

## How to submit final grades for a class at the end of the semester

1. Go to [calcentral.berkeley.edu](http://calcentral.berkeley.edu)



2. In CalCentral, click on the **My Academics** on the top menu bar.

3. Click the **Enter Grades** link for your class. This should take you to the Grade Roster page.

**CALCENTRAL**  
My Dashboard **My Academics** My Finances My Campus

My Academics

Fall 2016 Classes

Grading

Assistance with Grading: General Final Grading Entry Period: Start: Dec 12 | Due: Dec 21, 2016

Please expect 15-20 minutes for Grading Status updates to be reflected below.

Course	Class Number	Title	Section	Grading Links	Grading Status
PHILOS 155	20881	Medieval Philosophy	LEC 001	<a href="#">Enter Grades</a>	
PHILOS 190	20848	Proseminar	LEC 001	<a href="#">Enter Grades</a>	
PHILOS 199	20798	Supervised Independent Study and Research IND 023		<a href="#">Enter Grades</a>	

**Grading Status Legend**

- Grade entry period not started or no access
- Grade entry period started and grades not yet approved
- Grades approved
- Grades posted
- Final grade entry period ended and grades overdue

For some instructors, the **My Academics** page doesn't have a **Grading** section ...

**CALCENTRAL**  
My Dashboard **My Academics** My Finances My Campus

My Academics

Fall 2016 Classes

Semesters

... but instead has a section called **Semesters**. Under that, go to the **Teaching** section and click this link:

**Fall 2016**

Then click **Enter Grades**, and it will take you to the Grade Roster page.

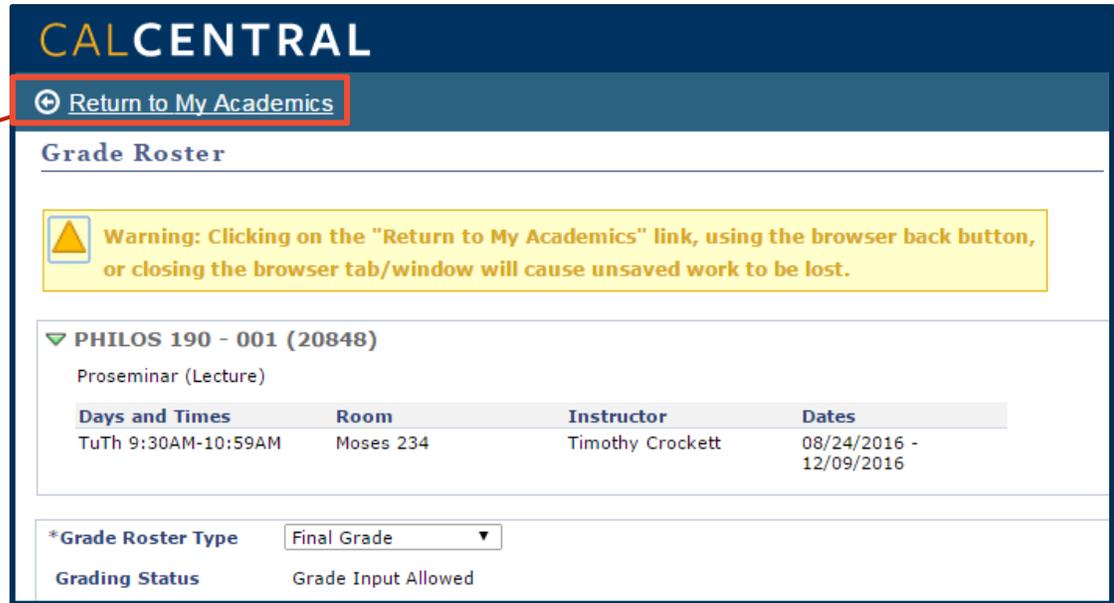
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The **Enter Grades** link brings you to the **Grade Roster** page.

