

## Importing Final Grades into Athena

### Create Template:

1. To import final grades from an Excel or CSV file, the [template](#) must have the below column headers in this order:
  - a. Term Code
  - b. CRN
  - c. Student ID
  - d. Final Grade
  - e. Last Attended Date

**\*\*Note:** Any F or U grades will require a date in the Last Attended Date field.

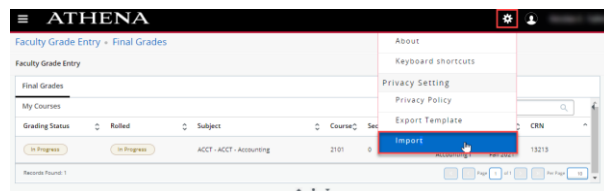
**\*\*Note:** If the student is receiving the unsuccessful grade because they did not begin attendance in your course, we ask that you use the first date of classes for the semester. OSFA will contact you for additional information if it is needed.

|   | A         | B     | C          | D           | E                  |
|---|-----------|-------|------------|-------------|--------------------|
| 1 | Term Code | CRN   | Student ID | Final Grade | Last Attended Date |
| 2 | 202108    | 48088 | 81xxxxx    | A           |                    |
| 3 | 202108    | 48088 | 81xxxxx    | F           | 10/1/2021          |
| 4 | 202108    | 48088 | 81xxxxx    | B           |                    |
| 5 | 202108    | 48088 | 81xxxxx    | C           |                    |
| 6 | 202108    | 48088 | 81xxxxx    | D           |                    |

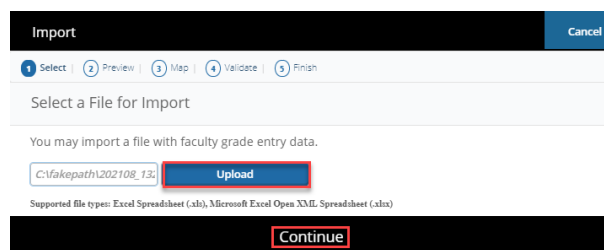
2. After all the class and student information has been entered, go to the “File” menu and select “Save As”.
  - a. Select where you wish to save the file.
  - b. Enter a file name (maximum 200 characters).
  - c. Click the “Save as type” dropdown and select “Excel Workbook”
3. Navigate to the Grade Entry page in Athena and select the appropriate course.

### Import Grades:

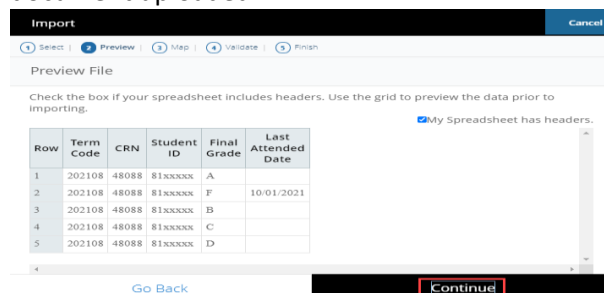
4. Select the Gear icon in the top-right corner of the screen, and select the Import page link within the dialog box.



5. Click in the Browse field and then select the saved file with the final grades for the course. Afterwards, click Upload.



6. This opens the Preview page and displays the document uploaded.

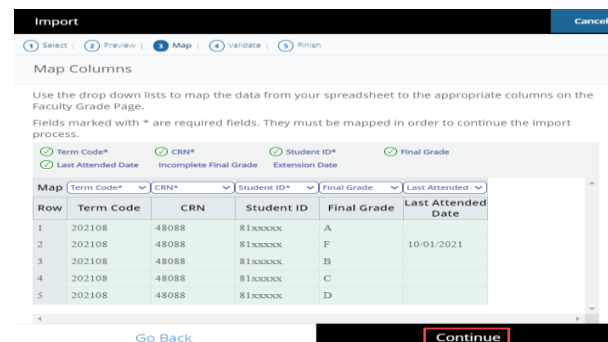


7. This opens the Map Columns screen. In this example, the column headers match the designated fields. If the instructor has a different template, they will need to match the columns from the uploaded spreadsheet to the appropriate fields in Athena.

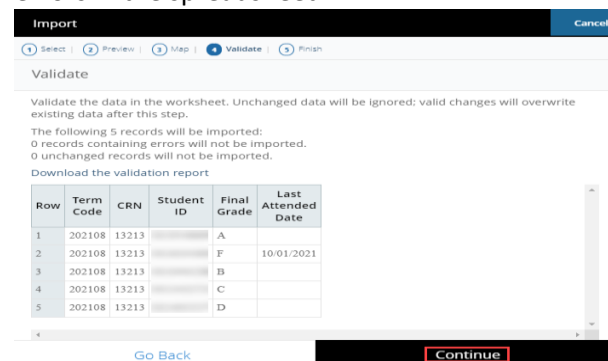
- a. To match the columns, click the drop-down column headers and select the appropriate

header to match the spreadsheet columns being imported.

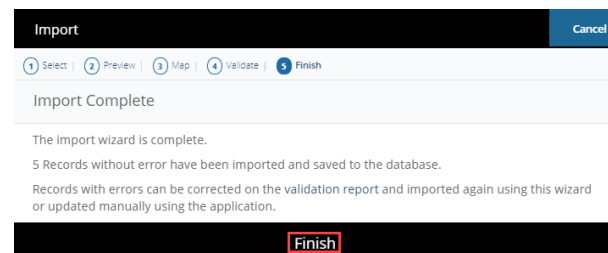
- b. Note: If there are any columns that do not match the designated fields, choose the “Other” option. The required fields are indicated with a “\*”.



8. This opens the Validate screen to check for errors in the spreadsheet.



9. After confirming the information is correct, click the Finish button.



10. For additional information, view the import tutorial on the Office of the Registrar website.