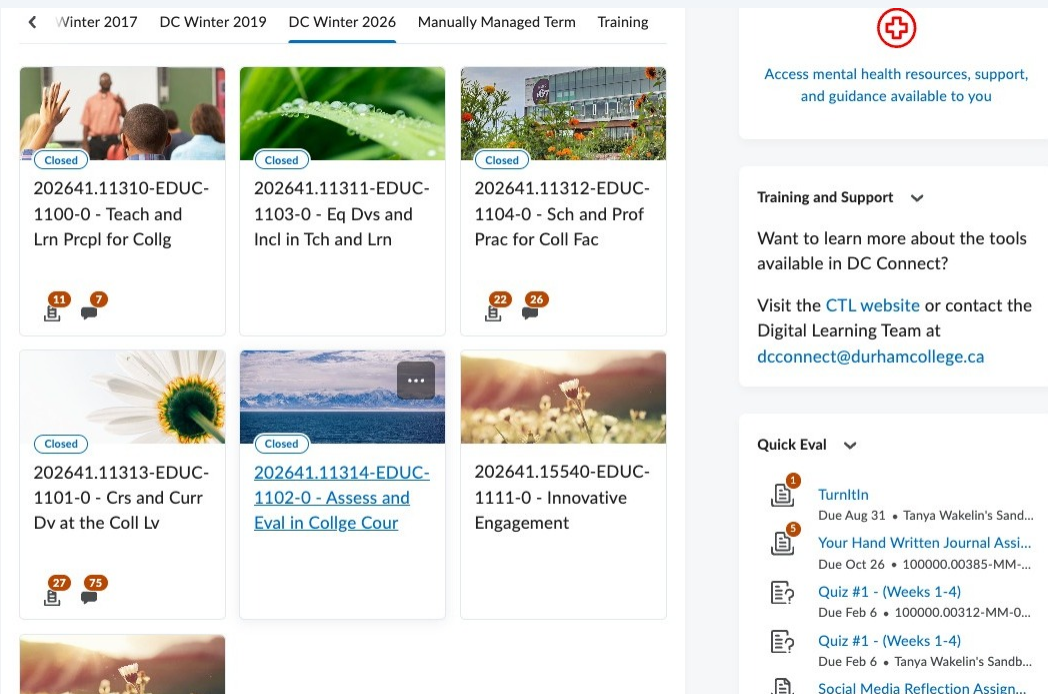


Grades: How to Export, Transform and Upload Grades

Learn how to export course grades from DC Connect, transform them into an acceptable file type, then upload mid-term and final grades to banner.

Phase 1: Export Grades

1 Navigate to [DC Connect](#)



The screenshot displays the DC Connect interface. At the top, there are navigation tabs: Winter 2017, DC Winter 2019, DC Winter 2026 (selected), Manually Managed Term, and Training. The main content area features a grid of course cards, each with a 'Closed' status, a course ID, a title, and a 'Closed' button. The cards include:

- 202641.11310-EDUC-1100-0 - Teach and Lrn Prcpl for Collg (11, 7)
- 202641.11311-EDUC-1103-0 - Eq Dvs and Incl in Tch and Lrn
- 202641.11312-EDUC-1104-0 - Sch and Prof Prac for Coll Fac (22, 26)
- 202641.11313-EDUC-1101-0 - Crs and Curr Dv at the Coll Lv (27, 75)
- 202641.11314-EDUC-1102-0 - Assess and Eval in Collge Cour
- 202641.15540-EDUC-1111-0 - Innovative Engagement

The right sidebar contains several sections:

- A red cross icon with the text: "Access mental health resources, support, and guidance available to you"
- A "Training and Support" section with a dropdown arrow, containing the text: "Want to learn more about the tools available in DC Connect? Visit the [CTL website](#) or contact the Digital Learning Team at dcconnect@durhamcollege.ca"
- A "Quick Eval" section with a dropdown arrow, listing several assignments and quizzes with due dates and authors.

2 Select desired course.

202641.11310-EDUC-1100-0 - Teach and Lrn Prcpl for Collg

202641.11311-EDUC-1103-0 - Eq Dvs and Incl in Tch and Lrn

202641.11312-EDUC-1104-0 - Sch and Prof Prac for Coll Fac

202641.11313-EDUC-1101-0 - Crs and Curr Dv at the Coll Lv

202641.11314-EDUC-1102-0 - [Assess and Eval in Collge Cour](#)

202641.15540-EDUC-1111-0 - Innovative Engagemnt

202641.15541-EDUC-1112-0 - Mindful

Training and Support

Want to learn more about the tools available in DC Connect?

