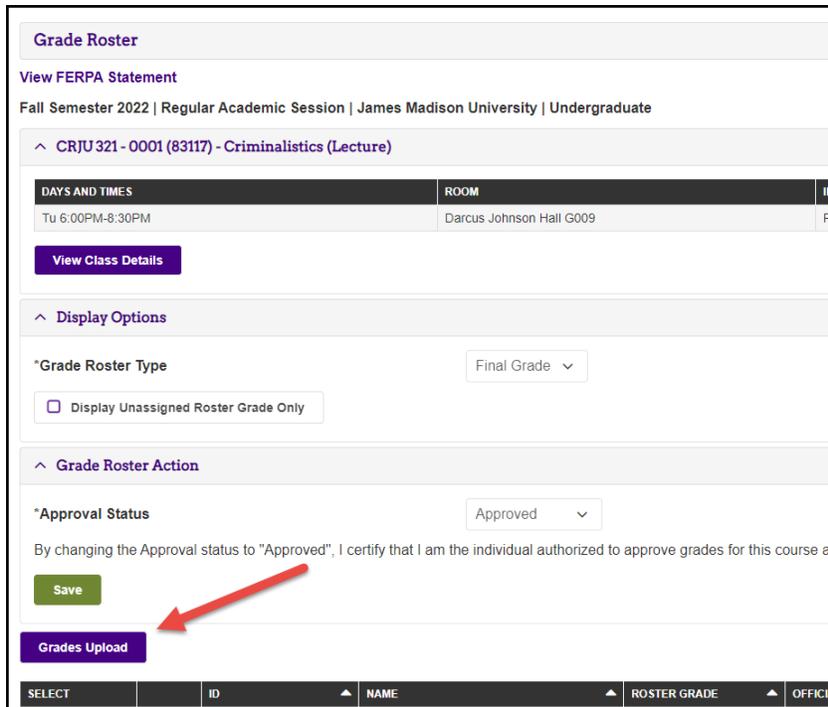


Grades Upload

1. Select the purple Grades Upload button.



The screenshot shows the 'Grade Roster' page for 'CRJU 321 - 0001 (83117) - Criminalistics (Lecture)'. It includes a table for 'DAYS AND TIMES' and 'ROOM', a 'View Class Details' button, 'Display Options' (with 'Final Grade' selected and 'Display Unassigned Roster Grade Only' unchecked), and 'Grade Roster Action' (with 'Approved' selected). A red arrow points to the 'Grades Upload' button.

DAYS AND TIMES	ROOM	IN
Tu 6:00PM-8:30PM	Darcus Johnson Hall G009	R

Grade Roster Action

*Approval Status: Approved

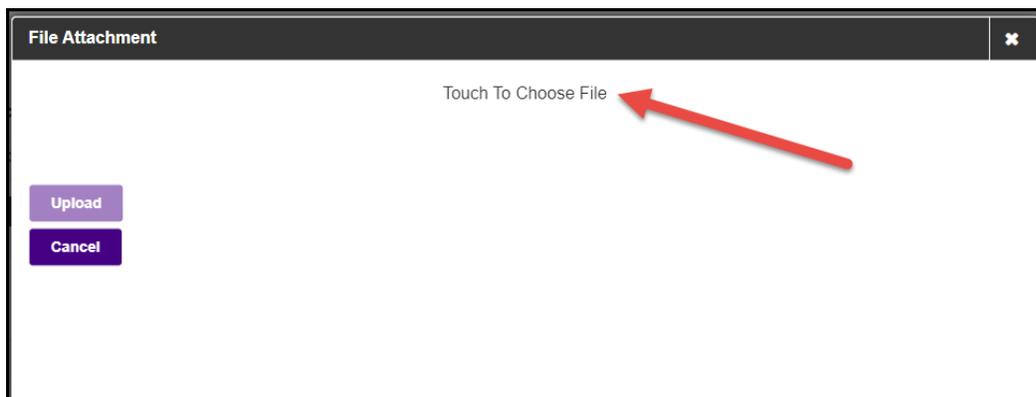
By changing the Approval status to "Approved", I certify that I am the individual authorized to approve grades for this course at

Save

Grades Upload

SELECT	ID	NAME	ROSTER GRADE	OFFICIAL
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2. Select "Touch To Choose File" (if on a mobile device or tablet you would touch the text)



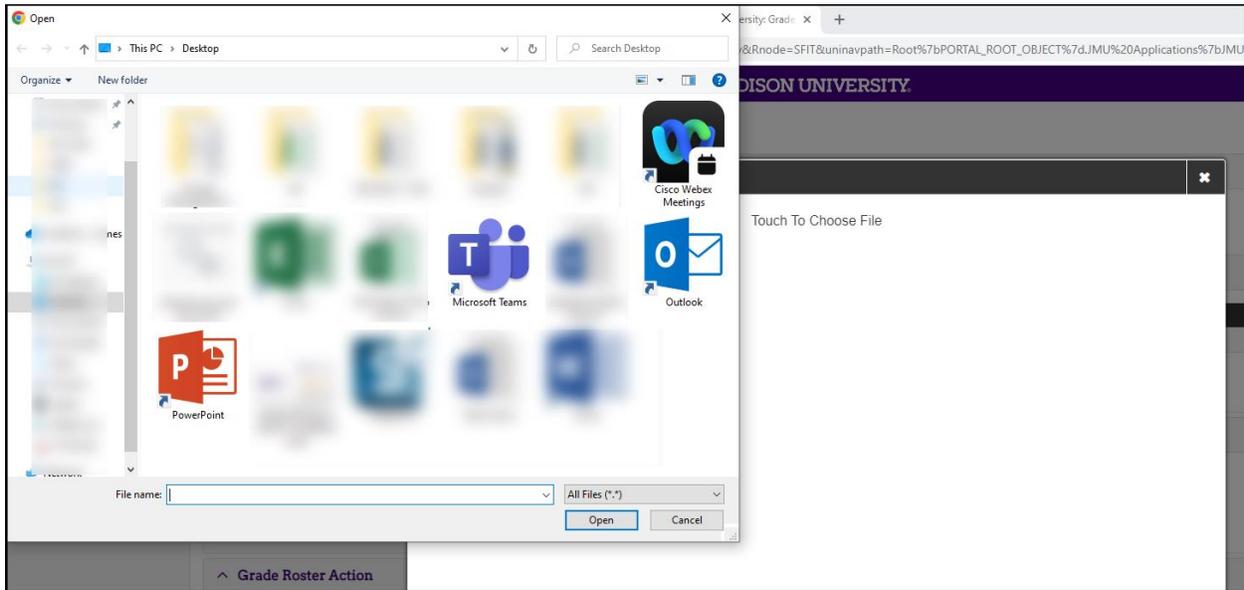
The screenshot shows a 'File Attachment' dialog box with a close button (X) in the top right corner. The text 'Touch To Choose File' is centered in the dialog, with a red arrow pointing to it. At the bottom left, there are 'Upload' and 'Cancel' buttons.

Touch To Choose File

Upload

Cancel

3. Select your grades file.



4. Once your file is selected the name of the file will display in the window and the Upload button will no longer be grayed out.
5. Select Upload to complete.



You will be returned to the Grade Roster screen where your upload summary will display.