

Due to a vendor defect, faculty may experience issues using the Athena Mass Grade Import to upload their summer 2025 grades.

The following process will still allow faculty to mass upload their grades while a solution from the vendor is pending.

- On the import spreadsheet fill in the Term Code, CRN, Student ID, and Final Grade fields. Include Last Attended Date if needed, as shown in the screenshot below.
- If a personal spreadsheet is used, add a “Narrative Grade Comment” column header after the last column currently in the spreadsheet.
  - Do not fill in any value in the column other than the header.
- Note: If the spreadsheet template is used from above or is exported from Athena to fill out, this column will be there as the final column on the right.

Spreadsheet headers:

Term Code	CRN	Student ID	Final Grade	Last Attended Date	Narrative Grade Comment
202505	11111	81xxxxx	A		
202505	11111	81xxxxx	F	6/19/2025	
202505	11111	81xxxxx	B		
202505	11111	81xxxxx	C		
202505	11111	81xxxxx	D		

- Once the “Narrative Grade Comment” column header is added, import the spreadsheet.
- On the header mapping portion of the import, confirm that the “Narrative Grade Comment” header mapped correctly. It will display as shown below:

✓ Term Code\*
✓ CRN\*
✓ Student ID\*
✓ Final Grade

✓ Last Attended Date
Incomplete Final Grade
Extension Date
✓ Narrative Grade Comment

Map	Term Code*	CRN*	Student ID*	Final Grade	Last Attended	Narrative Grad
Row	Term Code	CRN	Student ID	Final Grade	Last Attended Date	Narrative Grade Comment

- Proceed through the rest of the import process and select the “Finish” option.
- The grades will then populate in Athena for the selected CRN.