Visit the [CTL website](#) or contact the Digital Learning Team at dcconnect@durhamcollege.ca

Quick Eval

- Turnitin
- Your Hand Written Journal Assi...
- Quiz #1 - (Weeks 1-4)
- Quiz #1 - (Weeks 1-4)
- Social Media Reflection Assign...
- Quiz #2 - (Weeks 5-8)

[View all activities](#)

3 Click "Grades"

DURHAM COLLEGE DCCONNECT 202641.11314-EDUC-1102-0 - Assess a...

Course Home Content **Grades** Activities Communication Help Course Admin

Course Announcements

There are no announcements to display. [Create an announcement](#)

Updates

There are no current updates for 202641.11314-EDUC-1102-0 - Assess and Eval in Collge Cour

Calendar

Tuesday, May 19, 2026

Upcoming events

There are no events to display. [Create an event](#)

Student Help Videos

Watch the videos below to become familiar with using DC Connect

- [Assignments](#)
- [Classlist](#)
- [Class Progress](#)
- [Content](#)
- [Discussions](#)
- [Grades](#)
- [Navigation](#)

4 Click "Enter Grades"

DURHAM COLLEGE DCONNECT 202641.11314-EDUC-1102-0 - Assess a...

Course Home Content Grades Activities Communication Help Course Admin

Enter Grades Manage Grades Schemes Setup Wizard Settings Help

Grades Setup Wizard

Welcome to the Grades Setup Wizard!

Current Grade Book Settings

Grading System
Weighted

Final Grade To Release
Release the Calculated Final Grade
Automatically release final grade

Grade Calculations
Drop ungraded items
Automatically keep final grades updated

5 Click "Download Spreadsheet"

DURHAM COLLEGE DCONNECT 202641.11314-EDUC-1102-0 - Assess a...

Course Home Content Grades Activities Communication Help Course Admin

Enter Grades Manage Grades Schemes Setup Wizard Settings

Import Download Spreadsheet Switch to Spreadsheet View More Actions

Note

- 'Final Calculated Grade' sums to 0%, not 100%. Verify the total weight of all top level categories and items is 100%.

Filter by: Sections Apply

Search For... Show Search Options

Email

	Learner	Final Grades	
		Final Calculated Grade	Final Adjusted Grade
<input type="checkbox"/>	Instructor Student View, 202641.11314	-	



This next step is critical to the success of the grade submission process. Do not unselect the key field "Org Defined ID".

6 Click the "Weighted grade" field.

Key Field

Org Defined ID
 Username
 Both

Sort By

-- Default --

Grade Values

Points grade
 Weighted grade ?
 Grade Scheme ?

User Details

Last Name
 First Name
 Email

Section Membership

Choose Grades to Download

7 Click the "Grade Scheme" field.

Key Field

Org Defined ID
 Username
 Both

Sort By

-- Default --

Grade Values

Points grade
 Weighted grade ?
 Grade Scheme ?

User Details

Last Name
 First Name
 Email

Section Membership

Choose Grades to Download

<input type="checkbox"/>	Grade Item	Type
--------------------------	------------	------

8 Click the "Last Name" field.

Sort By

-- Default --

Grade Values

Points grade
 Weighted grade ?
 Grade Scheme ?

User Details

Last Name
 First Name
 Email

Section Membership

Choose Grades to Download

<input type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Discussion #1 - Contemporary Public Beliefs	Numeric
<input checked="" type="checkbox"/>	Discussion #2 - Social Welfare Systems	Numeric

9 Click the "First Name" field.

Username
 Both

Sort By
-- Default --

Grade Values
 Points grade
 Weighted grade ?
 Grade Scheme ?

User Details
 Last Name
 First Name
 Email
 Section Membership

Choose Grades to Download

<input type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Week 3 - Accountability and Biology Discussion	Numeric
<input checked="" type="checkbox"/>	Week 9 - Stimulants Social Media and Misinformation Discussion	Numeric

10 Click the "Email" field.

Both

Sort By
-- Default --

Grade Values
 Points grade
 Weighted grade ?
 Grade Scheme ?

