

eLC Grade Import to Athena Instructions

1. Export the course grades from eLC.
2. To match the data in Athena, this spreadsheet must contain the columns Student ID (81x), the course CRN, the term code, and the final grade. The columns can be in any order.
 - a. Note: Any F or U grades will require a date in the Last Attend Date field.
3. Term and CRN must be added. Last Attend Date must be added if importing an F or U grade. To insert these columns, right-click on a column then click Insert to insert new columns as needed.
 - a. Term, CRN, and Last Attend Date have been added in the example below.

	A	B	C	D	E	F	G	H
1	Term	CRN	OrgDefinedId	Username	Last Name	First Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
2			81x	tstudent1	Test	Student	A	

4. Fill in the column with the final grades and any other missing data that is needed, such as term.
5. To navigate to Faculty Grade Entry, select Faculty & Advisors on the Athena home page.
6. Click on the Classes & Grades title on the Faculty & Advisor Services landing page, then navigate to Grade Entry.
7. Select the Gear icon in the top-right corner of the screen. This will open a dialog box.

The screenshot shows the Athena Faculty Grade Entry page. At the top, there is a navigation bar with the Athena logo and a gear icon. Below the navigation bar, the page title is 'Faculty Grade Entry' and 'Final Grades'. The main content area has a 'Final Grades' section with a 'My Courses' dropdown and a 'Grading Status' dropdown. The 'Import' button is highlighted with a red box.

8. Click Import.
9. Select the exported file from eLC downloaded in Step 1 and click Upload.

The screenshot shows the Athena Import dialog box. The title is 'Import' and there is a 'Cancel' button in the top right corner. Below the title, there is a progress bar with five steps: 1 Select, 2 Preview, 3 Map, 4 Validate, and 5 Finish. The main content area has the text 'Select a File for Import' and 'You may import a file with faculty grade entry data.' Below this text, there are two buttons: 'Browse' and 'Upload'. At the bottom, there is a 'Continue' button highlighted with a red box.

10. Click Continue.
11. This opens the Preview page and displays the document uploaded.

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	OrgDefinedId	Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
1	202108	25118	81 [REDACTED]	Test Student 1	A	
2	202108	25118	81 [REDACTED]	Test Student 2	F	10/31/2021

Go Back
Continue

12. If the spreadsheet has headers, keep the My Spreadsheet has headers checkbox marked.
13. Click 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 Attendance 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
 Incomplete Final Grade
 Extension Date

Map Term Code* CRN* Student ID* Other Final Grade Last Attended I

Row	Term Code	CRN	OrgDefinedId	Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
1	202108	25118	81 [REDACTED]	Test Student 1	A	
2	202108	25118	81 [REDACTED]	Test Student 2	F	10/31/2021

Go Back
Continue

14. This opens the Map Columns screen and has options to match the columns from the uploaded spreadsheet to the Athena format.
15. Click the drop-down column headers and select the appropriate header to match the spreadsheet columns being imported.
 - a. For example, select Student ID for the column that contains 81x numbers.
 - b. Note: Only Term Code, CRN, Student ID, Final Grade, and Last Attended Date (if the Grade is an F or U) must be mapped to successfully import grades.
16. Click Continue.

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 2 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	OrgDefinedId	Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
1	202108	25118	81 [REDACTED]	Test Student 1	A	
2	202108	25118	81 [REDACTED]	Test Student 2	F	10/31/2021

Go Back
Continue

17. This opens the Validate screen to check for errors in the spreadsheet.
 - a. If there are errors, click the Download the validation report link to see where the errors can be found.
 - i. For example, an error will appear if the same grade has already been uploaded or there is no last attend date for a grade of F or U.
18. Click Continue.

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

19. Grade import is complete. Click Finish.

The screenshot shows the ATHENA Faculty Grade Entry interface. At the top, there's a navigation bar with 'ATHENA' and a search icon. Below it, the page title is 'Faculty Grade Entry - Final Grades'. A table lists courses with status indicators (Not Started, Completed, In Progress) and details like course ID, section ID, and term. Below the table is an 'Enter Grades' section with a search bar and a table with columns: Full Name, ID, Midterm Grade, Final Grade, Rolled, and Last Attend Date. The 'Final Grade' column has dropdown menus for each student row.

