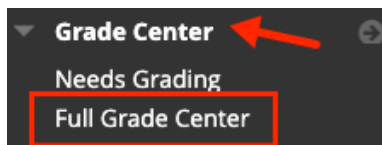


UPLOAD EXCEL GRADES TO ULEARN

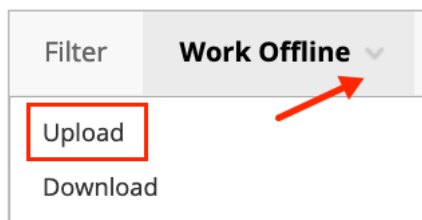
Instructors can [download](#) the ulearn grade center and make any needed grade changes on any manually submitted assignments offline and upload them into ulearn.

Instructions

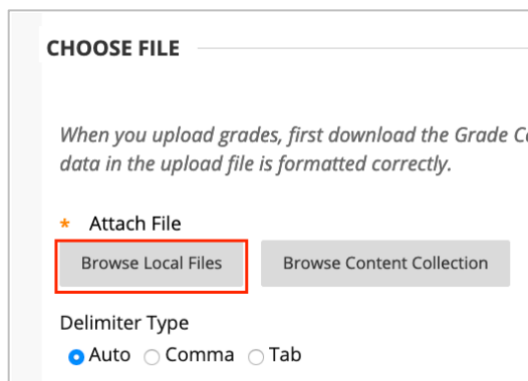
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



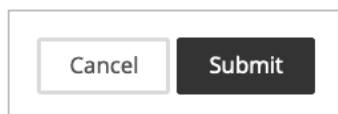
2. In the far right corner of your grade center, click on the **Work Offline** button and then select **Upload**.



3. On the Upload Grades page, click **Browse Local Files** and select the file you wish to upload to ulearn. Select the delimiter type: Auto, Comma, or Tab (Auto will attempt to automatically detect the delimiter used in the selected file).



4. Click **Submit**.



UPLOAD EXCEL GRADES TO ULEARN

5. On the Upload Grades Confirmation page, you are asked to review the list of what is to be uploaded. Click **Submit** when done reviewing.

Upload Grades Confirmation
*Review the list below and select what to upload, then click **Submit**.*

UPLOAD	UPLOADING COLUMN	MATCH	GRADE CENTER COLUMN	DATA PREVIEW	MESSAGES
	% Grade To Date	✔	% Grade To Date	-	Automatically calculated data will not be uploaded.
	Letter Grade to Date	✔	Letter Grade to Date	-	Automatically calculated data will not be uploaded.
	Week 1 Journal	✔	Week 1 Journal	-	No Data Updates
	Week 3 Journal	✔	Week 3 Journal	-	No Data Updates
	Week 4 Assignment	✔	Week 4 Assignment	-	No Data Updates
	Week 5 Journal	✔	Week 5 Journal	-	No Data Updates
	Week 7 Assignment	✔	Week 7 Assignment	-	No Data Updates
	Week 8: Midterm Exam	✔	Week 8: Midterm Exam	-	No Data Updates
	Week 9 Journal	✔	Week 9 Journal	-	No Data Updates
	Week 11 Assignment	✔	Week 11 Assignment	-	No Data Updates
<input checked="" type="checkbox"/>	Week 12 Journal	✔	Week 12 Journal	-,,,,100	
<input checked="" type="checkbox"/>	Week 14 Journal	✔	Week 14 Journal	-,,,,100	
<input checked="" type="checkbox"/>	Week 16 Final Exam	✔	Week 16 Final Exam	100,100,90,90,80,100	
<input checked="" type="checkbox"/>	Class Participation	✔	Class Participation	-,100,100,100,100	

*Click **Submit** to proceed. Click **Cancel** to go back.*

6. The changes will be made in the grade center. Click **Submit**.