



### **Do's**

- If you are manually entering the grades for a student always use EMPLID for reference. There can be more than one student with the same name or similar name which can cause data entry error. Grades can be sorted in ascending or descending order by clicking on ID on Grade roster.

### **Dont's**

- Special characters should not be used for Grade e.g 'A'(A Grade with quotes) instead of A. Such grades will error out in upload.
- Do not use formulas for the mandatory values e.g. grades referenced from another worksheet/spreadsheet.