Quick Reference for Mass Grade Upload in Athena

Step 1

Create a CSV file of grades

- Open a spreadsheet program, such as Excel
- Create two columns
  - Do not include column headers
  - Add UGAIDs to the first column
  - Add grades to the second column
- Go to the "File" menu and select "Save As"
- Select where you wish to save the file
- Enter a file name
- Click the "Save as type" dropdown and select "CSV (Comma delimited)"
- Click Save

Spreadsheet

Save as type
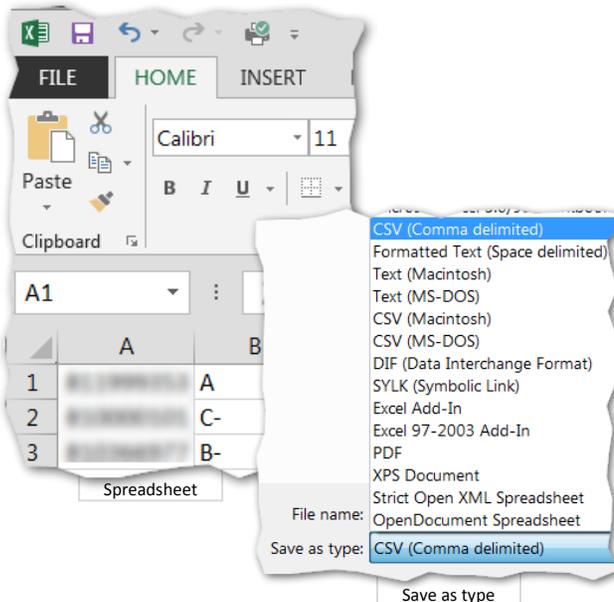
Step 2

Upload file to Athena

- Login to Athena
- Click "Faculty Services"
- Click "Mass Grade Upload"
- Select a course
- Click the "Browse" button
- Find your CSV file
- Click "Submit"

File uploaded: MUSI2400_89225CSV.csv
For course: MUSI 2400 A: Voice Class I, 89225

UGA ID	Name	Grade	Status
		A	Success!
		C-	Success!
		B	Success!
		NULL	ERROR No grade found.
		S	ERROR Grade not valid for section
		A	Success!
		A	Success!
		B	Success!
		A	ERROR Grade already rolled to history
		C	Success!

Total students enrolled in course: 10
Total students with grades: 8

Upload another file ■ Final Grades

Mass Upload results

Notes

- The Mass Grade Upload page is a temporary page that is used to view the status of uploaded grades. Navigate to the Final Grades page to see the grade roll.
- You must create and upload a separate CSV file for each course you are grading.
- Any columns in the CSV file other than UGAID and grade will be ignored.
- Do not include a space between a grade and a plus or minus sign.
- If you receive an error on the Mass Grade Upload page, you may correct the error in the CSV file and upload the file again. Some errors can also be corrected on the Final Grades page.
- By comparing the total students enrolled by the total students with grades, you can quickly see how many students have yet to be graded.
- During the grade processing period, you may change your CSV files and upload them as many times as needed.
- Click a link to upload another file or navigate to the Final Grades page.
- Please resolve all errors by the grade submission deadline.