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.

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.

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

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█████	Test Student 1	A	
2	202108	25118	8█████	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⬛	Test Student 1	A	
2	202108	25118	81⬛⬛	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.

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.

19. Grade import is complete. Click Finish.

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.

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.

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

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.

Import

(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* ▾	Other ▾	Student ID* ▾	Other ▾	Other ▾	Ot
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

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:
0 records containing errors will not be imported.
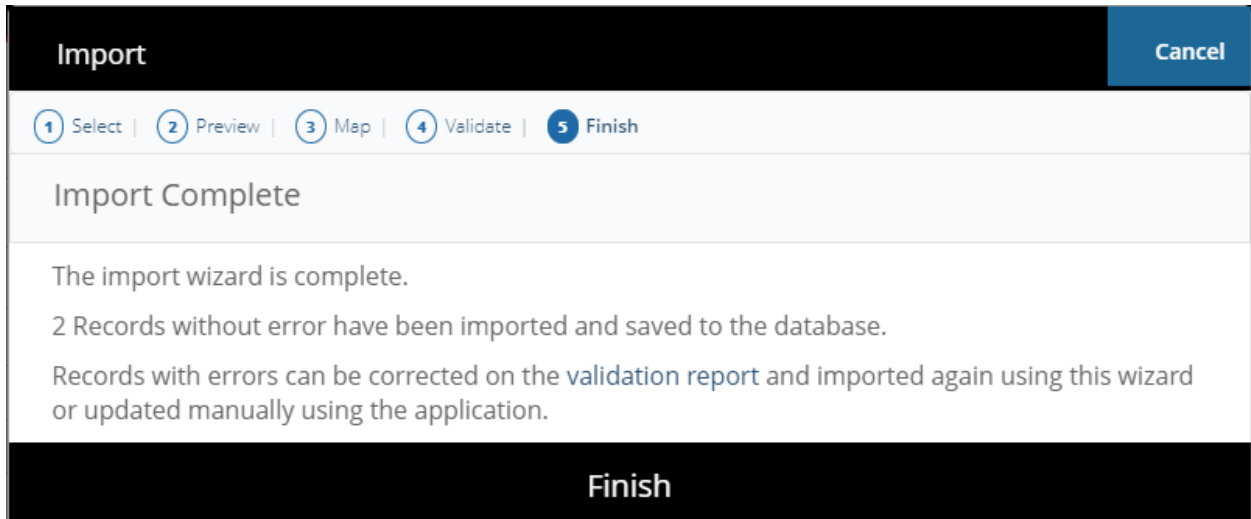0 unchanged records will not be imported.

Download the validation report

Row	Term	CRN	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	
1	202108	25118	Test Student 1	811	Web Registered	Undergraduate	3	No Access	A	Fir Un
2	202108	25118	Test Student 2	811	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.

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

21. Grade import is complete. Click Finish.

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.