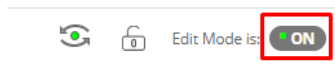


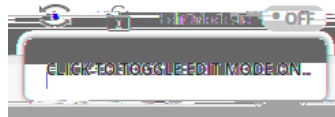
Upload Grades

Uploading grades allows you to upload an excel document after working with student grades offline.

Edit Mode is ON



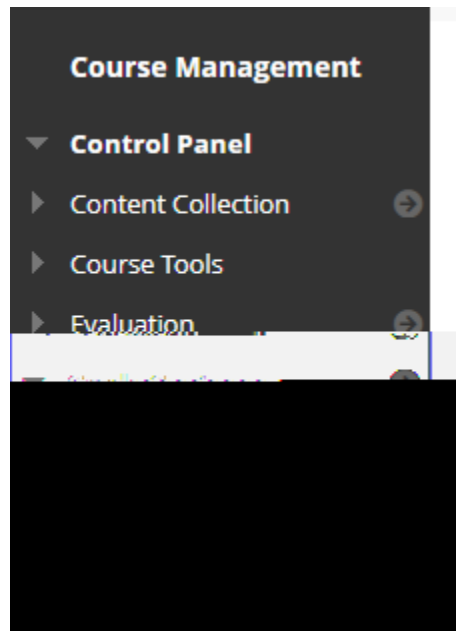
**Make sure edit mode is on
(Top right of screen)
Click to toggle.**



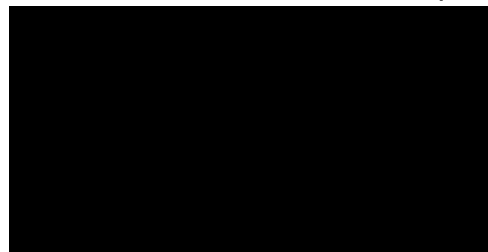
Edit Mode is Off



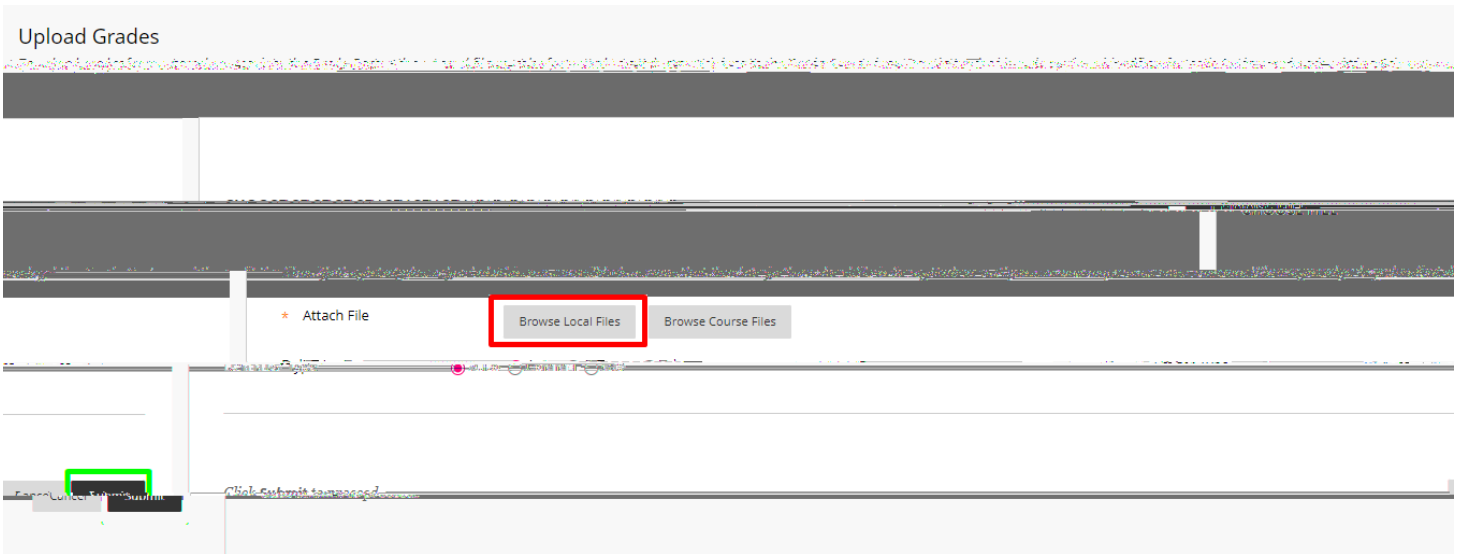
1. On the left menu click on Grade Center then Full Grade Center.



