

Upload Grades

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| **Make sure edit mode is on****(Top right of screen)** |
| **Edit Mode is ON** | **Click to toggle.** | **Edit Mode is Off** |
| **Edit Mode Toggle is On** | **Edit Mode Toggle is OFF and there is a screen tip that says "CLICK TO TOGGLE EDIT MODE ON"** | **Edit Mode Toggle is Off** |

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

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-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at asktlc@ufv.ca

