Carnegie Mellon University

University Registrar's Office

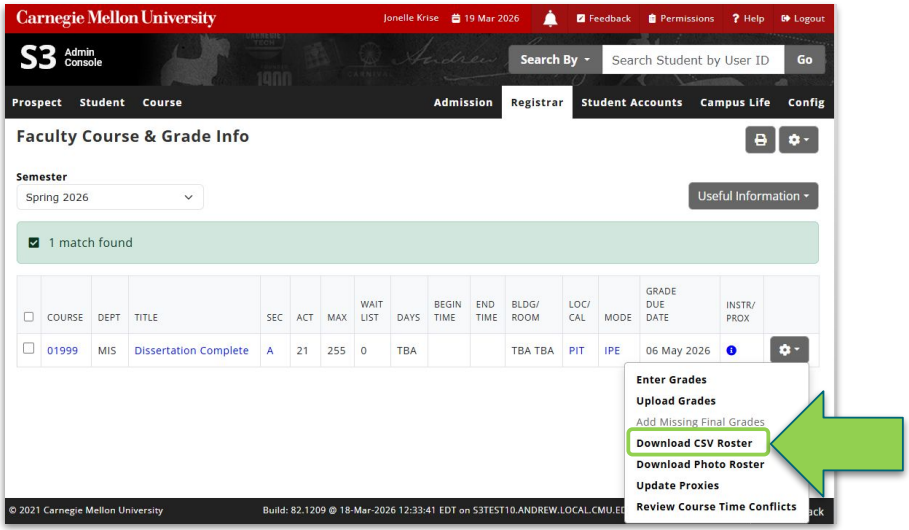
S3 Grade Upload Guide

4/2026

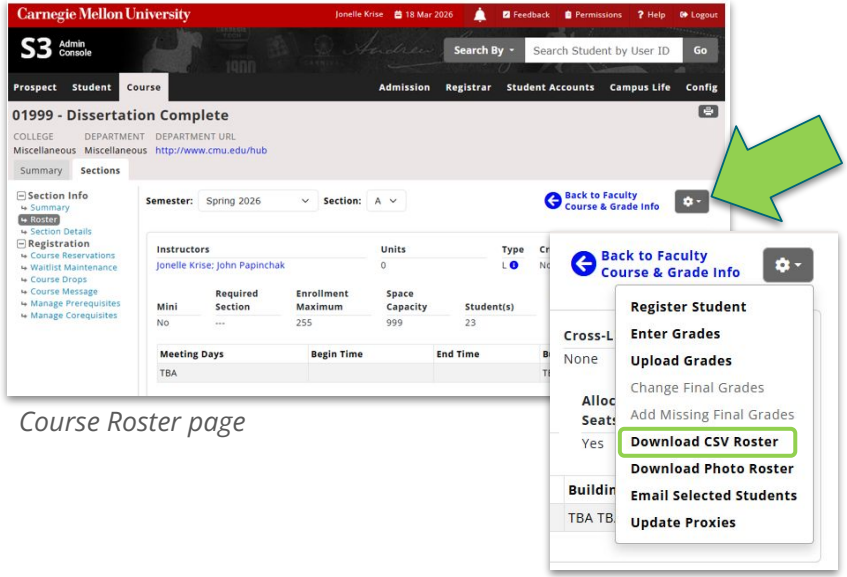
Step 1: Download Roster

You can download your course roster in two formats: a photo roster or a CSV (comma separated) format.

- Navigate to the **Faculty Information** landing page or the **Course Roster** page.
- Select the gear tool icon.
- Choose Download Roster CSV from the dropdown menu.



Faculty Information landing page



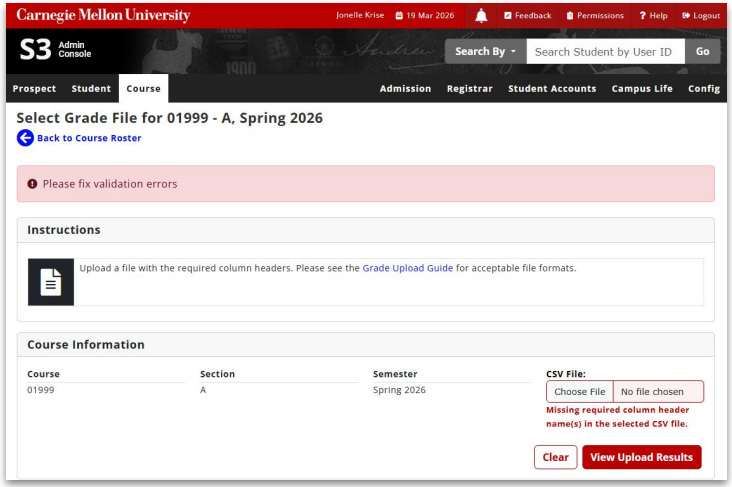
Course Roster page

Step 2: Format Your Roster

Your CSV file must contain specific column headers to be accepted.

