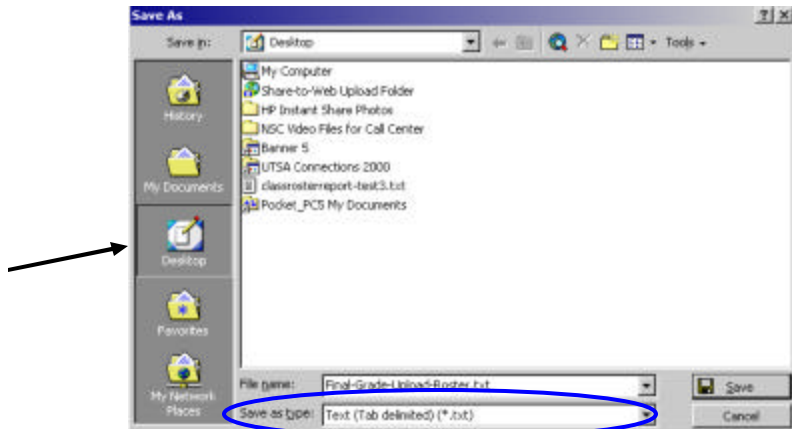
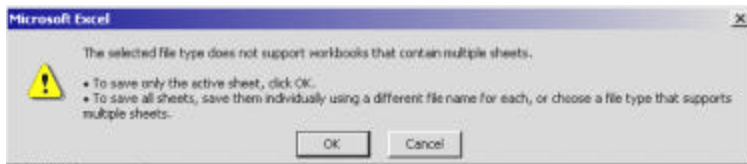


## **STEP 1: Prepare Your Spreadsheet File for Upload**

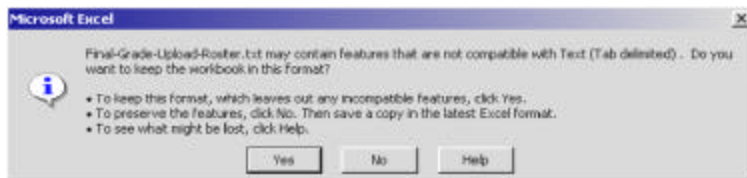
1. Open your spreadsheet file that contains the grades you wish to upload.
2. Click on **"File"** and then choose **"Save As."**



3. Click on the **"Desktop"** Icon on the left side of the dialog box to ensure that you are saving this file to your desktop.
4. Under **"Save as type:"** at the bottom of the dialog box, choose **"Text (Tab delimited) (\*.txt)."**
5. Click on **"Save."**



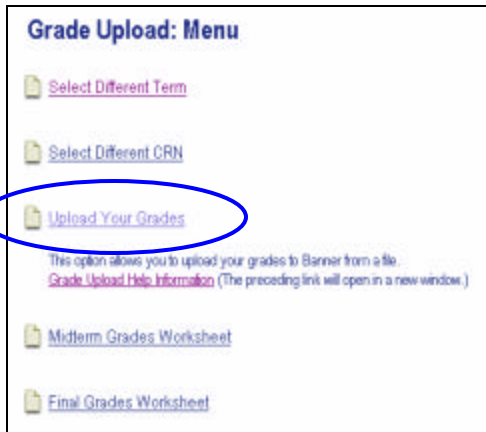
6. When the Warning Message appears, click **"OK."**



7. Now just click **"Yes"** to keep this format.
8. **Close** all files and **Exit** your spreadsheet program.

## STEP 2: Upload Your Grades

1. Log in to **ASAP** and go to **Faculty Services**.
2. Scroll Down to the last menu option and click on **"Upload Your Grades from a File."**
3. **Select the term** from the drop down menu and click on **"Submit."**
4. **Select the Course Section** for which you wish to upload grades.
5. Click on **"Choose This Course Section."**



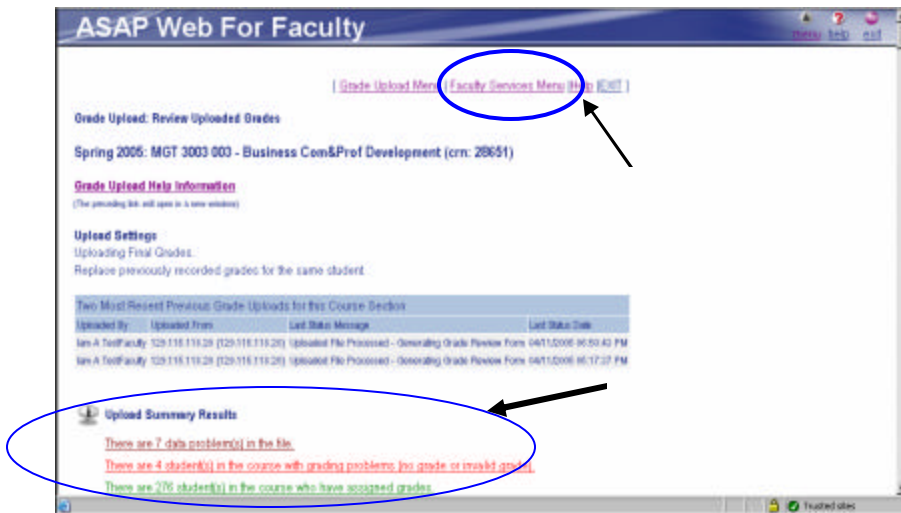
Please Note: If you did not enter the Term or Course Section correctly, this menu will give you the option of correcting that before you upload your grades.

6. Click on **"Upload Your Grades"**



7. Click on the **"Browse"** button under Name of Grade File to Upload.
8. Click on the **"Desktop"** Icon on the left side of the dialog box.
9. Locate and **Click on the File** that you saved in Step 1.
10. Click on **"Open."**
11. Click on the **"Begin Grade File Upload"** button. This button will now read "Processing" to indicate that it is processing your upload request. When finished an Upload Summary will appear detailing any errors.

### STEP 3: Review Upload Summary



1. Look at Upload Summary Results to summarize the number of errors.
2. Scroll down to view the specific errors that occurred during the upload.
3. To view more detailed information about the error:
  - a. Click on "Faculty Services Menu" at the top of the screen.
  - b. Choose "Detail Class List."
  - c. **Select the term** from the drop down menu and click on "Submit."
  - d. **Select the Course Section** you wish to view.
  - e. Click on "Submit."



4. Scroll through the report to **find the students** that had errors. This should provide you with more information as to why the student's grade was not uploaded. See the "Correcting Errors" file for a summary of how to correct various errors.

Please Note: Below the list of errors is a list of grades that were successfully assigned for each student on your roster. Please review this list for accuracy. If any changes need to be made you may change them directly on this screen or you may go to instructions on "Changing a Grade" in the Correcting Errors File.

5. Scroll down to the bottom of the Upload Summary Report and click on "Submit These Grades"
6. After it has processed, you will see a report summarizing the grades that were uploaded.