20. Click on the course in Athena Faculty Grade Entry and the grades will appear for the students.

21. There is a [video tutorial](#) on the Office of the Registrar website that shows in more detail how to enter grades using this tool in Athena.

How to Import Grades from the Athena Class List Export Document

1. The Class List from the previous version of Athena can also be used to import grades.
2. A few rows on the spreadsheet will need to be deleted before importing. Highlight rows 1-14.

	A	B	C	D	E	F	G	H	I
1	Course Information								
2	Course Title	English Composition I - ENGL 1101 0							
3	Term	Fall 2021 - 202108							
4	CRN	25118							
5	Duration	08/18/2021 - 12/07/2021							
6	Status	Active							
7									
8	Enrollment Counts								
9		Maximum	Actual	Remaining					
10	Enrollment	19	19	0					
11	Wait List	599	0	599					
12	Cross List	0	0	0					
13									
14	Summary Class List								
15	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class	
16	Test Student 1	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
17	Test Student 2	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
18									

3. Right-click and select Delete to remove the rows from the spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class	
2	Test Student 1	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
3	Test Student 2	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
4									
5									

4. To match the data in Athena Faculty Grade Entry, this spreadsheet must contain the columns Student ID (81x), the course CRN, the term code, and the final grade. The columns can be in any order.
 - a. Note: Any F or U grades will require a date in the Last Attend Date field.
5. Term and CRN must be added. Last Attend Date must be added if importing an F or U grade. To insert these columns, right-click on a column then click Insert to insert new columns as needed.
 - a. Term, CRN, and Last Attend Date have been added in the example below.

A	B	C	D	E	F	G	H	I	J	K
Term	CRN	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class	Last Attend Date
		Test Student 1	81x	Web Registered	Undergraduate	3	No Access	Enter Grade	First Year, Undergraduate	
		Test Student 2	81x	Web Registered	Undergraduate	3	No Access	Enter Grade	First Year, Undergraduate	

6. Fill in the missing data in the spreadsheet to prepare for importing.
7. To navigate to Faculty Grade Entry, select Faculty & Advisors on the Athena home page.
8. Click on the Classes & Grades title on the Faculty & Advisor Services landing page, then navigate to Grade Entry.
9. Select the Gear icon in the top-right corner of the screen. This will open a dialog box.

The screenshot shows the Athena Faculty Grade Entry page. At the top, there is a navigation bar with the Athena logo and a gear icon. Below the navigation bar, there is a breadcrumb trail: Faculty Grade Entry > Final Grades. The main content area shows a table with columns for Grading Status, Rolled, Subject, Course, Section, Title, and Term. A gear icon in the top-right corner of the page opens a menu with options: About, Keyboard shortcuts, Privacy Policy, Export Template, and Import. The 'Import' option is highlighted with a red box.

10. Click Import.
11. Select the exported file from eLC downloaded in Step 1 and click Upload.

The screenshot shows the 'Import' dialog box. At the top, there is a 'Cancel' button. Below it, there is a progress indicator with five steps: 1 Select, 2 Preview, 3 Map, 4 Validate, and 5 Finish. The main heading is 'Select a File for Import'. Below this, there is a message: 'You may import a file with faculty grade entry data.' There are two buttons: 'Browse' and 'Upload'. Below the buttons, there is a list of supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx). At the bottom, there is a 'Continue' button highlighted with a red box.

12. Click Continue.
13. This opens the Preview page and displays the document uploaded.

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	CRN	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
1	202108	25118	Test Student 1	81x	Web Registered	Undergraduate	3	No Access	A	First Year, Undergrad
2	202108	25118	Test Student 2	81x	Web Registered	Undergraduate	3	No Access	F	First Year, Undergrad

Go Back
Continue

14. If the spreadsheet has headers, keep the My Spreadsheet has headers checkbox marked.
15. Click Continue.

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance 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
- Incomplete Final Grade
- Extension Date

Map Term Code* CRN* Other Student ID* Other Other Other

Row	Term	CRN	Student Name	ID	Registration Status	Level	Cr
1	202108	25118	Test Student 1	81x	Web Registered	Undergraduate	3
2	202108	25118	Test Student 2	81x	Web Registered	Undergraduate	3

