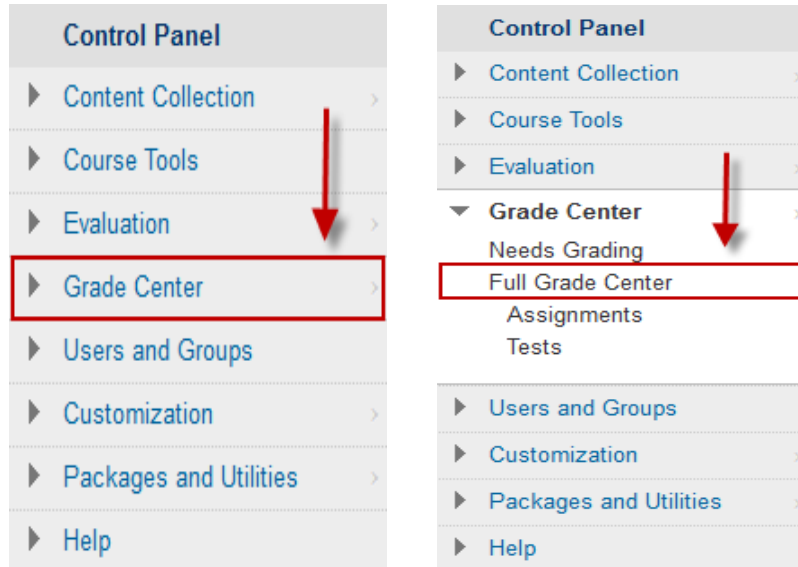


Before using GradeSync to submit grades, please follow the steps in this guide to ensure that the Grade Center is properly configured to send grades accurately. This guide will cover how to upload grade values from Excel using a manual Grade Center column.

1. Login to [eCampus](#) and navigate to the **course** that needs to be prepared for GradeSync.
2. Click **Grade Center** located in the Control Panel, then click **Full Grade Center**.



3. To ensure that the column GradeSync uses to pull grades, it is recommended to create a new column at the time an instructor needs to submit Midterm Grades or Final Grades. Most instructors will only need to make two columns, one for Midterms Grades, (*at the midterm time of the course*), and one for Final Grades (*when ready to submit final grades at the end of the course*).

Click the **Create Column** button.

Grade Center : Full Grade Center ⌵

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key. [More Help](#)

Create Column | Create Calculated Column ⌵ | Manage ⌵ | Reports ⌵

Grade Information Bar

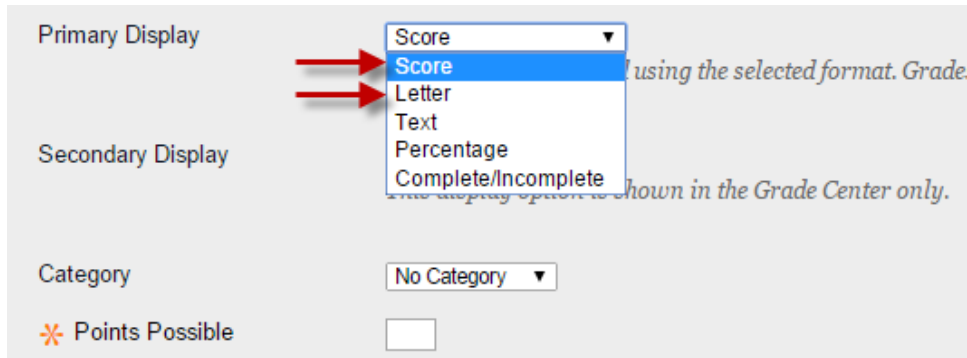
Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Quiz 1
Student	Test	test.student		July 30, 2015	Available	--	420.00	80.00
Student2	Test	test.student2			Available	--	403.00	60.00
Student3	Test	test.student3			Available	--	390.00	100.00
Student4	Test	test.student4			Available	--	276.00	50.00
Student5	Test	test.student5			Available	--	295.00	40.00