User Details
 Last Name
 First Name
 Email
 Section Membership

Choose Grades to Download

<input type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Week 3 - Accountability and Biology Discussion	Numeric

11 Click the "Section Membership" field.

The screenshot shows a web interface for downloading grade data. At the top, there is a dropdown menu set to "-- Default --". Below this, there are two sections of checkboxes: "Grade Values" and "User Details". The "Grade Values" section includes "Points grade", "Weighted grade", and "Grade Scheme", all of which are checked. The "User Details" section includes "Last Name", "First Name", "Email", and "Section Membership". The "Section Membership" checkbox is highlighted with an orange circle. Below the checkboxes is a table titled "Choose Grades to Download" with columns for "Grade Item" and "Type". The table contains three rows: "Grade Item" (unchecked), "Discussion #1 - Contemporary Public Beliefs" (checked), and "Discussion #2 - Social Welfare Systems" (checked). At the bottom of the table are three buttons: "Download as CSV", "Download as Excel", and "Cancel".

Grade Item	Type
<input type="checkbox"/> Grade Item	
<input checked="" type="checkbox"/> Discussion #1 - Contemporary Public Beliefs	Numeric
<input checked="" type="checkbox"/> Discussion #2 - Social Welfare Systems	Numeric

Download as CSV Download as Excel Cancel



It is critical that the **all** fields are selected on the DC Connect download page:

- "points grade",
- "weighted grade",
- "grade scheme",
- "last name",
- "first name"
- "email",
- "section membership".
- All grade items will be automatically selected, do not unselect.

Note: If the gradebook does not include "weighted grades", this option will be missing. Please proceed with selecting all options available.

12 Click "Download as CSV"

Grade Values

- Points grade
- Weighted grade ?
- Grade Scheme ?

User Details

- Last Name
- First Name
- Email

- Section Membership

Choose Grades to Download

<input type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Discussion #1 - Contemporary Public Beliefs	Nurr
<input checked="" type="checkbox"/>	Discussion #2 - Social Welfare Systems	Nurr
<input checked="" type="checkbox"/>	Assessment #1 - Critical Media Analysis	Nurr
<input checked="" type="checkbox"/>	Assessment #2 - Social Media Strategies	Nurr

13 Click "Download" to save file. The file will automatically be saved in the "Downloads" file on your computer.

Sort By
-- Default --

Grade Values

- Points grade
- Weighted grade ?
- Grade Scheme ?

User Details

- Last Name
- First Name
- Email

- Section Membership

Choose Grades to Download

<input type="checkbox"/>	Grade Item	Type
<input checked="" type="checkbox"/>	Final Calculated Grade ?	
<input checked="" type="checkbox"/>	Final Adjusted Grade	

Complete

Congratulations! Your export 202641.11314-EDUC-1102-0 - Assess and Eval in College Cour_GradesExport_2026-05-19-19-32.csv is now ready for download.

Phase 2: Transform Grades

14 Navigate to [Faculty Self Service Banner](#)

15 Click "Mid-term and Final Grades Transformer"

Faculty Services

Hello Ta .

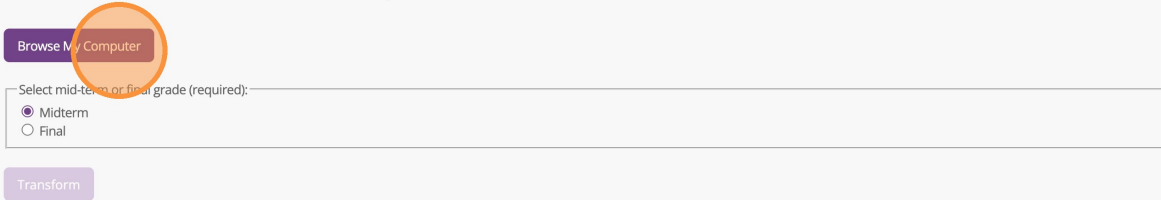
Durham College Faculty Links:

- Faculty Detail Schedule
- Week at a Glance
- Class List
- Standard WorkLoad Forms
- Midterm Grades Review
- Final Grades Review
- Whitby Attendance Sheet
- Apprenticeship Marks Sheet
- [Mid-term and Final Grades Transformer](#)
- Faculty Grade Entry

16

Click "Browse My Computer" and locate the file that was downloaded from DC Connect.