The **headers must match** these exactly:

- Last Name
- Preferred/First Name
- Andrew ID
- Course
- Mid-Semester Grade
- Final Grade
- Default Grade



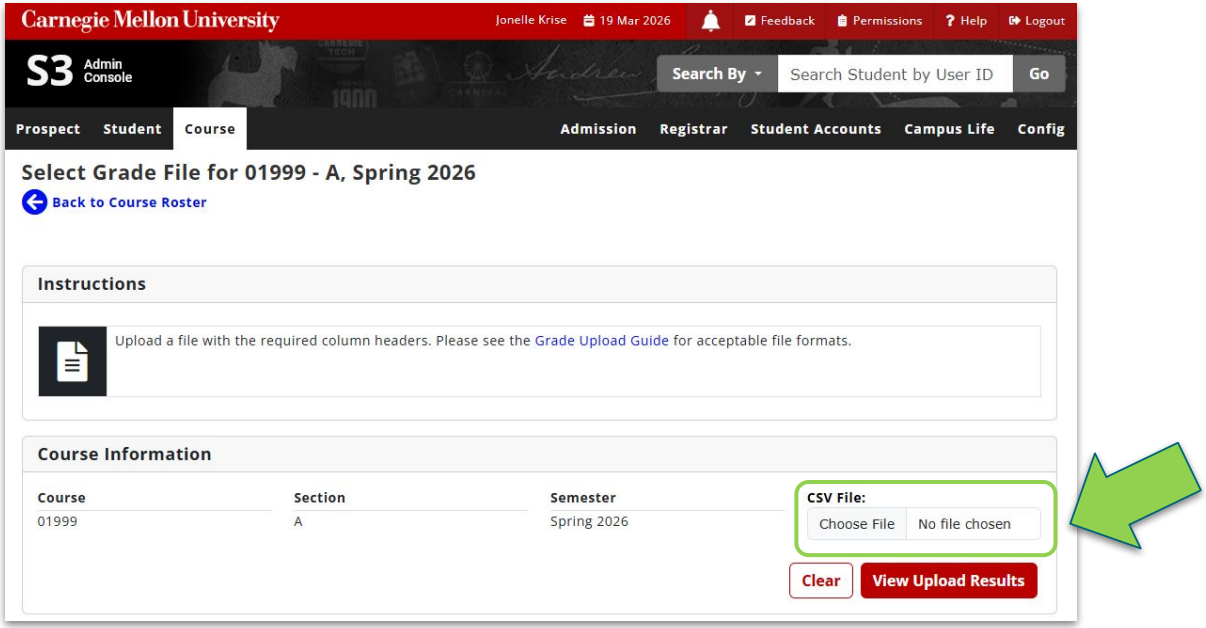
Error: missing required column header

A	B	C	D	E	F	G
Last Name	**Preferred/First Name**	**Andrew ID**	**Course**	**Mid-Semester Grade**	**Final Grade**	**Default Grade**
Carnegie	Andrew	andrewcarnegie0	01999	A	A+	B
Morrison	Margaret	margaretmo	01999	C	A-	B
Mellon	Andrew	andymellon	01999	C-	B	B

Step 3: Upload Grades

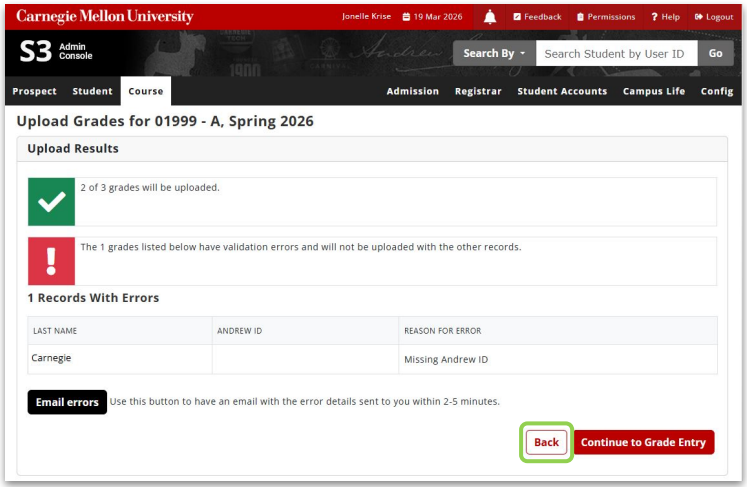
You can upload grades using the S3 CSV Roster or a custom CSV file.

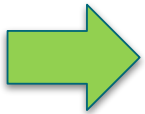
- Click the **Browse** or **Choose File** button (the name varies by browser).
- Locate the CSV file on your computer and click Open.
- Click Next.

