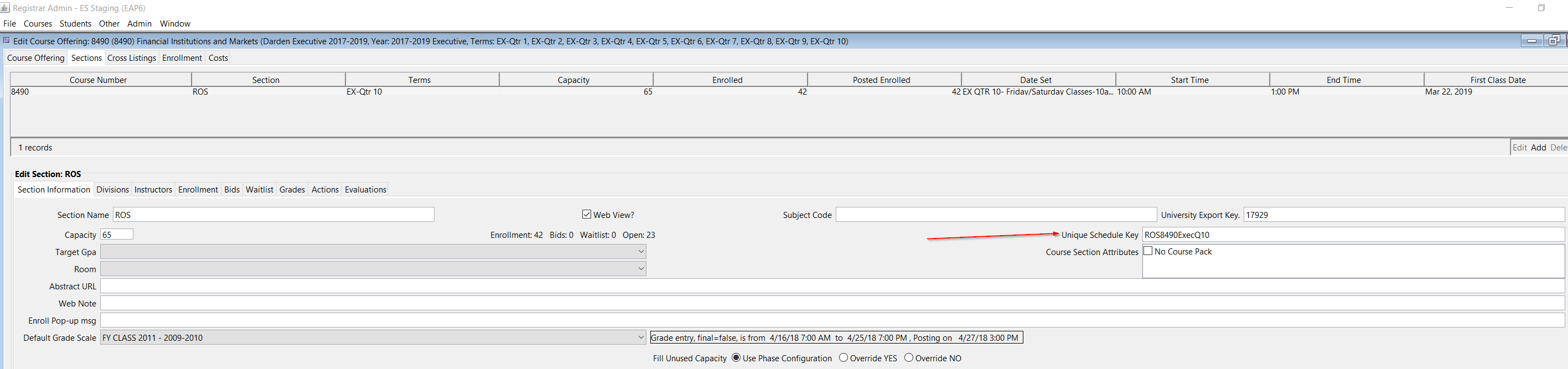
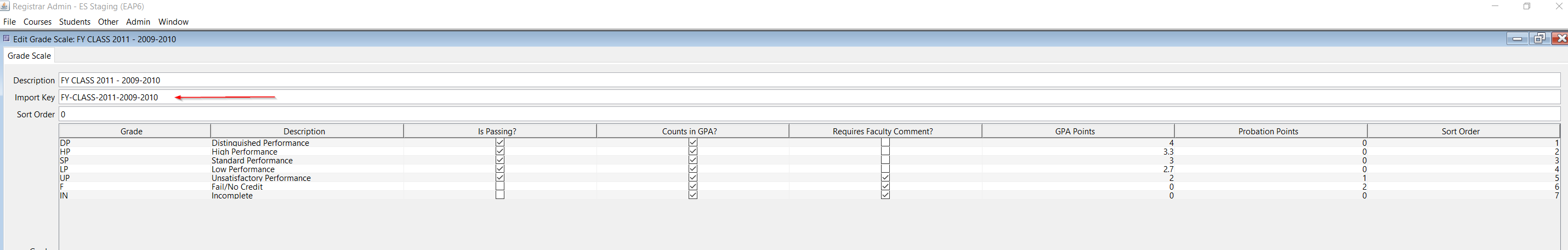
# Registrar Setup For Upload

Each course section must have a unique export key, WITH NO SPACES, and a default grade scale.