Select the Gradebook File you would like to transform



Browse My Computer

Select mid-term or final grade (required):

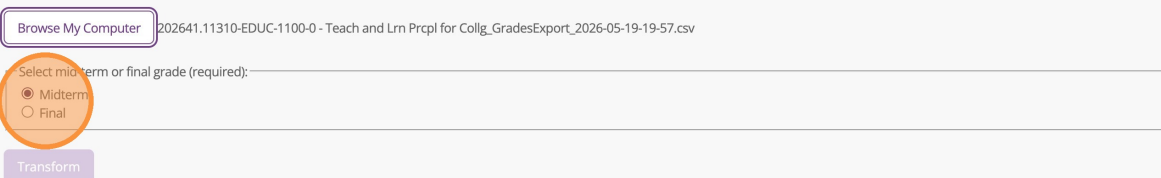
Midterm
 Final

Transform

17

Click "Midterm" or "Final"

Select the Gradebook File you would like to transform



Browse My Computer 202641.11310-EDUC-1100-0 - Teach and Lrn Prcpt for Collg_GradesExport_2026-05-19-19-57.csv

Select mid-term or final grade (required):

Midterm
 Final

Transform



It is critical that the correct option be selected in the transformer. Ensure you double check that you've selected the appropriate selection for "mid-term" or "final" grades.

18

Click "Transform". A success message will appear below the "Transform" button if transforming the file was successful. The success message reads *"Your transformed file is in your download folder! Now that the file is transformed, go back and select "Faculty Grade Entry" and upload the transformed file. Ensure the correct term is selected on the next step"*

Select the Gradebook File you would like to transform

202641.11310-EDUC-1100-0 - Teach and Lrn Prcpl for Collg_GradesExport_2026-05-19-19-55.csv

Select mid-term or final grade (required):

Midterm
 Final

Your transformed file is in your download folder! Now that the file is transformed, go back and select "Faculty Grade Entry" and upload the transformed file. **Ensure the correct term is selected on the next step.**



Troubleshooting Error Message in Phase 2:

If this error message appears, it is appearing because not all check boxes and radio buttons were selected when exporting the grades from DC Connect.

Please go back to the instructions on "Phase 1: Export Grades" and ensure all download options have been selected. Instructions are also available within the error message.

Oops! Something went wrong.

△ Error: An Error occured processing file

Please confirm you have uploaded the correct grade export file.

The file you have uploaded is missing data. Please return to the DC Connect "Enter Grades" page and when Downloading your Spreadsheet, ensure the following Download Options have been selected:

- Org Defined ID
- Grade Scheme
- Section Membership
- All Grade Items

For step-by-step resources, please visit the CTL Website

[Go back to upload page](#)

Phase 3: Upload Grades

19 Navigate to [Faculty Self Service Banner](#)



20 Click "Faculty Grade Entry"

Durham College Faculty Links:

- Faculty Detail Schedule
- Week at a Glance
- Class List
- Standard Workload Forms
- Midterm Grades Review
- Final Grades Review
- Whitby Attendance Sheet
- Apprenticeship Marks Sheet
- Faculty Grade Entry

21 If uploading "Mid-term grades", click "Midterm Grades" tab.

If uploading "Final grades", click "Final Grades" tab.

Durham College   Tanya Wakelin

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MHWL - Mental Health and Wellness	1584	001	Navigating Complexities in Men	202641 - DC Winter 2026	11329
In Progress	PHRM - Pharmaceutics	2182	001	Pharmacology and Behaviour1	202641 - DC Winter 2026	11333
Not Started	SOCI - Sociology	2182	001	Social Welfare and Anti-oppres	202641 - DC Winter 2026	11334

Records found: 3





Selecting the incorrect grade entry tab ("Midterm grades" or "Final grades") will result in an error. **Ensure the correct tab is selected.**

22

Click the CRN where grades should be uploaded. If the incorrect CRN is selected, the grade upload will fail.

Note: The "Grading Status" column indicating "Not Started" and "In-Progress" is not applicable. Disregard this column.

Durham College   Tanya Wakelin

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades | Final Grades | Gradebook



My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MHWL - Mental Health and Wellness	1584	001	Navigating Complexities in Men	202641 - DC Winter 2026	11329
In Progress	PHRM - Pharmaceutics	2182	001	Pharmacology and Behaviour1	202641 - DC Winter 2026	11333
Not Started	SOCI - Sociology	2182	001	Social Welfare and Anti-oppres	202641 - DC Winter 2026	11334

Records found: 3

23

After the CRN has been successfully selected, press the gear cog in the top right corner.

