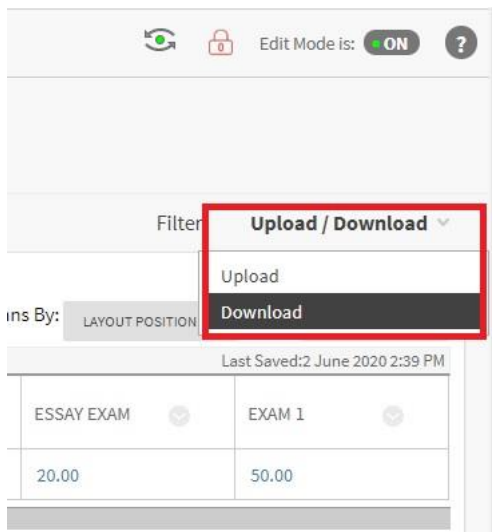




Upload excel workbook to the Grade Centre

Step 1

In the top right corner of Grade Centre hover your cursor over **Upload/Download** and a drop down menu will appear. Click on **Upload**.



Step 2

Click **Browse my Computer** to locate your file.
Leave the delimiter type as Auto.

CHOOSE FILE

* **Attach File**

BROWSE MY COMPUTER

BROWSE CONTENT COLLECTION

Delimiter Type

Auto Comma Tab

Click **Submit**

Step 3

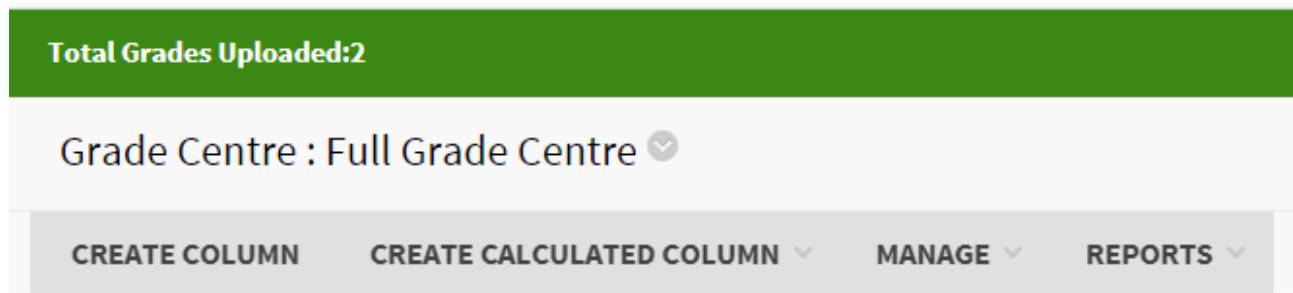
On the Upload Grades Confirmation page, review the Data Preview and Message column to confirm the information that is being uploaded.

Step 4

Click **Submit**

Step 5

A green message will appear at the top of the grade centre. The note lists how many grades have been uploaded.



The screenshot shows a user interface for a grade centre. At the top, there is a green banner with the text "Total Grades Uploaded:2". Below this banner, the text "Grade Centre : Full Grade Centre" is displayed with a dropdown arrow. At the bottom of the interface, there is a grey navigation bar with four buttons: "CREATE COLUMN", "CREATE CALCULATED COLUMN" (with a dropdown arrow), "MANAGE" (with a dropdown arrow), and "REPORTS" (with a dropdown arrow).