

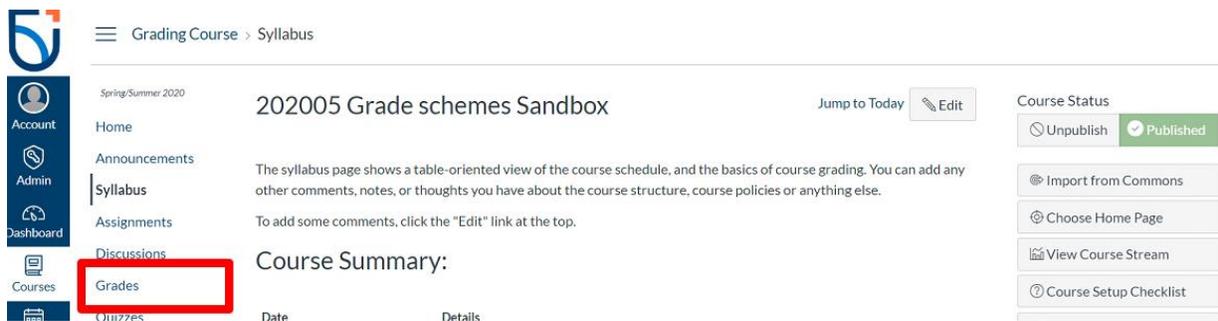
Grade Upload Process – MyOntarioTech

This document outlines the steps for uploading final course grades to MyOntarioTech using a spreadsheet. Steps for exporting the grade spreadsheet from Canvas to Excel, an optional process, are also included. Instructors are advised to verify that all grades are correct before uploading grades to MyOntarioTech.

Downloading Grades from CANVAS

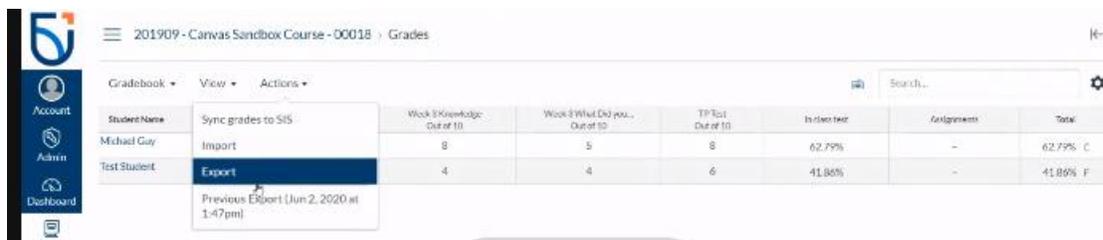
If you do not plan to download final grades from Canvas first then skip to **Preparing a Spreadsheet for the Grade Upload Process** below.

1. Select your Course from the Canvas Dashboard.
 1. Select **Grades**.



Important: Do not modify the grading scheme in your course. The Ontario Tech grading scheme for your course has been applied automatically through the system.

2. Select **Actions > Export**.



Student Name	Sync grades to SIS	Week 8 Knowledge Out of 10	Week 8 What Do you... Out of 10	TP Test Out of 10	In class test	Assignments	Total
Michael Guy	Import	8	5	8	62.75%	-	62.75% C
Test Student	Export	4	4	6	41.85%	-	41.85% F

3. Once you have downloaded the excel spreadsheet, follow the steps in the next section to include all the required fields. You will need to add new columns for CRN and term code.

Note: It is important to be aware of the specific grade calculation column used in the downloaded spreadsheet from Canvas when verifying final grade calculations. Please note how unsubmitted assignments (i.e. blank grade cells), and hidden assessments are managed in each of the following columns.

Current Grade – Refers to graded, posted assessment only. Hidden assessments and blank grade cells are not captured.

Unposted Current Grade – Reflects marks for graded assessments only and includes hidden assessments. Unsubmitted assessments are excluded.

Final Grade – Refers to overall course grade including unsubmitted assessments which are calculated as a zero. Hidden assessments are excluded. **Note:** The grade column for your final exam or terminal piece of coursework must be hidden/unposted (see [Examination and Grading Policy](#)).

Unposted Final Grade – Refers to overall course grade, including unsubmitted assessments as zero, as well as hidden assessments.

Please read the ‘**View Read-Only Columns**’ section in the following [Canvas guide](#) for further details.

Preparing a Spreadsheet for the Grade Upload Process

The following are required in order to successfully upload final grades to MyOntarioTech:

- There must be a column with the students’ student (Banner) IDs,
- There must be a column containing the students’ final grades (displayed in letter format).
- There must be a column containing Narrative Grade comment (this column can be left blank),
- There must be a column containing the course CRN,
- There must be a column containing the term code, and
- The file must be saved as a .xlsx or .xls file.