4. Enter a **Column Name**. (This could be “Midterm Grade” or “Final Grade”.)

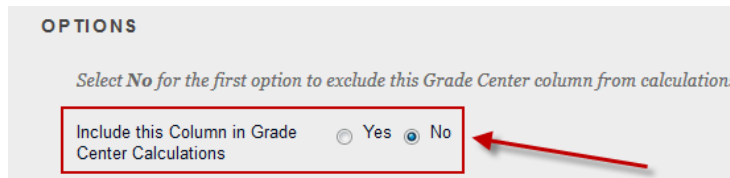


5. Scroll down to the Primary Display option. This is a critical step to ensure grades are accurate once uploaded.

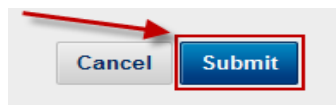
- If the Excel column that will be uploaded is in a point value format, keep the **Primary Display** as the default “**Score**” option. If the score option is used, please type the **total amount of points** the Midterm or Final Grade column is worth, in the **Points Possible** box.
- If the Excel column that will be uploaded is already in a letter grade format, please change the **Primary Display** to the “**Letter**” option. If the Letter option is used, please type “**100**” in the **Points Possible** box.
- Please leave the **Secondary Display** option set to “**None**”. **Enabling the Secondary Display will prevent the grades from populating into GradeSync.**



6. Scroll down to the **Options** area and select “No” for Include this Column in Grade Center Calculations.



7. Click **Submit** to save the new column.



8. Set the newly created column as the **External Grade** column. *For more information on this, please see [Setting the External Grade Column](#).* After submitting grades through GradeSync, it is **highly recommended** to set the External Grade column back to the default “Total” column, as this is what students will see on the “Report Card” modules in eCampus.

9. Any instructors who utilize a different **grading scale** other than the default 10 point Letter Grade scale, will need to follow the steps [here](#) to edit the Letter Grade schema in the course. The default Letter Grade schema is based on the values below:

Grades Scored Between	Will Equal
97 % and 100 %	A+
94 % and Less Than 97%	A
90 % and Less Than 94%	A-
87 % and Less Than 90%	B+
84 % and Less Than 87%	B
80 % and Less Than 84%	B-
77 % and Less Than 80%	C+
74 % and Less Than 77%	C
70 % and Less Than 74%	C-
67 % and Less Than 70%	D+
64 % and Less Than 67%	D
60 % and Less Than 64%	D-
0 % and Less Than 60%	F

10. On the Full Grade Center screen, click **Work Offline**, then click **Download**.

Grade Center : Full Grade Center ▾

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

▾
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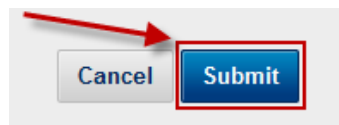
 ▾

▾
 Sort Columns By:

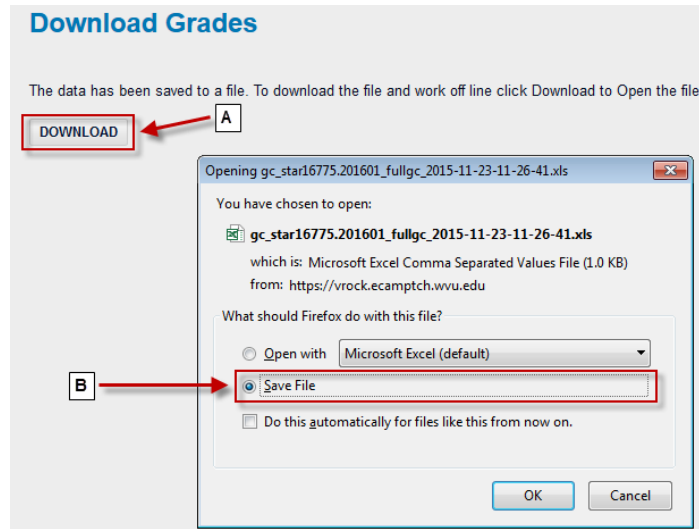
Grade Information Bar Last Saved: November 23, 2015 10:19 AM

<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total
<input type="checkbox"/>	Student	Test	test.student		July 30, 2015	Available	--	420.00
<input type="checkbox"/>	Student2	Test	test.student2			Available	--	403.00
<input type="checkbox"/>	Student3	Test	test.student3			Available	--	390.00
<input type="checkbox"/>	Student4	Test	test.student4			Available	--	276.00
<input type="checkbox"/>	Student5	Test	test.student5			Available	--	295.00