Go Back

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 Attendance 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
Incomplete Final Grade
Extension Date

Other
Other
Other
Final Grade
Other
Last Attended I

Registration Status	Level	Credit Hours	Midterm	Final	Class	Last Attended Date
Completed	Undergraduate	3	No Access	A	First Year, Undergraduate	
Completed	Undergraduate	3	No Access	F	First Year, Undergraduate	10/31/2021

Go Back
Continue

16. This opens the Map Columns screen and has options to match the columns from the uploaded spreadsheet to the Athena format.
17. Click the drop-down column headers and select the appropriate header to match the spreadsheet columns being imported.
 - a. For example, select Student ID for the column that contains 81x numbers.
 - b. Note: Only Term Code, CRN, Student ID, Final Grade, and Last Attended Date (if the Grade is an F or U) must be mapped to successfully import grades.
18. Click Continue.

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 2 records will be imported:
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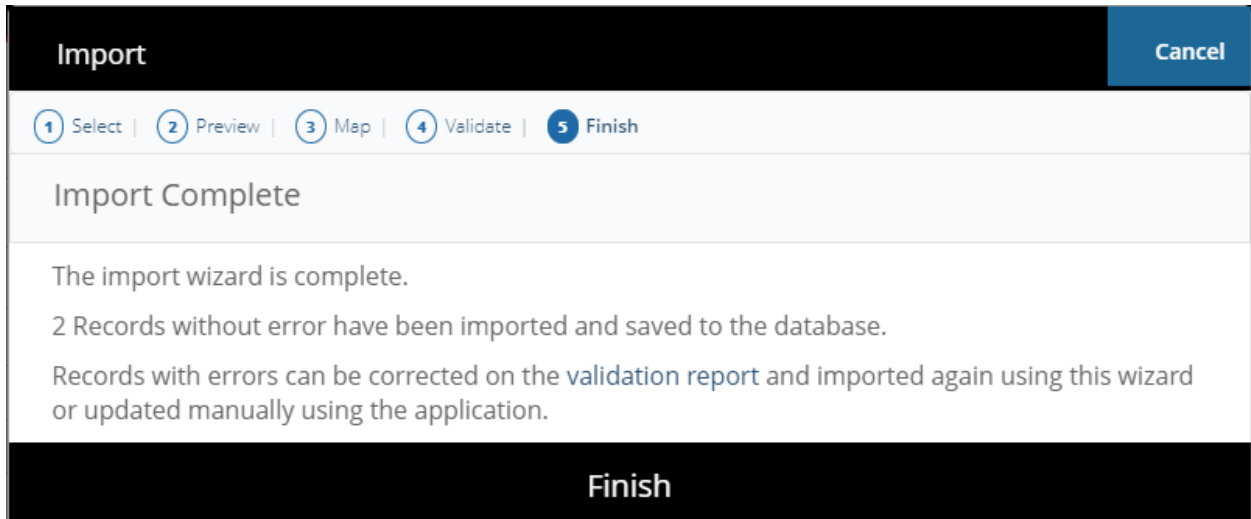
[Download the validation report](#)

Row	Term	CRN	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	
1	202108	25118	Test Student 1	81 [REDACTED]	Web Registered	Undergraduate	3	No Access	A	Fir Un
2	202108	25118	Test Student 2	81 [REDACTED]	Web Registered	Undergraduate	3	No Access	F	Fir Un

Go Back
Continue

19. This opens the Validate screen to check for errors in the spreadsheet.
 - a. If there are errors, click the Download the validation report link to see where the errors can be found.
 - i. For example, an error will appear if the same grade has already been uploaded or there is no last attend date for a grade of F or U.

20. Click Continue.



21. Grade import is complete. Click Finish.

██████	██████	A	▾	<input type="text"/>	📄
██████	██████	I	▾	<input type="text"/>	📄
██████	██████	A	▾	<input type="text"/>	📄
██████	██████	F	▾	03/31/2021	📄

22. Click on the course in Athena Faculty Grade Entry and the grades will appear for the students.

23. There is a [video tutorial](#) on the Office of the Registrar website that shows in more detail how to enter grades using this tool in Athena.