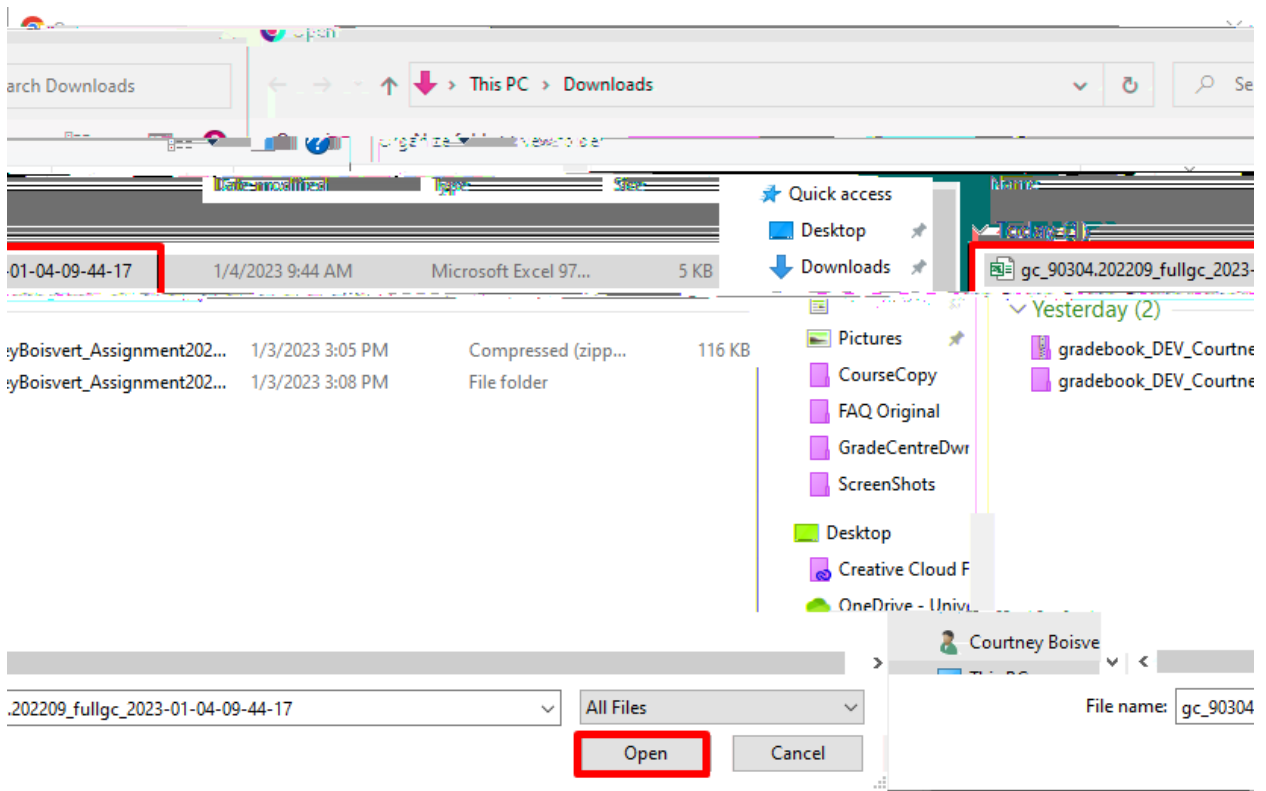
2. On the right hand side click Work Offline and then press Upload.



3. Choose browse local files



4. Find the file you would like to upload.



5. Review the grade center items that will change from the uploaded file and press submit.

Interested in more educational tools? Check out our How-To Guides at:
www.ufv.ca/myclass/faculty-centre/faculty-