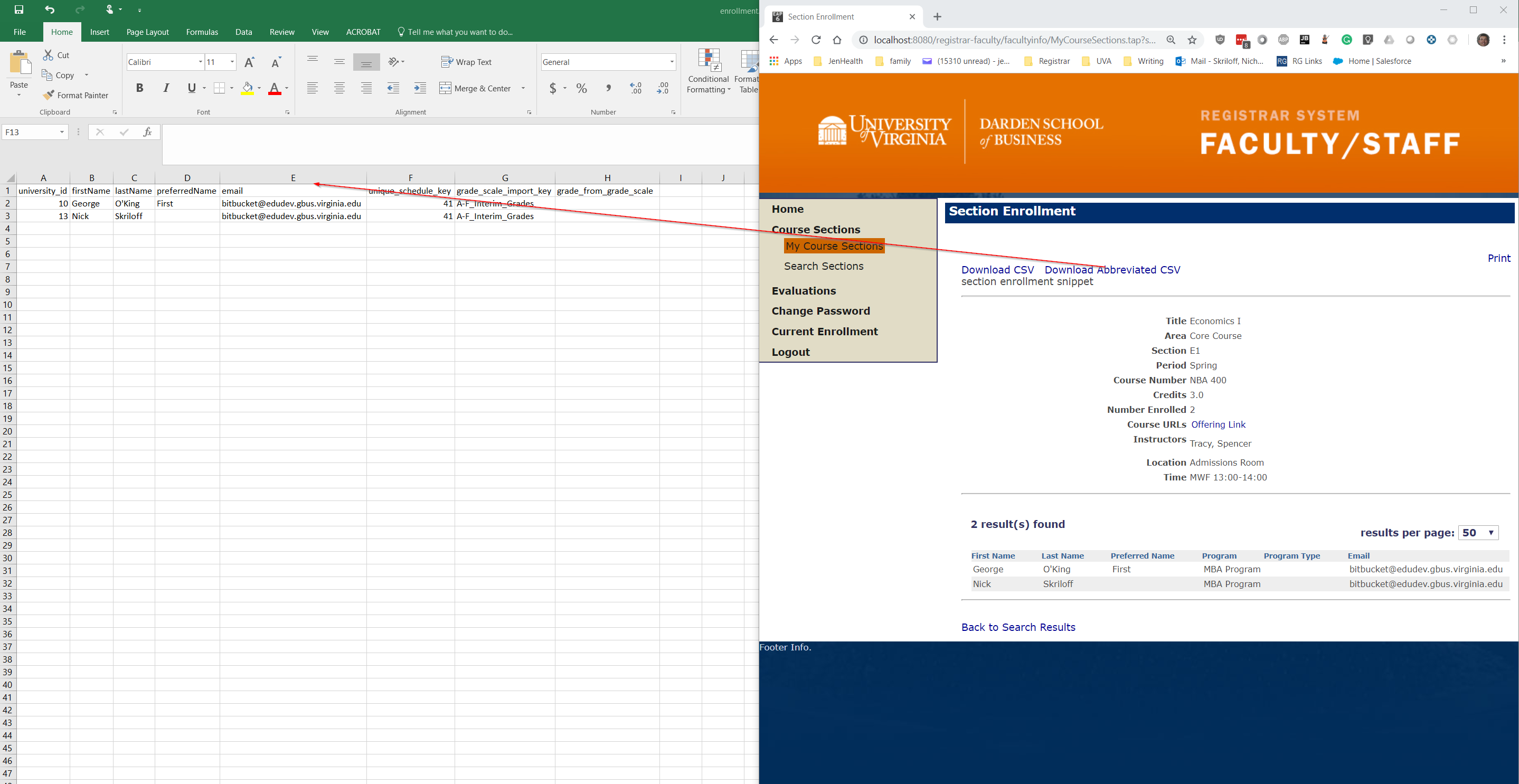
Each grade scale must have an import key, WITH NO SPACES,