Durham College   Tanya Wakelin

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades | Final Grades | Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	MHWL - Mental Health and Wellness	1584	001	Navigating Complexities in Men	202641 - DC Winter 2026	11329
In Progress	PHRM - Pharmaceutics	2182	001	Pharmacology and Behaviour1	202641 - DC Winter 2026	11333
Not Started	SOCI - Sociology	2182	001	Social Welfare and Anti-oppres	202641 - DC Winter 2026	11334

Records found: 3

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Al	10	<input type="text"/>	<input type="text"/>	<input type="text"/>
Al	10	<input type="text"/>	<input type="text"/>	<input type="text"/>
Al	10	<input type="text"/>	<input type="text"/>	<input type="text"/>
Al	10	<input type="text"/>	<input type="text"/>	<input type="text"/>
Al	10	<input type="text"/>	<input type="text"/>	<input type="text"/>

Records found: 5

24 Click "Import"

The screenshot shows the 'Faculty Grade Entry' interface. At the top right, there is a user profile for 'Tanya Wakelin' and a settings gear icon. Below this, there are tabs for 'Language Setting', 'About', 'Keyboard shortcuts', 'Privacy Setting', 'Data Sharing', 'Export Template', and 'Import'. The 'Import' button is highlighted with a red circle. Below the navigation tabs, there is a table with columns: 'Grading Status', 'Subject', 'Course', 'Section', and 'Title'. The table contains three rows of data. Below the table, there is a section for 'Enter Grades' with columns: 'Full Name', 'ID', 'Midterm Grade', 'Last Attend Date', and 'Hours Attended'. There are two rows of data in this section.

25 Click the "Browse" field. This will bring up file folders on the computer. Select the file that was transformed in phase 2. This file name will begin with "transformed_2026". For example, "transformed_202641.11333-PHRM-2182-001 - Pharmacology and Behaviour_GradesExport_2026-05-20-19-33".

Do not select the original file downloaded from DC Connect.

The screenshot shows the 'Faculty Grade Entry' interface with an 'Import' dialog box open. The dialog box has a title bar 'Import' and a 'Cancel' button. Below the title bar, there are steps: '1 Select', '2 Preview', '3 Map', '4 Validate', and '5 Finish'. The main text in the dialog box says 'Select a File for Import' and 'Click on "Browse" to Select a File, then Click on "Upload", then "Continue"'. There is a 'Browse' button highlighted with a red circle, an 'Upload' button, and a 'Continue' button. Below the buttons, it says 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. The background shows the 'Faculty Grade Entry' interface with a table of data.

26 Click "Upload"

The screenshot shows the 'Import' dialog box in the Faculty Grade Entry system. The dialog box has a teal header with the title 'Import' and a 'Cancel' button. Below the header, there are five steps: 1. Select, 2. Preview, 3. Map, 4. Validate, and 5. Finish. The main content area is titled 'Select a File for Import' and contains the instruction: 'Click on "Browse" to Select a File, then Click on "Upload", then "Continue"'. Below this instruction is a text input field containing 'C:\fakepath\transforme' and a blue 'Upload' button. Below the input field, it says 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. At the bottom of the dialog box is a teal bar with the word 'Continue' in white. The background shows the Faculty Grade Entry interface with a table of student records.

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
Al	1011			
Al	1011			
Al	1001			
Ar	1001			
As	1001			

27 Click "Continue"

The screenshot shows the 'Import' dialog box in the Faculty Grade Entry system. The dialog box has a teal header with the title 'Import' and a 'Cancel' button. Below the header, there are five steps: 1. Select, 2. Preview, 3. Map, 4. Validate, and 5. Finish. The main content area is titled 'Select a File for Import' and contains the instruction: 'Click on "Browse" to Select a File, then Click on "Upload", then "Continue"'. Below this instruction is a text input field containing 'C:\fakepath\transforme' and a blue 'Upload' button. Below the input field, it says 'Supported file types: Excel Spreadsheet (.xls), Microsoft Excel Open XML Spreadsheet (.xlsx)'. At the bottom of the dialog box is a teal bar with the word 'Continue' in white. The background shows the Faculty Grade Entry interface with a table of student records.