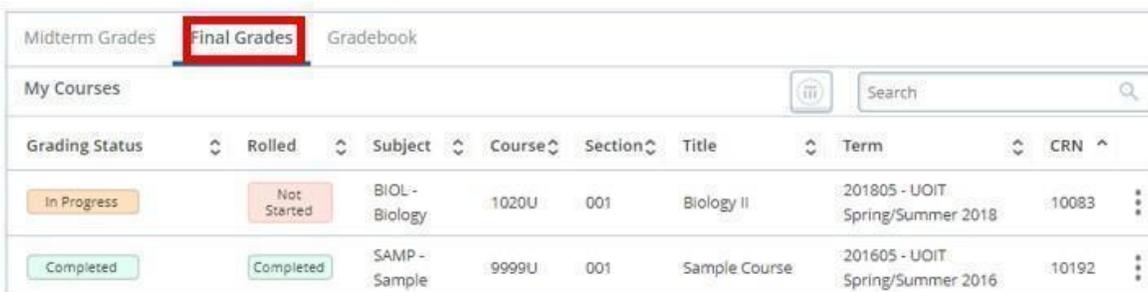
Example:

	A	B	C	D	E
1	Term Code	CRN	Student ID	Final Grade	Narrative Grade Comment
2	201805	10083	100123456	A+	
3	201805	10083	100526524	A	
4	201805	10083	100663087	X	
5	201805	10083	100649912	A	

Note: Including additional columns in your file is acceptable.

Uploading Grades to MyOntarioTech

1. Access MyOntarioTech portal at <https://my.ontariotechu.ca/>
2. Select **Faculty > Faculty Grade Entry**
3. Login with your Network ID and Password.
4. On the Faculty Grade Entry home page, select the Final Grades tab.



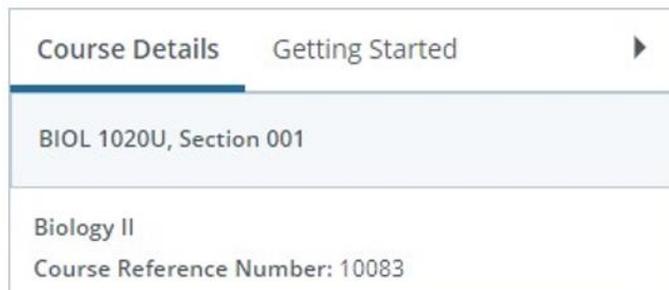
5. Click on the Course Subject.

Midterm Grades		Final Grades	Gradebook				
My Courses							
Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
In Progress	Not Started	BIOL - Biology	1020U	001	Biology II	201805 - UOIT Spring/Summer 2018	10083
Completed	Completed	SAMP - Sample	9999U	001	Sample Course	201605 - UOIT Spring/Summer 2016	10192

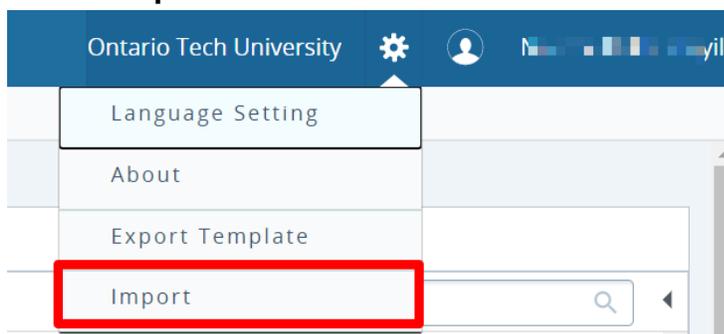
6. Near the top right of the page, select the gear (settings) button.



Note: To display the Course Details, click the  button on the far right of the toolbar.