11. Keep the **default selections** on the Download Grades screen, then click **Submit**.



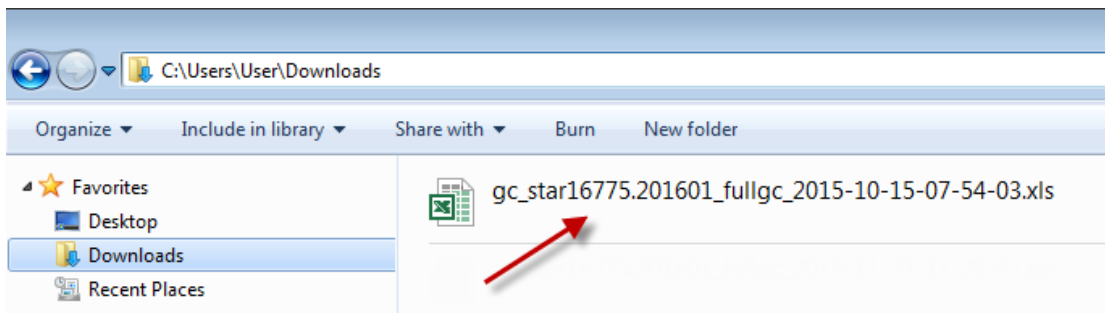
12. Click the **Download** button. Depending on the browser, the Grade Center spreadsheet may automatically download. If asked to **Open** or **Save** the file, please choose the “**Save**” option.



- 13.
- On your computer, open the Excel **spreadsheet** that contains your already calculated student grades.
Select and copy the **letter** or **score values** from your Excel spreadsheet. (*“Ctrl” key + “C” key for Windows and “Command” key + “C” key for Macs.*)

	A	B	C	D	E
1	Last Name	First Name	Username	Midterm Grades	
2	Student	Test	test.student1	C	
3	Student2	Test	test.student2	B	
4	Student3	Test	test.student3	A	
5	Student4	Test	test.student4	D	
6	Student5	Test	test.student5	B	
7					

- On your computer, locate and open the **Grade Center spreadsheet** that was just downloaded in Step 12. (*The file name will start with “gc_star”.*)

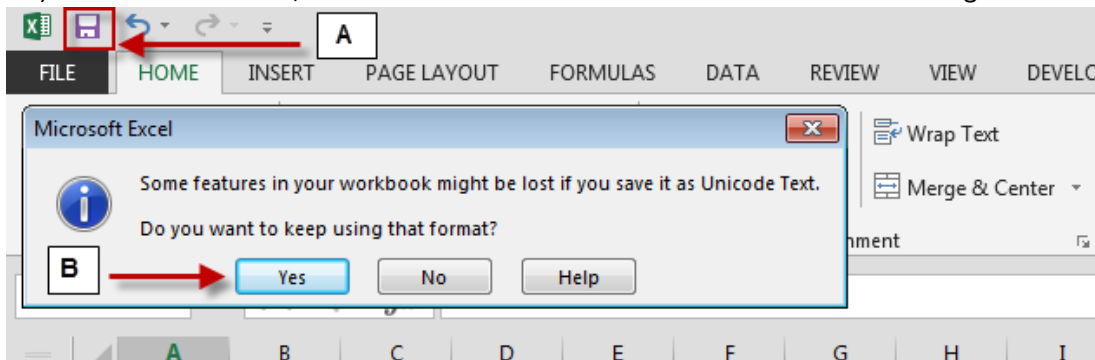


- c) In the Grade Center spreadsheet, select the **appropriate cells** located in the newly created column, and paste the **letter** or **score values** into the column's cells. ("Ctrl" key + "V" key for Windows and "Command" key + "V" key for Macs.)

Note: When pasting the values into the new column, you will notice the downloaded Grade Center spreadsheet will have the students organized by Last Name in ascending alphabetical order. Please make sure the Excel spreadsheet where the values were copied from is organized in the same order as the Grade Center spreadsheet. Having these out of order will cause all the grades to be incorrect.

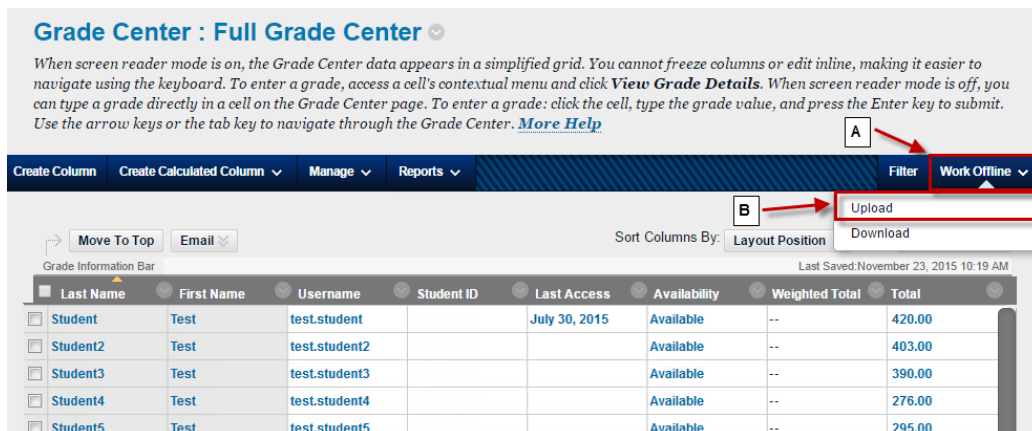
Last Name	B	C	D	E	F	G	H	I	J	K
1	Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Quiz 1	MidTerm [Total Pts: 100] 572772
2	Student	Test	test.student1	700000000		Yes		420	420	
3	Student2	Test	test.student2	700000000		Yes		403	403	
4	Student3	Test	test.student3	700000000		Yes		390	390	
5	Student4	Test	test.student4	700000000		Yes		276	276	
6	Student5	Test	test.student5	700000000		Yes		295	295	
7										

