Instructions to uploading grades from Excel

1. After logging into WyoRecords and getting to the Final Grades page, click on the class you wish to grade. (You may manually-enter grades into the class list that appears once you make a selection or you may continue with the upload process to import grades from Excel.)
2. Click on “Tools” button in the upper-right corner.
3. Select “Export Grade Template” if you do not already have an Excel file with the necessary information or “Import” if you have an Excel file and are ready to submit the grades. (If you export the file first, you may save some time later, but it is not required.)
4. Follow steps to browse for file stored on your computer, mapping columns to recognized/required headers, and submit grades using the buttons at the bottom of the smaller browser window which will come up.
5. On the step labeled “Import” you may click on “Download the validation report” to see any errors.
6. Once grades are submitted, in the right-hand column of the main page, below the “Tools” button, you should see information relating to your course. Your grading will be considered complete when the value for “Eligible” and “Graded Final” are equal.

Pasted below are a number of screen shots that correspond to the basic instructions listed above. The last screen shot is one with examples of common error messages.



