Full Name	ID	Midterm Grade	Last Attend Date	Hours Attended
At	9			
At	8			
At	4			
Ar	7			
As	2			

28 In the "Preview File" page, click "Continue"

The screenshot shows a 'Preview File' dialog box overlaid on a gradebook interface. The dialog box has a title bar 'Preview File' and a message: 'Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.' Below the message is a checked checkbox labeled 'My spreadsheet has headers.' and a table with 10 rows of data. At the bottom of the dialog box are two buttons: 'Go Back' (purple) and 'Continue' (teal). The 'Continue' button is circled in orange. The background interface shows a sidebar with 'Midterm Grades', 'Final Grades', and 'Gradebook' tabs, and a main area with a table of courses and a 'Preview File' dialog box.

	202641	11310	100	P
2	202641	11310	100	P
3	202641	11310	100	P
4	202641	11310	100	P
5	202641	11310	100	P
6	202641	11310	100	P
7	202641	11310	100	P
8	202641	11310	100	P
9	202641	11310	100	P
10	202641	11310	101	P



If the gradebook is numeric, the "Preview File" page will look like this:

Import **Cancel**

1 Select | 2 **Preview** | 3 Map | 4 Validate | 5 Finish

Preview File

Check the box if your spreadsheet includes headers. Use the grid to preview the data prior to importing.

My Spreadsheet has headers.

Row	Term Code	CRN	Student ID	Midterm Grade
1	202641	11333	101	8
2	202641	11333	101	8
3	202641	11333	100	7
4	202641	11333	100	6
5	202641	11333	100	9

Go Back **Continue**

29

In the "Map Columns" page, the headings of the transformed file are being mapped to the fields in banner. **Do not edit or change this page.**

Import

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Midterm Grade

Last Attended Date Hours Attended

Map Term Code* CRN* Student ID* Midterm Grade

Row	Term Code	CRN	Student ID	Midterm Grade
1	202641	11333	100	96
2	202641	11333	100	89
3	202641	11333	100	99
4	202641	11333	100	93
5	202641	11333	100	90
6	202641	11333	100	56

Go Back Continue

30

Click "Continue"

map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Page.

Fields marked with * are required fields. They must be mapped in order to continue the import process.

Term Code* CRN* Student ID* Midterm Grade

Last Attended Date Hours Attended

Map Term Code* CRN* Student ID* Midterm Grade

Row	Term Code	CRN	Student ID	Midterm Grade
1	202641	11333	100	96
2	202641	11333	100	89
3	202641	11333	100	99
4	202641	11333	100	93
5	202641	11333	100	90
6	202641	11333	100	56

Go Back Continue

Save Reset

31

On the "Validate" page, review the number of records being imported. This should align with the number of students in the CRN.

Import Cancel

1 Select | 2 Preview | 3 Map | 4 **Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 5 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Student ID	Midterm Grade
1	202641	11333	101	8
2	202641	11333	101	8
3	202641	11333	100	7
4	202641	11333	100	6
5	202641	11333	100	9

Go Back Continue

32

Note: If there is a number under "# records containing errors" or "# unchanged records will not be imported", there is an error with the upload. See troubleshooting steps below.

Import Cancel

1 Select | 2 Preview | 3 Map | **4 Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 5 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Student ID	Midterm Grade
1	202641	11333	101	8
2	202641	11333	101	8
3	202641	11333	100	7
4	202641	11333	100	6
5	202641	11333	100	9

Go Back Continue

33 Click "Continue"

Import

Cancel

1 Select | 2 Preview | 3 Map | **4 Validate** | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 5 records will be imported:
0 records containing errors will not be imported.
0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Student ID	Midterm Grade
1	202641	11333	101	8
2	202641	11333	101	8
3	202641	11333	100	7
4	202641	11333	100	6
5	202641	11333	100	9

Go Back Continue



Troubleshooting Error Message in Phase 3

When reviewing the "Validate" page, if the page indicates "0 records will be imported" or "# of records containing error will not be imported", the **import did not work**.

This is most commonly due to misalignment between the transformed grades file and the students enrolled in the course in banner.

Troubleshooting Steps:

1. Was the wrong transformed CRN file uploaded?
2. Was "final grades" selected when transforming the file in phase 2, instead of "mid-term grades"?
3. Did you already upload grades, then finish grading late assessments in DC Connect and re-upload grades? **If yes, it is expected** that you will have a "# of unchanged records" as you've already imported the grades for those students whose grade is unchanged. Only the changed grades will be imported. Confirm the number of records being imported aligns with the number of student grades being updated. For example, you've completed marking 5 students assessments and are re-uploading their grades, those 5 students would be noted as "5 records will be imported" and the rest of the class will be noted as "30 unchanged records will not be imported".