- d) Click the **Save** icon, then click the **Yes** button when asked to continue saving.

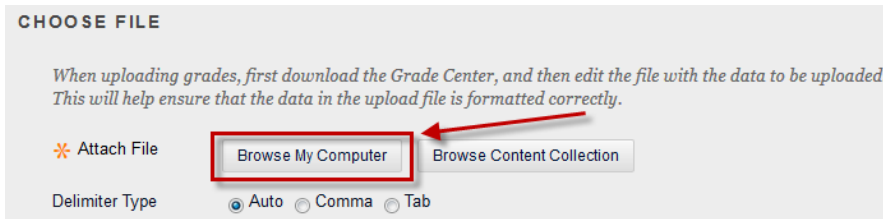


14. On the browser in which eCampus is open, click the **Full Grade Center** button from Step 2 to return to the Full Grade Center screen.

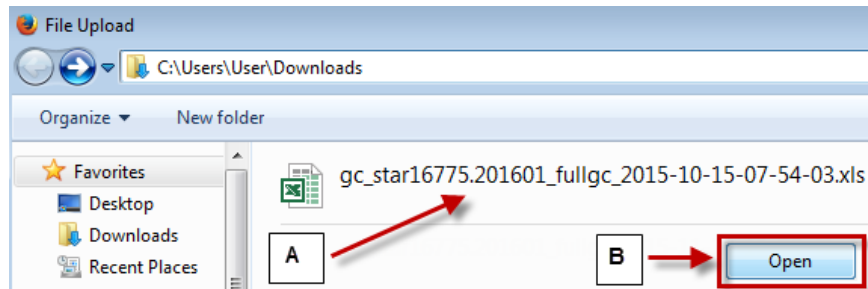
15. On the Full Grade Center screen, click **Work Offline**, then click **Upload**.



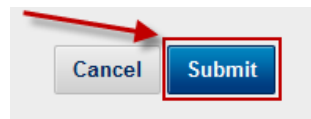
16. On the Choose File screen, click **Browse My Computer**.



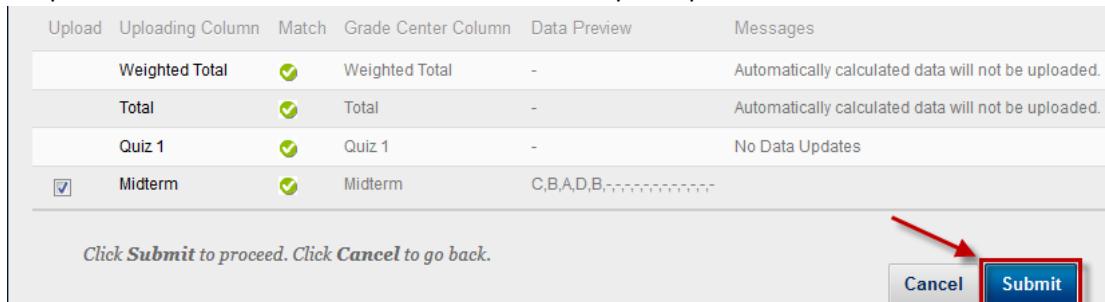
17. Locate and click the **Grade Center spreadsheet**, and then click **open**.



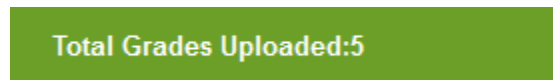
18. Click **Submit**.



19. The Upload Grades Confirmation screen will appear asking you to confirm the values being uploaded. Click the **Submit** button to finish the upload process.



20. The Full Grade Center screen will now appear with the newly uploaded values. A **banner** at the top of the page will appear with the total amount of grades uploaded.



21. The Grade Center should now be ready to submit grades through GradeSync, using the uploaded data from your manual column. Please click [here](#) to return to the GradeSync Instructor Guide.