

eLC Grade Import to Athena Instructions

1. Export the course grades from eLC.
2. To match the data in Athena, this spreadsheet must contain the columns Student ID (81x), the course CRN, the term code, and the final grade. The columns can be in any order.
 - a. Note: Any F or U grades will require a date in the Last Attend Date field.
3. Term and CRN must be added. Last Attend Date must be added if importing an F or U grade. To insert these columns, right-click on a column then click Insert to insert new columns as needed.
 - a. Term, CRN, and Last Attend Date have been added in the example below.

	A	B	C	D	E	F	G	H
1	Term	CRN	OrgDefinedId	Username	Last Name	First Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
2			81x	tstudent1	Test	Student	A	

4. Fill in the column with the final grades and any other missing data that is needed, such as term.
5. To navigate to Faculty Grade Entry, select Faculty & Advisors on the Athena home page.
6. Click on the Classes & Grades title on the Faculty & Advisor Services landing page, then navigate to Grade Entry.
7. Select the Gear icon in the top-right corner of the screen. This will open a dialog box.

The screenshot shows the Athena web interface. At the top, there's a navigation bar with the Athena logo and a gear icon. Below it, the breadcrumb trail reads 'Faculty Grade Entry > Final Grades'. The main content area has a sidebar on the left with 'Final Grades' selected. The right sidebar contains a menu with options: 'About', 'Keyboard shortcuts', 'Privacy Policy', 'Export Template', and 'Import'. The 'Import' option is highlighted with a red box.

8. Click Import.
9. Select the exported file from eLC downloaded in Step 1 and click Upload.

The screenshot shows the 'Import' dialog box. It has a dark header with the title 'Import' and a 'Cancel' button. Below the header is a progress bar with five steps: '1 Select', '2 Preview', '3 Map', '4 Validate', and '5 Finish'. The main area is titled 'Select a File for Import' and contains the text 'You may import a file with faculty grade entry data.' Below this text are two buttons: 'Browse' and 'Upload'. At the bottom, there's a list of supported file types: 'Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. The 'Continue' button at the very bottom is highlighted with a red box.

10. Click Continue.
11. This opens the Preview page and displays the document uploaded.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

☒ My Spreadsheet has headers.

Row	Term Code	CRN	OrgDefinedId	Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
1	202108	25118	81 [REDACTED]	Test Student 1	A	
2	202108	25118	81 [REDACTED]	Test Student 2	F	10/31/2021

Go Back

Continue

12. If the spreadsheet has headers, keep the My Spreadsheet has headers checkbox marked.
13. Click Continue.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

✓ Term Code*

✓ CRN*

✓ Student ID*

✓ Final Grade

✓ Last Attended Date

Incomplete Final Grade

Extension Date

Map

Term Code*

CRN*

Student ID*

Other

Final Grade

Last Attended I

Row	Term Code	CRN	OrgDefinedId	Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
1	202108	25118	81	Test Student 1	A	
2	202108	25118	81	Test Student 2	F	10/31/2021

Go Back

Continue

14. This opens the Map Columns screen and has options to match the columns from the uploaded spreadsheet to the Athena format.
15. Click the drop-down column headers and select the appropriate header to match the spreadsheet columns being imported.
 - a. For example, select Student ID for the column that contains 81x numbers.
 - b. Note: Only Term Code, CRN, Student ID, Final Grade, and Last Attended Date (if the Grade is an F or U) must be mapped to successfully import grades.
16. Click Continue.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 2 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

[Download the validation report](#)

Row	Term Code	CRN	OrgDefinedId	Name	Adjusted Final Grade Scheme Symbol	Last Attend Date
1	202108	25118	81	Test Student 1	A	
2	202108	25118	81	Test Student 2	F	10/31/2021

Go Back

Continue

17. This opens the Validate screen to check for errors in the spreadsheet.
 - a. If there are errors, click the Download the validation report link to see where the errors can be found.
 - i. For example, an error will appear if the same grade has already been uploaded or there is no last attend date for a grade of F or U.
18. Click Continue.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Import Complete

The import wizard is complete.

2 Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Finish

19. Grade import is complete. Click Finish.

ATHENA

Faculty Grade Entry • Final Grades

Not Started	Not Started	ENGL - ENGL - English	1101	0	English Composition I	202108 - Fall 2021	25094
Completed	Completed	JUR - JUR - Jurisprudence	42165	A	Business Law Practicum	202008 - Fall 2020	31055
In Progress	Not Started	ACCT - ACCT - Accounting	2101	0	Principles of Accounting I	202102 - Spring 2021	40174

Records Found: 18

Enter Grades

Full Name

ID

Midterm Grade

Final Grade

Rolled

Last Attend Date

	S		A		02/03/2021
	S		B+		
	S		A		
	S		F		02/03/2021

20. Click on the course in Athena Faculty Grade Entry and the grades will appear for the students.

21. There is a [video tutorial](#) on the Office of the Registrar website that shows in more detail how to enter grades using this tool in Athena.

