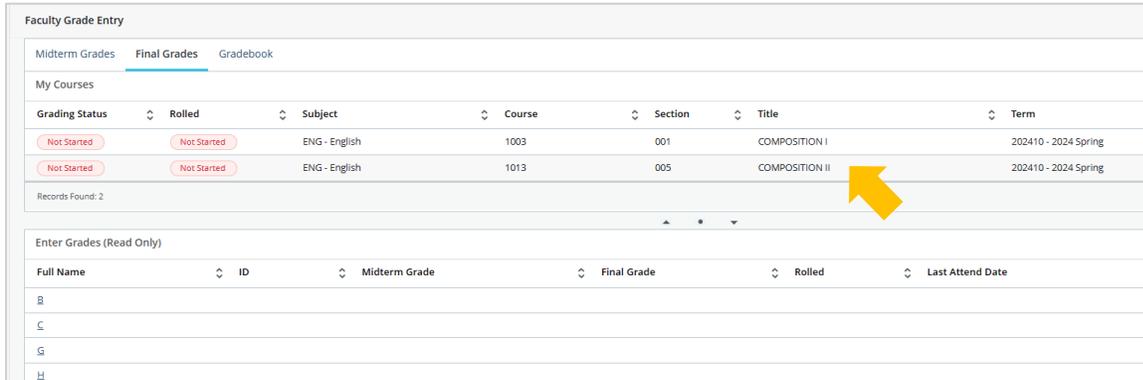


FACULTY GRADE ENTRY – IMPORT EXCEL FILE

1. Login to Self Service via my.AState
2. Go to “Faculty Grade Entry” on the Self Service home page
3. Open the **Final Grades** (or **Midterm Grades**) tab and select the relevant class section



4. Once the grades roster has loaded, open the **Tools** menu (gear icon) and select “Export Template”



5. Select a file type and “Export”



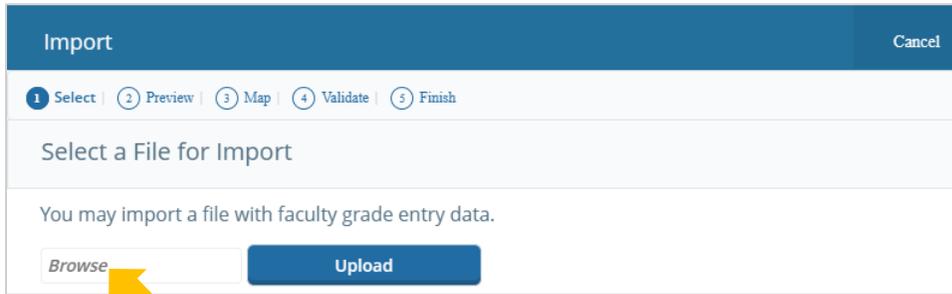
6. Open the template in Excel, add grades to the **Final Grade** (or **Midterm Grade**) column, and Save

	A	B	C	D	E	F	G	H	I
1	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended
2	202410	14117	B		No	No	English	A	
3	202410	14117	C		No	No	English	B	
4	202410	14117	G		No	No	English	A	
5	202410	14117	H		No	No	English	C	
6	202410	14117	S		No	No	English	B	
7	202410	14117	Sh		No	No	English	B	
8	202410	14117	W		No	No	English	F	
9	202410	14117	Y		No	No	English	A	

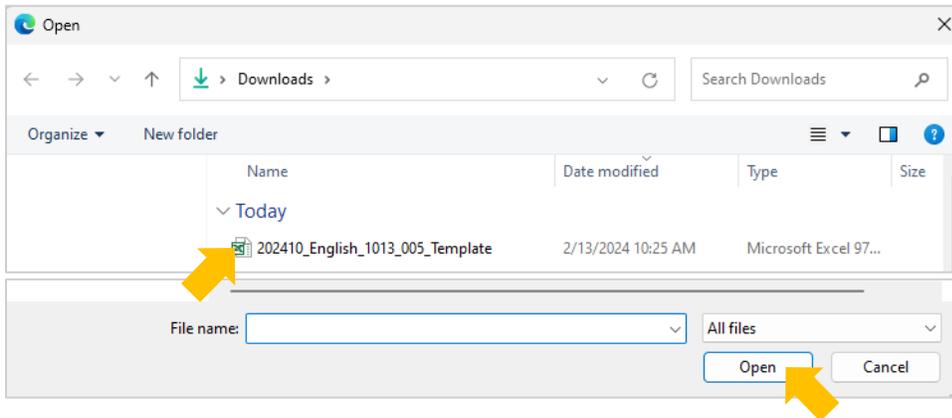
7. Back in Self Service, open the **Tools** menu (gear icon) and select “Import”