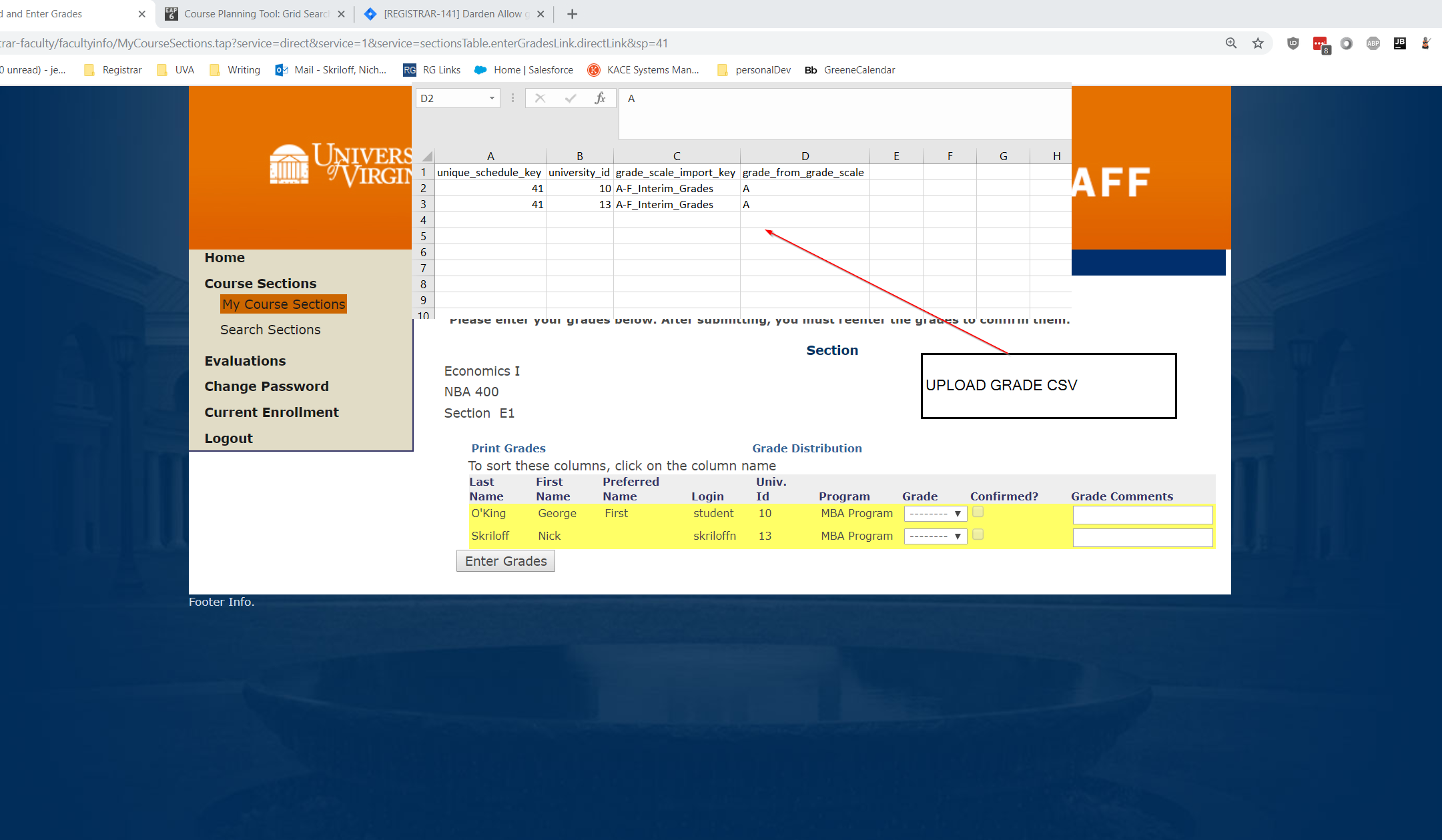
Make sure the application property **HideImportEnrollmentFromCSVForFaculty is false**

