

Method to upload an excel grade file from Bb to SAP (WLushbaugh and DFowler)

1. Download entire Grade Center from Bb and remove all cols except for the student names and final grade cols (Student numbers in Bb are wrong)
 - The final grades should be expressed as a SCORE (98) rather than a % grade (98% as this is really 0.98). If the final grades are expressed as percent rather than score you will need to multiply the percentage grades by 100 to make them whole numbers in this sheet.
2. Download your class roll from SAP and remove all the cols except for name and student number. Save the file.
3. Combine the two files by matching the Student numbers and names from SAP with the Student names and grades from Bb, save as an excel file.
4. Check to be sure that all the names are correctly matched as the two systems use different rules for alphabetical listings sorted by last name.

From SAP		From BB Grade Center			
Student Name	Student #	Last Name	First Name	%Grade	%Grade X100
Ab	30028815	A	B	89.63%	89.63
Ad	30028991	AD	E	87.62%	87.62
Ag	30019072	AG	S	80.97%	80.97

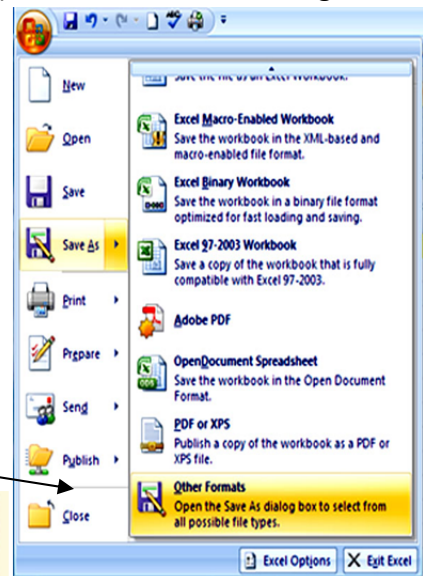
5. When you are sure that the names all match correctly, delete the columns with names in them, leaving only the student numbers from SAP (left col) matched with the final grades from BB (right col). Delete the column labels at the top of each column too.

“As of March 2010, it is possible to upload grades from a tab-delimited text file generated from Excel. The first column should contain student number, and the second column should contain grade.”

6. Save the excel file as a TAB DELIMITED TEXT FILE not an XLS file but a TXT file.

HELP: to find this option in Excel 2008, save as and choose other formats,

then choose text (Tab Delimited)(* .txt).



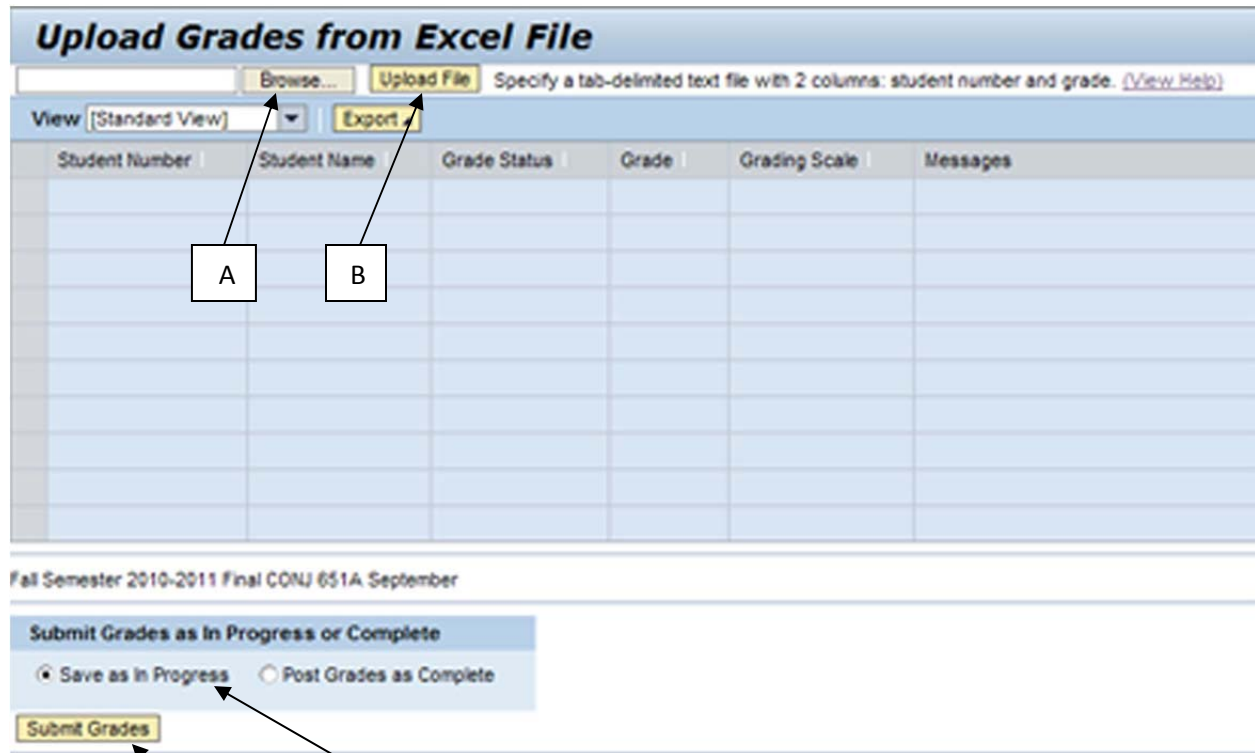
The file should look like below (only longer) with no labels at the top of the columns.

```
30028615 88.63
30028691 86.62
30049072 81.97
30005678 85.72
30001619 93.2
```

7. Choose your course in SAP and click on the [UPLOAD FINAL GRADES FROM EXCEL FILE](#) link.



8. -Use the browse button to find your file (A) then click Upload file (B). If this works your grades should be displayed in the window or you will see an error message.



8. Below the window choose **save as in progress** and click the **submit grades** button!

Remember, that grades need to be submitted as “final” before they will go to the registrar. In order for the grades to be submitted in final, a grade for all students on the list must be provided.

9. You may be done! if this worked you should be able to download final grades as excel from the previous page.

Click on **view final grades**

from the drop down

menu and you can print a copy of the final grades for your use.

