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

Sample comma delimited .csv file

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