# Process allowing TA’s to upload grades

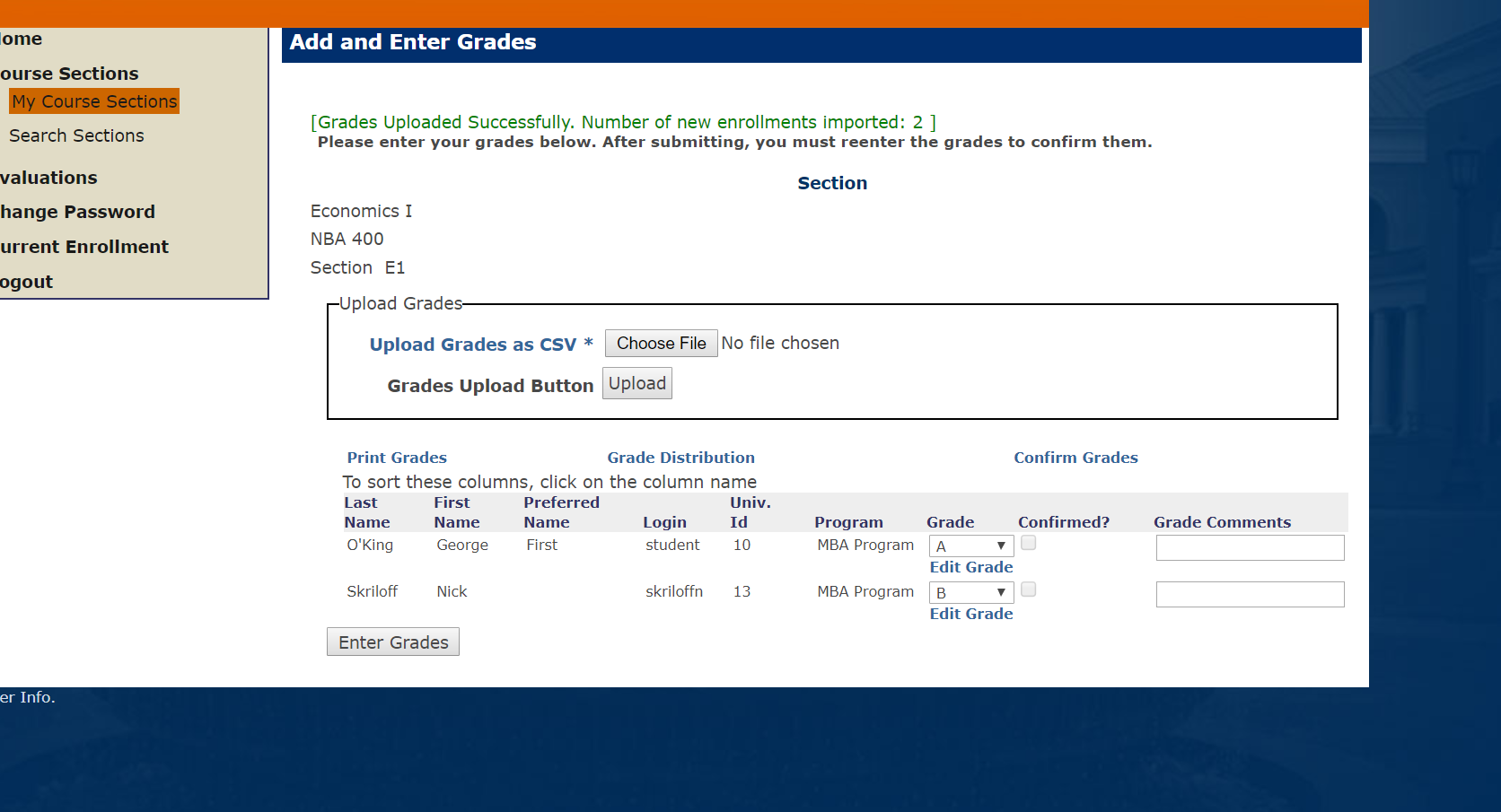
* You can watch a video at <https://screencast-o-matic.com/watch/cqei2R0OgG>
* Go to Course at website and get abbreviated csv