**NOTE:** Always remember to **SAVE** before clicking this **"Return to My Academics"** link.



**CALCENTRAL**

[Return to My Academics](#)

### Grade Roster

 **Warning:** Clicking on the "Return to My Academics" link, using the browser back button, or closing the browser tab/window will cause unsaved work to be lost.

▼ **PHILOS 190 - 001 (20848)**  
Proseminar (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 9:30AM-10:59AM	Moses 234	Timothy Crockett	08/24/2016 - 12/09/2016

\*Grade Roster Type:

Grading Status:

## Features of the Grade Roster page

On the **Grade Roster** page, you will have options for assigning grades.

1. Choose the **Grade Roster Type**.
2. The **Grading Status** will indicate whether you are in the grading entry period
3. The **Save** button allows you to save your entries without submitting them.
4. Click **Save And Approve** when you are ready to post grades to students. Grades post to students at midnight after you approve them.
5. The **Export Grades As CSV** downloads the roster into a spreadsheet.
6. You can also upload grades from a spreadsheet using the **Import Grades As CSV** button. (See page 3-4 for important details on the CSV format.)
7. Click the **Select All** link to add the same grade for all students or click individual checkboxes to add a grade for selected students.
8. Use the **Add This Grade To Selected Students** button to select a grade to apply to students you have checked.

The screenshot shows the Grade Roster page interface. Callout 1 points to the '\*Grade Roster Type' dropdown menu set to 'Final Grade'. Callout 2 points to the 'Grading Status' which is 'Grade Input Allowed'. Callout 3 points to the 'SAVE' button. Callout 4 points to the 'SAVE AND APPROVE' button. Callout 5 points to the 'EXPORT GRADES AS CSV' button. Callout 6 points to the 'IMPORT GRADES AS CSV' button. Callout 7 points to the 'Select All' link. Callout 8 points to the '<< ADD THIS GRADE TO SELECTED STUDENTS' button. Below these buttons is a table titled 'Student Grade' with columns for ID, Name, Roster Grade, Comments, Official Grade, Grading Basis, Program and Plan, Level, Graduating, and Enrollment Status. The table contains three rows of student data.

ID	Name	Roster Grade	Comments	Official Grade	Grading Basis	Program and Plan	Level	Graduating	Enrollment Status
1	Ambrose, Alice	A	Comments		GRD	Undergrad Non-Degree/NonFinAid - Non-UC Campus Visitor L&S UG	Junior		Enrolled
2	Anscombe, G.E.M.	A	Comments		GRD	Undergrad Letters & Science - Philosophy BA	Junior		Enrolled
3	Arendt, Hannah	A	Comments		GRD	Undergrad Letters & Science - Philosophy BA	Senior		Enrolled

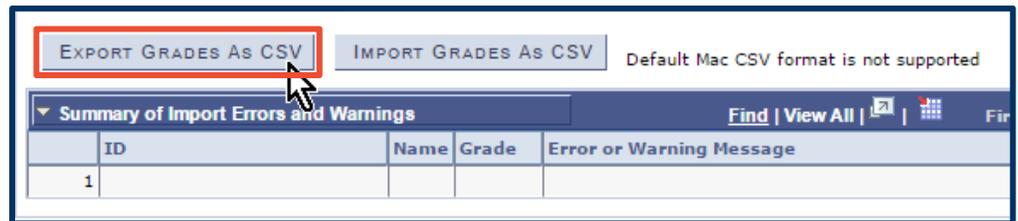
**NOTE: SAVE** often! If this page is left idle for 15 minutes, the system will log you out and you will lose your work.

You can also use the drop lists in the **Roster Grade** column to select individual grades.

