UCONN
CENTER FOR EXCELLENCE
IN TEACHING & LEARNING

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HuskyCT User Guide: Importing Grades to Student Admin System (PeopleSoft)

1. Select "Letter Grade" as your Primary Display

Go to the Full Grade Center, click on the dropdown at the top of your final grade column and select "**Edit Column Information**."
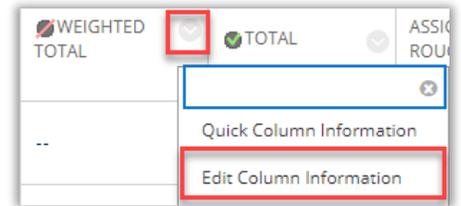
Next to "**Primary Display**," select "**Letter**" and then click "**Submit**."
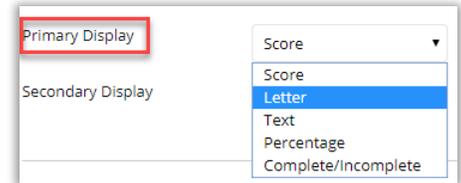
2. Download Grades

In the Full Grade Center, click on **"Work Offline"** at the upper right, and then on **"Download."**
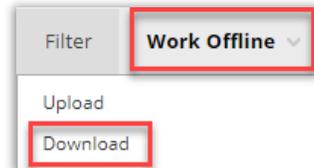
Change the setting under "Data" to "**Selected Column,**" choose the column in the Grade Center that contains final letter grades and select "**Comma**" as the delimiter type, and select "**My Computer**" as the Location.
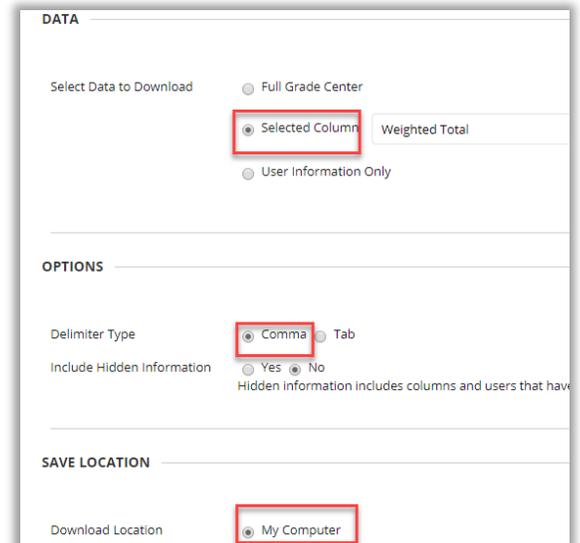
Use Excel to open the .CSV file downloaded from HuskyCT. Remove all columns except for Username and the column with the course grades.

	A	B
1	Username	Course Grade
2	abc00001	A
3	bac00001	A
4	cba00001	A

Add two new columns to the left of the column that contains the NetIDs.

A	B	C	D
		Username	Course Grade
		abc00001	A
		bac00001	A
		cba00001	A

Enter the term code (e.g., 1148 for Fall 2014) in just Row 2 of Column A as shown here.

A	B	C	D
Term	Class Number	Username	Course Grade
		abc00001	A
		bac00001	A
		cba00001	A

Name the first column "Term" and the second column "Class Number". The order of the data columns is a requirement. The header names can vary.

A	B	C	D
Term	Class Number	Username	Course Grade
1148	3695	abc00001	A
		bac00001	A
		cba00001	A

Enter the class number for your course section in just Row 2 of Column B.

Term	Class Number	Username	Course Grade
1148		abc00001	A
		bac00001	A
		cba00001	A

NOTE: When saving the edited file, it must remain a CSV file. Excel may ask you to confirm that you wish to keep the file in CSV format. Click Yes.

Microsoft Excel

exported_grades6.csv may contain features that are not compatible with CSV (Comma delimited).

• To keep this format, which leaves out any incompatible features, click Yes.
• To preserve the features, click No. Then save a copy in the latest Excel format.
• To see what might be lost, click Help.

[Yes]   [No]   [Help]

3. Import Grades to PeopleSoft

1. Go to https://studentadmin.uconn.edu/

2. Click on **Self Service** and then on **Faculty Center.**

Click on the icon to access the grade roster.

Permission Number			Class	Class Title	Enrolled
📋	👥	📄	ENGL 1010-008 (1877)	Seminar in Academic Writing (Seminar)	22

Click on "**Upload Grades.**"

Grade Roster Action:

*Approval Status   Approved ▼

Request Grade Change   [upload grades]

Click on the **Browse** button and select the file needed to upload. After the file appears in the text box next to browse, click the upload button.

```
Desktop\Fall08_ENGL1000sec2_finalGrades.csv    [ Browse... ]
[ Upload ]  [ Cancel ]
```
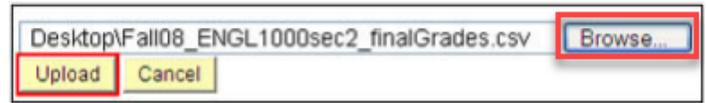
NOTE: Once the grades have been uploaded you will need to complete the usual review, save, and approve process. Please contact the Office of the Registrar (860-486-3331; registrar@uconn.edu) for questions regarding the recording of grades.

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.