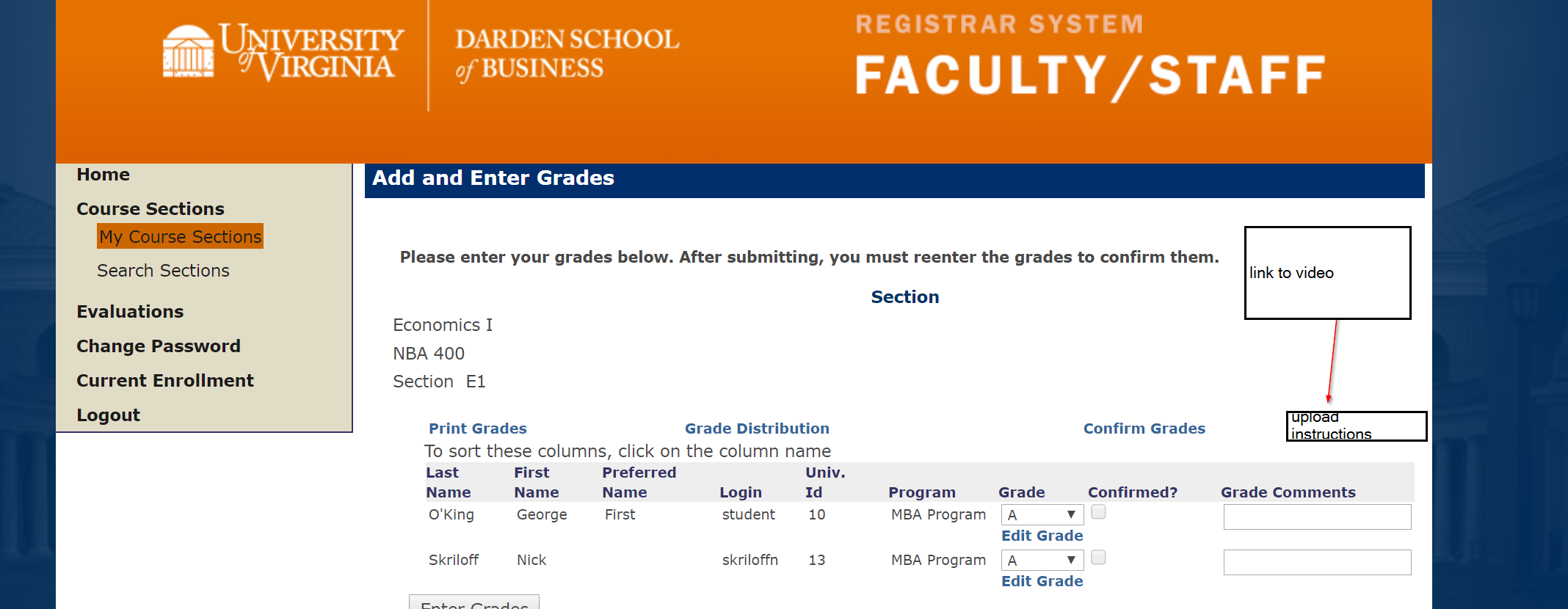
Only these 4 columns should be there for upload



After uploading the document this verbiage comes back. If there is an error, you will see it in RED. See Wendy about these.

****

**You can change one grade and it will just update that one grade.**



# Moving forward

\* Nick and Wendy sign off

\* Small group Testing of this who become the AA advocate trainers

\* Training session after small group testing sign off

\* Goal timeline (flexible) Aggressive Goal is March 15th and a low goal is May 15

# Technical Documentation (TAs ignore the below)

**Currently Darden admins do not use the import procedure but other schools do. That is controlled by the application property** 'RequireGradesInImportEnrollmentFromCSV'. So toggle to allow admins.

**Decision: Wendy agrees to work with a few AAs to be first level support for questions on the CSV**

Decision was made that if you change a grade that it should not affect all grades. So, we copied the values in. We should have just let the user know that they would change all grades? The grade\_scale\_import key is copied in to OLR\_Student\_Grades that represents the value at the time the grade is created. The OLR\_Student\_Enrollment Table has the grade\_scale\_id.

See OLR\_Application\_Properties set string\_value = 'true' where name in ('RequireGradesInImportEnrollmentFromCSV','ShortLoggingLevelForImportEnrollmentFromCSV','DoNotConfirmGradesAutomaticallyForImportEnrollmentFromCSV',’GradeImportDoesNotIncludeEnrollments’);

On 2/28/20, Pete Brecht added the application property, GradeImportDoesNotIncludeEnrollments, which is noted in <https://darden.atlassian.net/browse/DSI-98>