Student Grade							
	ID	Name	Roster Grade	Comments	Official Grade	Grading Basis	Program and Plan
<input type="checkbox"/>	1 3032451306	<a href="#">Ambrose,Alice</a>	A	<a href="#">Comments</a>		GRD	Undergrad Non-Degree/NonFinAid - Non-UC Campus Visitor L&S UG
<input type="checkbox"/>	2 3032412397	<a href="#">Anscombe,G.E.M.</a>	A	<a href="#">Comments</a>		GRD	Undergrad Letters & Science - Philosophy BA
<input type="checkbox"/>	3 24488826	<a href="#">Arendt,Hannah</a>	A	<a href="#">Comments</a>		GRD	Undergrad Letters & Science - Philosophy BA
<input type="checkbox"/>	4 23288955	<a href="#">Aristotle,A.</a>	A	<a href="#">Comments</a>		GRD	Undergrad Letters & Science - Philosophy BA
<input type="checkbox"/>	5 26031572	<a href="#">Beauvoir,Simone de</a>	A	<a href="#">Comments</a>		GRD	Undergrad Letters & Science - Philosophy BA
<input type="checkbox"/>			A				Undergrad Letters

### Importing Grades from a Spreadsheet

If you want to enter grades via a spreadsheet, one way to begin is to click **Export Grades As CSV**. This produces a sheet, in the proper .csv format, with all the SIDs and student names already populated in the correct columns.



In this example of an exported .csv, you'll see that Columns A, B and D (SID, Name and Grading Basis), are pre-populated from the export. You will need to enter grades into Column C and can add optional comments in Column E.

Spreadsheet example:

	A	B	C	D	E
1	SID	Name	Grade	Grading Basis	Comments
2	3032451306	Ambrose,Alice		GRD	
3	3032412397	Anscombe,G.E.M.		GRD	
4	24488826	Arendt,Hannah		GRD	
5	23288955	Aristotle,A.		GRD	
6	26031572	Beauvoir,Simone de		GRD	
7	25320076	Confucius,C.		GRD	
8	26185858	Goldman,Emma		GRD	
9	23927658	Hypatia,Alexandria		GRD	
10	25852470	Kant II,Immanuel		GRD	
11	26882142	Maitreyi,Mai		GRD	
12	26757902	Plato,P		GRD	
13	25084317	Wollstonecraft,Mary		GRD	

#### NOTES:

In order for your import to work, the columns must be in this order and format.

Only columns A, C and E will upload. You do not need to delete data in other columns.

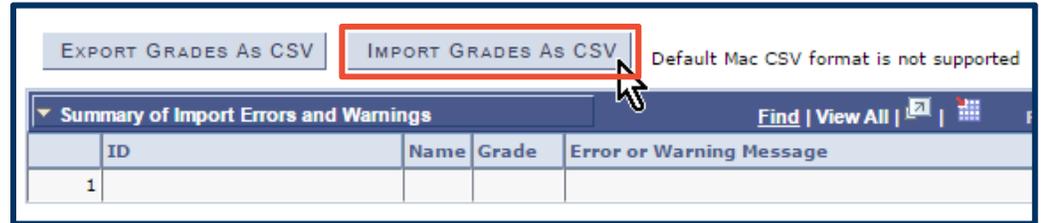
## How to “Save As...” the Proper .csv Format

Be sure to choose “**Save As ...**” and **give the file a name and location** you will remember.

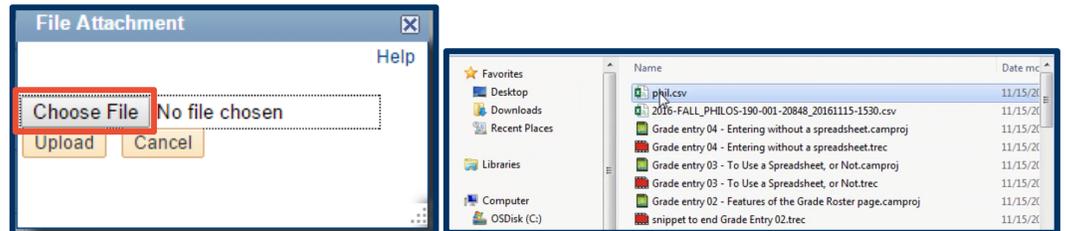
In Excel for **Mac**, from the *Format* list, choose **Windows Comma Separated (.csv)**.  
In Excel for **Windows**, next to *Save as Type*, choose **CSV (Comma delimited) (.csv)**.