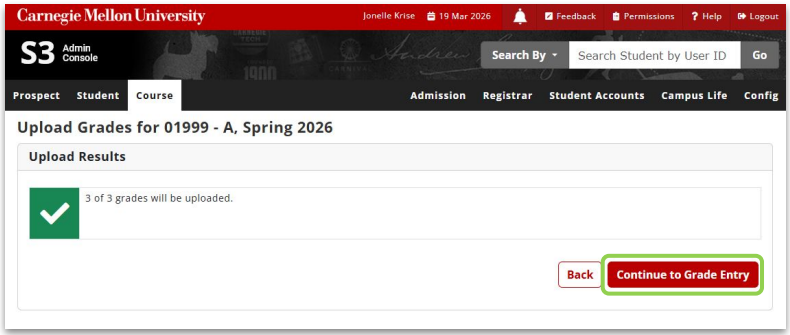


Step 4: Resolve Errors

- **Validation Errors**: If there is a red validation message (e.g., missing required column headers), you must fix the file before moving forward.
- **Data Mismatches**: If there are individual errors (e.g., Andrew ID doesn't match a student), you can still proceed as long as at least one student record is correct. You can fix the remaining errors later manually or by re-uploading the file.
- Click **Upload Grades** once errors are addressed.



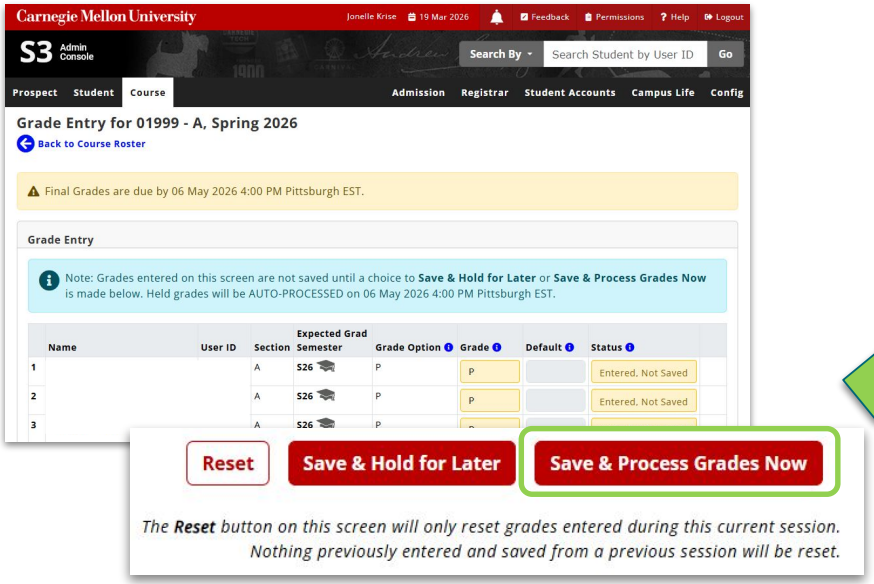
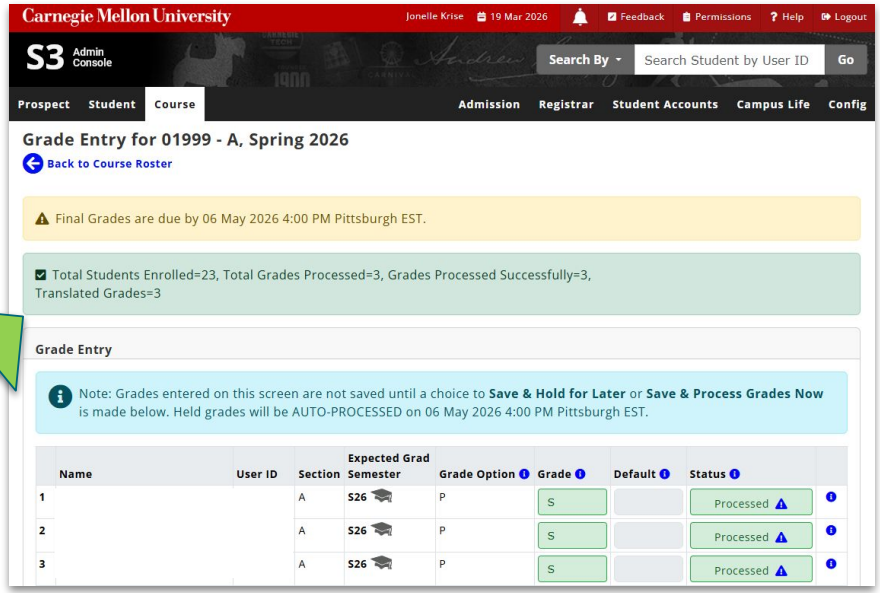




Error: missing Andrew ID

Step 5: Confirm & Process

You have two options for finalizing the submission:

- **Save & Process Grades Now**: Submits grades immediately. They will calculate into student QPAs and appear in Student Information Online (SIO) within 15 minutes.
- **Save & Hold for Later**: Stores the grades until the official submission deadline. After the deadline passes, they will be automatically processed.

Note: You can go back and manually process "Held" grades at any time before the deadline.