How to Import Grades from the Athena Class List Export Document

- The Class List from the previous version of Athena can also be used to import grades.
- A few rows on the spreadsheet will need to be deleted before importing. Highlight rows 1-14.

	A	B	C	D	E	F	G	H	I
1	Course Information								
2	Course Title	English Composition I - ENGL 1101 0							
3	Term	Fall 2021 - 202108							
4	CRN	25118							
5	Duration	08/18/2021 - 12/07/2021							
6	Status	Active							
7									
8	Enrollment Counts								
9		Maximum	Actual	Remaining					
10	Enrollment	19	19	0					
11	Wait List	999	0	999					
12	Cross List	0	0	0					
13									
14	Summary Class List								
15	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class	
16	Test Student 1	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
17	Test Student 2	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
18									

- Right-click and select Delete to remove the rows from the spreadsheet.

	A	B	C	D	E	F	G	H	I
1	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class	
2	Test Student 1	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
3	Test Student 2	81x	Web Registered	Undergraduate		3 No Access	Enter Grade	First Year, Undergraduate	
4									
5									

4. To match the data in Athena Faculty Grade Entry, this spreadsheet must contain the columns Student ID (81x), the course CRN, the term code, and the final grade. The columns can be in any order.
 - a. Note: Any F or U grades will require a date in the Last Attend Date field.
5. Term and CRN must be added. Last Attend Date must be added if importing an F or U grade. To insert these columns, right-click on a column then click Insert to insert new columns as needed.
 - a. Term, CRN, and Last Attend Date have been added in the example below.

A	B	C	D	E	F	G	H	I	J	K
Term	CRN	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class	Last Attend Date
		Test Student 1	81x	Web Registered	Undergraduate	3	No Access	Enter Grade	First Year, Undergraduate	
		Test Student 2	81x	Web Registered	Undergraduate	3	No Access	Enter Grade	First Year, Undergraduate	

6. Fill in the missing data in the spreadsheet to prepare for importing.
7. To navigate to Faculty Grade Entry, select Faculty & Advisors on the Athena home page.
8. Click on the Classes & Grades title on the Faculty & Advisor Services landing page, then navigate to Grade Entry.
9. Select the Gear icon in the top-right corner of the screen. This will open a dialog box.

Faculty Grade Entry • Final Grades

Faculty Grade Entry

Final Grades

My Courses

Grading Status Rolled Subject Course Section Title Term

About
Keyboard shortcuts
Privacy Policy
Export Template
Import

10. Click Import.
11. Select the exported file from eLC downloaded in Step 1 and click Upload.

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Select a File for Import

You may import a file with faculty grade entry data.

Browse

Upload

Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)

Continue

12. Click Continue.
13. This opens the Preview page and displays the document uploaded.

Import

Cancel

1 Select

2 Preview

3 Map

4 Validate

5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

☒ My Spreadsheet has headers.

Row	Term	CRN	Student Name	ID	Registration Status	Level	Credit Hours	Midterm	Final	Class
1	202108	25118	Test Student 1	81x	Web Registered	Undergraduate	3	No Access	A	First Year, Undergrad
2	202108	25118	Test Student 2	81x	Web Registered	Undergraduate	3	No Access	F	First Year, Undergrad

Go Back

Continue

14. If the spreadsheet has headers, keep the My Spreadsheet has headers checkbox marked.
15. Click Continue.

Import

[Cancel](#)

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Attendance Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

✓ Term Code* ✓ CRN* ✓ Student ID* ✓ Final Grade
✓ Last Attended Date Incomplete Final Grade Extension Date

Map							
	Term Code*	CRN*	Other	Student ID*	Other	Other	Other
Row	Term	CRN	Student Name	ID	Registration Status	Level	Cr
1	202108	25118	Test Student 1	81x	Web Registered	Undergraduate	3
2	202108	25118	Test Student 2	81x	Web Registered	Undergraduate	3

[Go Back](#)[Continue](#)

Import

Cancel

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✓ Term Code*

✓ CRN*

✓ Student ID*

✓ Final Grade

✓ Last Attended Date

Incomplete Final Grade

Extension Date

Other

Other

Other

Final Grade

Other

Last Attended I

Registration Status	Level	Credit Hours	Midterm	Final	Class	Last Attended Date
Completed	Undergraduate	3	No Access	A	First Year, Undergraduate	
Completed	Undergraduate	3	No Access	F	First Year, Undergraduate	10/31/2021

Go Back

Continue

16. This opens the Map Columns screen and has options to match the columns from the uploaded spreadsheet to the Athena format.
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[Download the validation report](#)

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1	202108	25118	Test Student 1	81	Web Registered	Undergraduate	3	No Access	A	Fir Un
2	202108	25118	Test Student 2	81	Web Registered	Undergraduate	3	No Access	F	Fir Un

Go Back

Continue

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Import Complete

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2 Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Finish

21. Grade import is complete. Click Finish.

		A	
		I	
		A	
		F	03/31/2021

22. Click on the course in Athena Faculty Grade Entry and the grades will appear for the students.

23. There is a [video tutorial](#) on the Office of the Registrar website that shows in more detail how to enter grades using this tool in Athena.