8. Select **“Browse”**



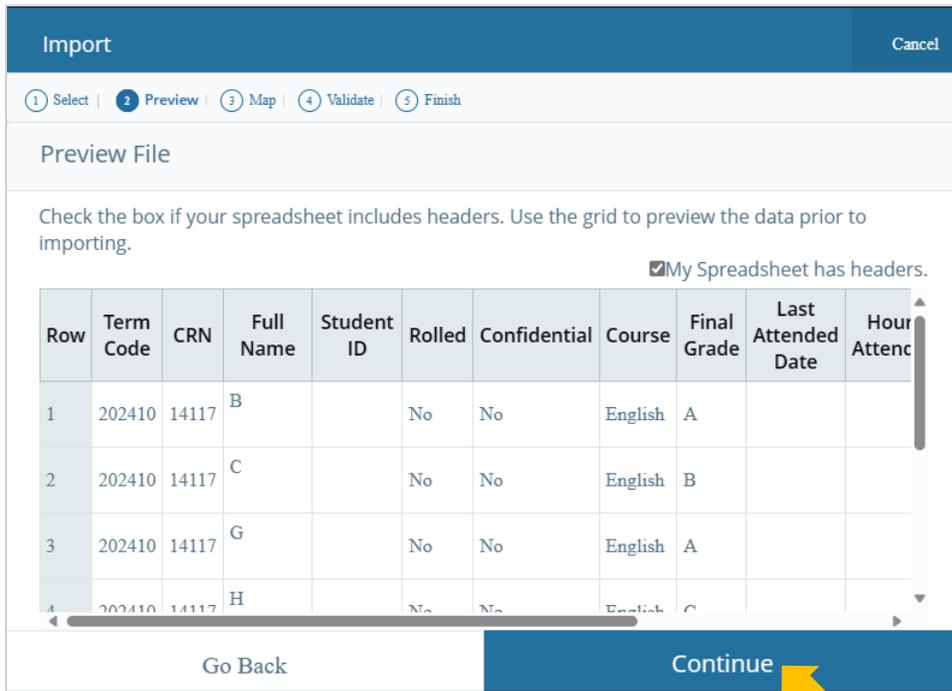
9. Select the template file with your saved grade entries and select **“Open”**



10. Select **“Continue”**



11. Preview the data and select **“Continue”**



12. Map the data to the columns and select **“Continue”**

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

✓ Term Code*
✓ CRN*
✓ Student ID*
✓ Final Grade

✓ Last Attended Date
✓ Hours Attended
✓ Incomplete Final Grade
✓ Extension Date

Map
Term Code*
CRN*
Other
Student ID*
Other
Other
Other

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Other
1	202410	14117	B		No	No	En
2	202410	14117	C		No	No	En
3	202410	14117	G		No	No	En

Go Back
Continue

Note: Data automatically maps when you use the exported template

13. Validate the data and select **“Continue”**

Import
Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 8 records will be imported:
 0 records containing errors will not be imported.
 0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Full Name	Student ID	Rolled	Confidential	Course	Final Grade	Last Attended Date	Hour Attenc
1	202410	14117	B		No	No	English	A		
2	202410	14117	C		No	No	English	B		
3	202410	14117	G		No	No	English	A		
4	202410	14117	H		No	No	English	C		

Go Back
Continue

14. Select “Finish”

The screenshot shows the 'Import' wizard completion screen. At the top, there is a blue header with the word 'Import' on the left and 'Cancel' on the right. Below the header, a progress bar shows five steps: 1. Select, 2. Preview, 3. Map, 4. Validate, and 5. Finish. The 'Finish' step is currently selected and highlighted. The main content area has a light blue background and contains the text: 'Import Complete', 'The import wizard is complete.', '8 Records without error have been imported and saved to the database.', and 'Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.' At the bottom of the screen, there is a dark blue bar with the word 'Finish' in white text, which is pointed to by a yellow arrow.

15. You'll be able to view the imported grades on the roster.

The screenshot shows the 'Faculty Grade Entry' interface. At the top, there are three tabs: 'Midterm Grades', 'Final Grades', and 'Gradebook'. The 'Final Grades' tab is selected. Below the tabs, there is a section titled 'My Courses' with a table of course information. The table has columns for 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', 'Title', and 'Term'. There are two rows of data. The first row has 'Not Started' for both 'Grading Status' and 'Rolled', 'ENG - English' for 'Subject', '1003' for 'Course', '001' for 'Section', 'COMPOSITION I' for 'Title', and '202410 - 2024 Spring' for 'Term'. The second row has 'Completed' for 'Grading Status', 'Not Started' for 'Rolled', 'ENG - English' for 'Subject', '1013' for 'Course', '005' for 'Section', 'COMPOSITION II' for 'Title', and '202410 - 2024 Spring' for 'Term'. Below the 'My Courses' table, there is a section titled 'Enter Grades (Read Only)' with a table of grade entry information. The table has columns for 'Full Name', 'ID', 'Midterm Grade', 'Final Grade', 'Rolled', and 'Last Attend Date'. There are four rows of data. The first row has 'B' for 'Full Name', 'A' for 'Final Grade'. The second row has 'C' for 'Full Name', 'B' for 'Final Grade'. The third row has 'G' for 'Full Name', 'A' for 'Final Grade'. The fourth row has 'H' for 'Full Name', 'C' for 'Final Grade'. A yellow circle highlights the 'Final Grade' column in the 'Enter Grades (Read Only)' table.

You can make changes to entered grades following the steps above until the grades are rolled into academic history. Rolled grades are viewable to the student and available on the student's transcript.

****If changes are needed after grades roll, a grade change form is required.****