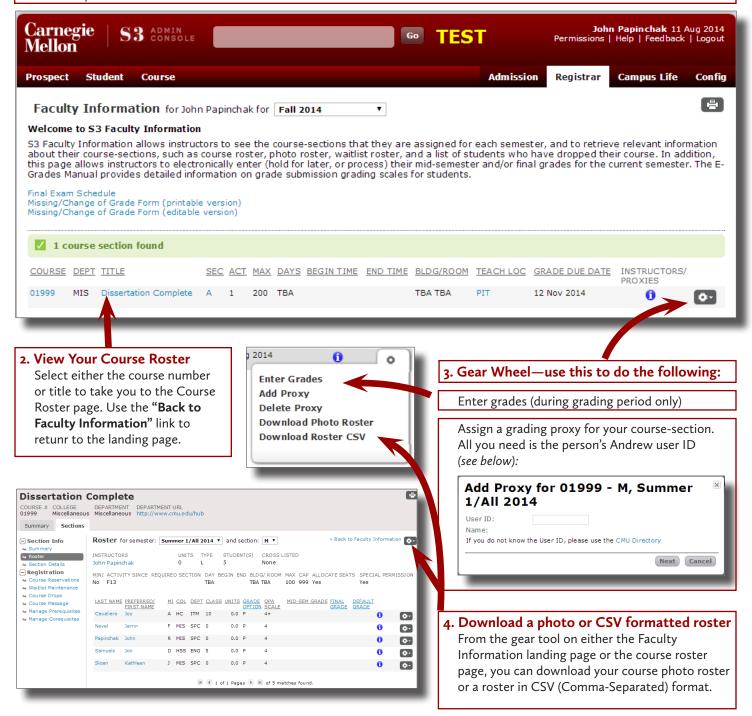
Carnegie | S3 ADMIN Mellon

# S3 Faculty Course & Grade Information —Rosters

## 1. Start on the Faculty Information Landing Page

This page displays your semester course-sections. Select the **Semester** from the drop-down near the top of the page to look at available prior and future semesters.



#### 5. Questions?

If you need any assistance or have any other questions regarding Faculty Course & Grade Information, please e-mail us at <u>egrades@andrew.cmu.edu</u> or call Kathy Sloan (x8-1949) or MaryAnn Moyer (x8-1941).

Carnegie Mellon

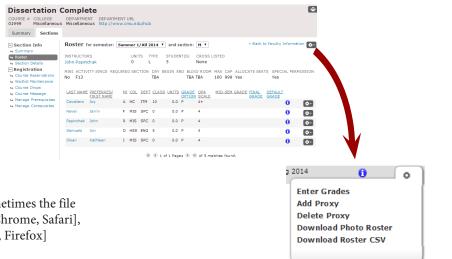
## **Grade Upload Guide**



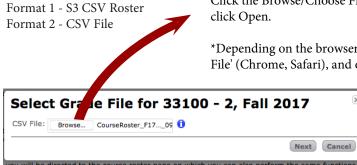
From the gear tool on either the Faculty Information landing page or the course roster page, you can download your course photo roster or a roster in CSV (Comma-Separated)

Click the browse/Choose File button, locate the csv roster on your computer, and click 'Open.'

> Depending on the browser, sometimes the file picker button is 'Choose File' [Chrome, Safari], and other times it's 'Browse' [IE, Firefox]



## 2. Upload your grades via 1 of 2 formats



Click the Browse/Choose File button, locate the csv roster on your computer, and

\*Depending on the browser, sometimes the file picker button is 'Choose File' (Chrome, Safari), and other times it's 'Browse' (IE, Firefox)

> This is the format that needs to be used on the column headers: Last Name Preferred/First Name Andrew ID Course Mid-Semester Grade

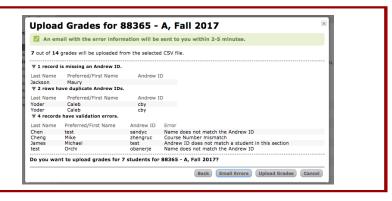
Final Grade Default Grade

# 3. Resolve any file errors

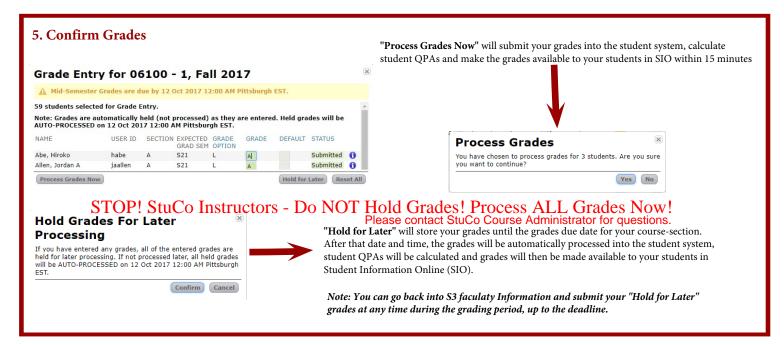


#### 4. Resolve date errors

- **Email Errors**
- Upload Grades to Proceed



## Grade Upload Guide



#### 6. Questions?

If you need any assistance or have any other questions regarding Faculty Course & Grade Information, please e-mail us at *egrades@andrew.cmu.edu* or call Kathy Sloan (x8-1949) or MaryAnn Moyer (x8-1941).