Import Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Validate

Validate the data in the worksheet. Unchanged data will be ignored; valid changes will overwrite existing data after this step.

The following 0 records will be imported:

10 records containing errors will not be imported.

0 unchanged records will not be imported.

Download the validation report

Row	Term Code	CRN	Student ID	Final Grade
-----	-----------	-----	------------	-------------

Go Back Continue

34

Review the "Finish" page, which indicates the number of records without errors that have been imported.

Click "Finish".

Import

Cancel

1 Select | 2 Preview | 3 Map | 4 Validate | 5 Finish

Import Complete

The import wizard is complete.

5 Records without error have been imported and saved to the database.

Records with errors can be corrected on the validation report and imported again using this wizard or updated manually using the application.

Finish

35

It is recommended that uploaded grades are reviewed to confirm successful upload. After selecting "Finish" on the previous step, the screen will display all students.

Faculty Grade Entry - Final Grades

Midterm Grades | Final Grades | Gradebook

My Courses

Grading Status	Rolloled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	TEAC - Teacher Training	1384	001	eLearning Tools	202542 - DC Spring/Summer 2025	10566
Completed	Completed	TEAC - Teacher Training	1384	001	eLearning Tools	202541 - DC Winter 2025	10577
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202343 - DC Fall 2023	10917
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202441 - DC Winter 2024	10924
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202442 - DC Spring/Summer 2024	10940
Completed	Completed	TEAC - Teacher Training	1384	001	eLearning Tools	202443 - DC Fall 2024	11150
Not Started	Not Started	MHWL - Mental Health and Wellness	1584	001	Navigating Complexities in Men	202641 - DC Winter 2026	11329
Not Started	Not Started	SOCI - Sociology	2182	001	Social Welfare and Anti-oppress	202641 - DC Winter 2026	11334
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202342 - DC Spring/Summer 2023	12318
Not Started	Not Started	EDUC - Education	1100	0	Teach and Lrn Prcpfl for Collg	202543 - DC Fall 2025	15273

Records found: 11

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rolloled	Last Attend Date	Hours Attended	Narrative Grade Comment
Abd	69		97				
Abc	18		97				
Abc	64		92				
Ach	67		100				
Art	92						



Does a student grade need to be updated in INC in alignment with [Academic Grading policy \(ACAD-112\)](#), section 5.4?

After the grades have been uploaded, select the CRN, and update the student grade to "INC" under the "Final Grade" column for the student. Then press "Save".

Faculty Grade Entry - Final Grades

Grading Status	Rollid	Subject	Course	Section	Title	Term	CRN
Completed	Completed	TEAC - Teacher Training	1384	001	eLearning Tools	202542 - DC Spring/Summer 2025	10566
Completed	Completed	TEAC - Teacher Training	1384	001	eLearning Tools	202541 - DC Winter 2025	10577
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202343 - DC Fall 2023	10917
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202441 - DC Winter 2024	10924
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202442 - DC Spring/Summer 2024	10940
Completed	Completed	TEAC - Teacher Training	1384	001	eLearning Tools	202443 - DC Fall 2024	11150
Not Started	Not Started	MHWL - Mental Health and Wellness	1584	001	Navigating Complexities in Men	202641 - DC Winter 2026	11329
Not Started	Not Started	SOCI - Sociology	2182	001	Social Welfare and Anti-oppress	202641 - DC Winter 2026	11334
Completed	Completed	TEAC - Teacher Training	2980	002	Curriculum Development	202342 - DC Spring/Summer 2023	12318
Not Started	Not Started	EDUC - Education	1100	0	Teach and Lrn Prepr for Collg	202543 - DC Fall 2025	15273

Records found: 11

Enter Grades

Full Name	ID	Midterm Grade	Final Grade	Rollid	Last Attend Date	Hours Attended	Narrative Grade Comment
	101		INC				
	101		97				
	100		32				
	100		100				
	100						

Records found: 5

Save Reset



You have now finished exporting, transforming and uploading your grades.



Where can I get help?

The [Centre for Teaching and Learning](#) will be available to support you throughout this transition.

If there are questions after reviewing this resource, faculty members and facilitators are encouraged to:

- Attend a [professional development session](#)
- Book [an appointment](#), or
- Email dcconnect@durhamcollege.ca