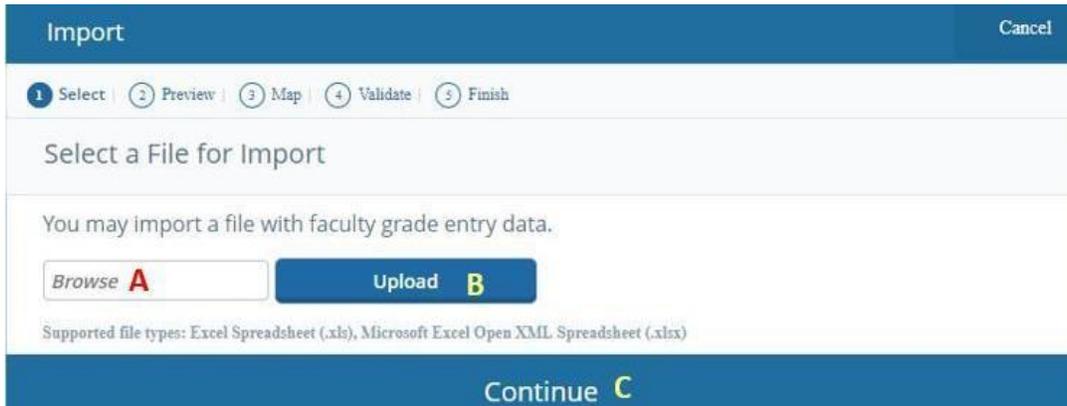


7. Select **Import**



8. Select **Browse** (A) and locate the spreadsheet containing your students' final grades and select **Upload** (B).

9. After the upload is prepared, click **Continue** (C)



Import Cancel

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

Select a File for Import

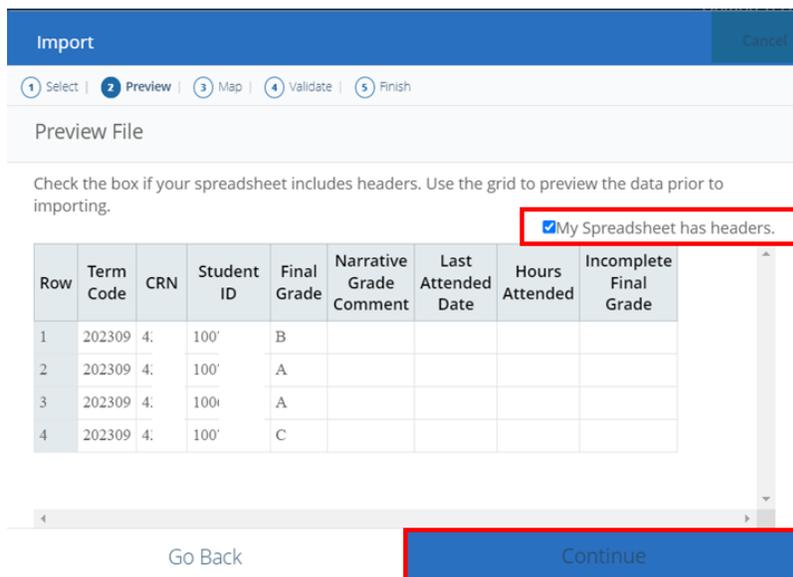
You may import a file with faculty grade entry data.

Browse **A** Upload **B**

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue **C**

10. Indicate whether or not your file contains headers and select **Continue**.



Import Cancel

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

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Student ID	Final Grade	Narrative Grade Comment	Last Attended Date	Hours Attended	Incomplete Final Grade
1	202309	4:	100'	B				
2	202309	4:	100'	A				
3	202309	4:	100'	A				
4	202309	4:	100'	C				

Go Back **Continue**

11. Using the drop-down menus above each column, indicate which column contains **Term Code**, **CRN**, **Student IDs**, **Narrative Grade comment** and which column contains **the final grade**.

“Ignore” can be selected above any additional columns. Then, 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 Grade 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
✔ Narrative Grade Comment

Map
Term Code*
CRN*
Student ID*
Final Grade
Narrative Grad
Last Attended
Hc

Row	Term Code	CRN	Student ID	Final Grade	Narrative Grade Comment	Last Attended Date
1	202309	4.	100	B		
2	202309	4.	100	A		
3	202309	4.	100	A		
4	202309	4.	100	C		

Go Back
Continue

12. Carefully review all records to ensure their accuracy, then select **Continue**.

Note: If errors are displayed, select the **Download the verification report** link to determine where the errors are in the spreadsheet. Records containing errors will not be uploaded. See the [Updating Errors on the Validation Report](#) document for more information.

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.

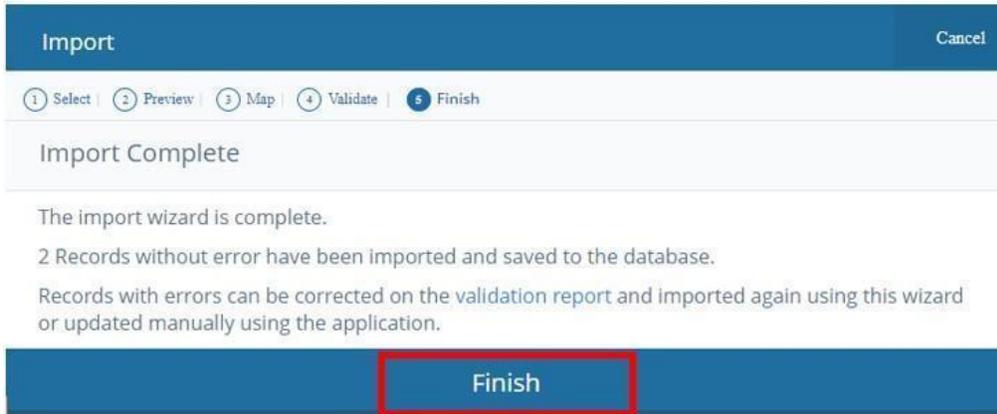
The following 4 records will be imported:
 0 records containing errors will not be imported.
 0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	Student ID	Final Grade	Narrative Grade Comment	Last Attended Date	Hours Attended	Incomplete Final Grade
1	202309	4.	100	B				
2	202309	4.	100	A				
3	202309	4.	100	A				
4	202309	4.	100	C				

Go Back
Continue

13. Select **Finish**



Import Cancel

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

Import Complete

The import wizard is complete.

2 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

Finish