Once you’ve saved grades in a spreadsheet (.csv), you can then import them:

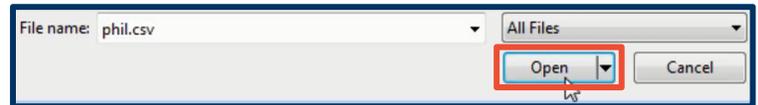
1. Click the **Import Grades As CSV** button.



2. Click **Choose File** to select your saved .csv file.

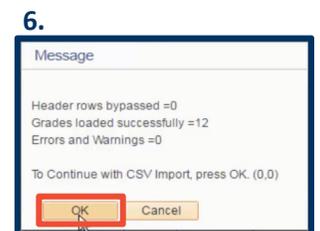
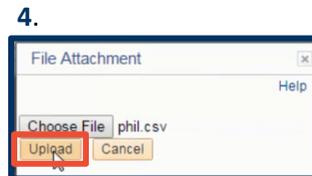


3. Click **Open** to select your file.



On the next few pop ups...

4. Click **Upload** to import your .csv file.
5. Click **OK** to continue.
6. Click **OK** to acknowledge the import status.



Don’t forget to hit **Save!**

It is a great idea to do this often.



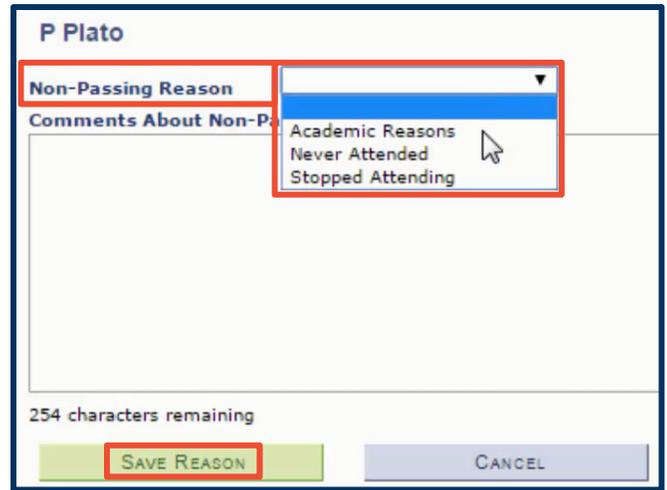
If you have any non-passing grades, you'll be prompted to enter a reason. Select a **Non-Passing Reason** from the drop list.

**NOTES:**

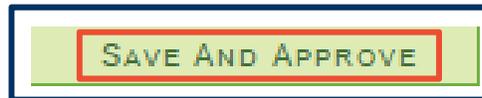
Selecting a **Non-Passing Reason** applies whether you use a spreadsheet or enter grades individually.

If you choose "Stopped Attending," you'll be prompted to enter the **Date of Last Attendance**.

Finally, click the **Save And Approve** button to post grades. Grades will be posted at midnight of that same day.



The screenshot shows a web form titled "P Plato". At the top, there is a label "Non-Passing Reason" with a red box around it. Below it is a dropdown menu with a blue header and three options: "Academic Reasons", "Never Attended", and "Stopped Attending". A mouse cursor is pointing at the "Academic Reasons" option. Below the dropdown is a text area labeled "Comments About Non-P...". At the bottom of the form, there is a green button labeled "SAVE REASON" with a red box around it, and a grey button labeled "CANCEL". A status indicator at the bottom left says "254 characters remaining".



A close-up of a green button with the text "SAVE AND APPROVE" in black, outlined with a red box.

**NOTE:** Your CalCentral page will update within 15 minutes of your approval.

Only **Instructors of Record** (Teaching-in-charge) can approve (publish) grades. If you need to have someone other than the instructor approve grades, please contact the Office of the Registrar.