **Select a file delimiter** from the dropdown. In this example, we are using **Comma** because our file is in a comma delimited format.
 - a. Comma
 - b. Tab

Grade Import - File Selection

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Class Nbr 15454 ELPS 601HE - 01

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Step 1: Select a file delimiter Comma ←

Step 2: Select the file to load Get File

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

File Attachment

Help

Choose File No file chosen

Upload Cancel

11. After selecting the file, select the **Upload** button.
12. The **Grade Import – Column Mapping** page displays. The information you see in the **Column Description** section is directly taken from the file itself. In this example, column #3 is called **ID NUMBER** but it needs to be changed to **Student ID** in order for the data to be imported correctly into the SOLAR grade roster. The **COURSE TITLE (REAL)** column needs to be changed to **Grade** because this is the column that represents the grade given. To make these changes, select the appropriate value from the dropdown menu for each field.

Grade Import - Column Mapping

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The column headings from your uploaded file display under Column Description. Find the column heading that contains your grade information and map it to GRADE by selecting Grade from the dropdown menu. Find the column heading that contains student ID number from your file and map it to STUDENT ID by selecting Student ID from the dropdown menu. These are the only two rows that need to be mapped.

Column Description	Column Mapping
1 ID	Student ID
2 LAST NAME	
3 FIRST NAME	
4 GRADE	Grade
5 ACADEMIC CAREER	
6 GRADING BASIS	

- Once these selections are made, select the **Next** button.
- The **Grade Import – Grades** page displays. Review the imported information. If correct, select the **Submit** button to submit the information to the SOLAR grade roster.

Grade Import - Grades

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Submit

Student ID	Grade	Error Message
1 105	A	
2 103	B	
3 106	C	
4 104	D	
5 104	F	
6 104	F	
7 106	F	
8 103	F	
9 104	I	
10 105	WU	

Important Note: If you receive an error, the file must be corrected before importing it into SOLAR. 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.

- If the file is submitted without errors, the **Submit** button will be grayed out. Select the **Return to Grade Roster** link to return to your SOLAR grade roster.

Grade Import - Grades

1 2 3

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Return to Grade Roster

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Submit

16. The **SOLAR Grade Roster** displays.
17. Review grades for accuracy. Make changes as needed.
18. Select the **SAVE** button to save the grades.
19. If you are an approver and the grades are ready to be approved, select **Approved** from the **Approval Status** dropdown.

Grade Roster Action:

*Approval Status

Not Reviewed

Approved

Not Reviewed

save

20. 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 SOLAR. 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.

Errors you might receive:

15	104			Invalid grade for this student.
16	104		C	Student not found in roster.
17	108		F	Student not found in roster.
18	109		F	Student not found in roster.
30	103			Roster already has a grade

Error	Definition / Action
Invalid grade for this student.	The grade noted in the file is not a grade that is used in SOLAR. Correct the grade in the file manually and re-upload the file.
Student not found in roster.	According to SOLAR, the file includes a student who is no longer enrolled in the class. The file data must match what's in SOLAR. Delete the student from the file and re-upload the file.
Roster already has a grade.	There is already a grade entered in SOLAR for the student and it's different from the grade noted in the file you are uploading. Correct the file and re-upload or correct the grade in SOLAR so the two match.
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. <u>Mac users may have to save their file as "Windows Comma Separated"</u> . If your file does not work, do a "save as" and select the correct file type when saving the file.
WU grades cannot be uploaded using the grade roster upload feature...	WU grades cannot be uploaded. Enter the grade manually in the grade roster. Upon SAVE, you will be asked to enter the Last Date of Attendance.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<https://csun.topdesk.net/>) or in person in (University Library, First Floor, Learning Commons).