Loading Grades to the Grade Roster

Step 1 – Prepare Your File for Upload

- File name must start with the 5-digit class number.
- The file must contain one header row and it must include one column named **ID** (the students' IDs as listed on the class and grade rosters) and one column named **Grade**. All other columns found in your file will be ignored.
- Use CSV (Comma delimited) (.csv) or Text (Tab delimited) (.txt) files.

Sample tab delimited .txt file

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Sample comma delimited .csv file

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Step 2 – Sign in to MyUCSC and Navigate to Your Grade Roster

- Enter your user ID and password at my.ucsc.edu and click Sign On.
- Click the Faculty Center
- Click the Grade Roster icon 🗐 next to the class you want to grade.

Step 3 – Upload Your Grades

- Click Load Grades From File.
- Click **Browse** and select file you wish to upload.
- Click **Open** you will be brought back to the Grade Roster Load page.
- Click Load File.

If errors were found during the upload process go to Step 4. If all grades were loaded successfully, click **Return to Grade Roster** and proceed to Step 5.

Step 4 – Fix Errors (if any) on the Grade Roster Errors Page

- Correct error for each ID listed.
- Click Submit to Grade Roster.

Step 5 – Submit Grades

• Click **Submit to Registrar** button at the top of the roster.

If you encounter difficulties loading your grades, email regsys@ucsc.edu