

Instructions for Converting Your iLearn Grade Center to iGrade Compatible Format.

Step 1: Download Grades from iLearn

- a) Log into iLearn (<http://ilearn.ucr.edu>) and open your course. Open the Control Panel and click on the Grade Center.
- b) Click on the Manage menu and choose "Download".
- c) Accept all the defaults (tab delimited file) and click the "Submit" button.
- d) Click the Download button. Choose a name and convenient location to save the file.
- e) Click OK to return to the Grade Center and log out of iLearn.

Step 2: Convert the iLearn Grade File to a Format Compatible with iGrade

- a) Open the Grade Center file that you downloaded from iLearn. By default the file will open in Microsoft Excel.
- b) Locate the Student ID column and change the column name to read **SID** (or sid).
- c) Locate the column with your final grades and change that column name to read **igrade** (not case sensitive). All other columns can remain as they are.
- d) Under the file menu save the file as a .csv (comma delimited) file type. You may see a warning that some features are incompatible with CSV format. Ignore the warning and click "Yes".

Step 3: Upload Grades to iGrade and Submit Grades to SIS

- a) Log into iGrade (<http://igrade.ucr.edu>) using your UCR NetID and password. Your courses for the current quarter will load. Examine the course list to make sure it is correct.
- b) Click on the Course ID to open the roster for that course.
- c) On the top menu bar click the "Upload Grades" link.
- d) Click the Browse button to locate your .csv grade file, select the file and click Open.
- e) Click the "Upload" button.
- f) A log window opens showing the results of your grade upload.

The log may show some failures. This is usually due to Extension students on your roster or the fact that there are missing grades. iGrade cannot process grades for Extension students. These must be done on paper forms.

- g) Click the "View Roster" button to return to the roster page and examine the grade upload.
- h) **Once all grades have been entered** the "Submit Grades" button will become available.
- i) Click the "Submit Grades" button to submit grades to SIS (Student Information System).
NOTE: THIS STEP CANNOT BE REVERSED. All grade changes must be processed through the Office of the Registrar. After grades have been submitted no additional changes are allowed in iGrade.