Upload your onQ Final Grades to PeopleSoft

Use this guide to assist you with exporting your final grades from onQ and uploading them to the Grade Roster in PeopleSoft.

Before you start:

1. **Have you rounded up your finalized grades in onQ as required?**
   (Numeric grades may not contain decimals. If they do, they will be truncated without rounding in PeopleSoft.)

2. **Are you listed as the Instructor of Record for the course, in PeopleSoft?**
   To confirm or be added as the Instructor of Record contact your Department's Timetabling Assistant.

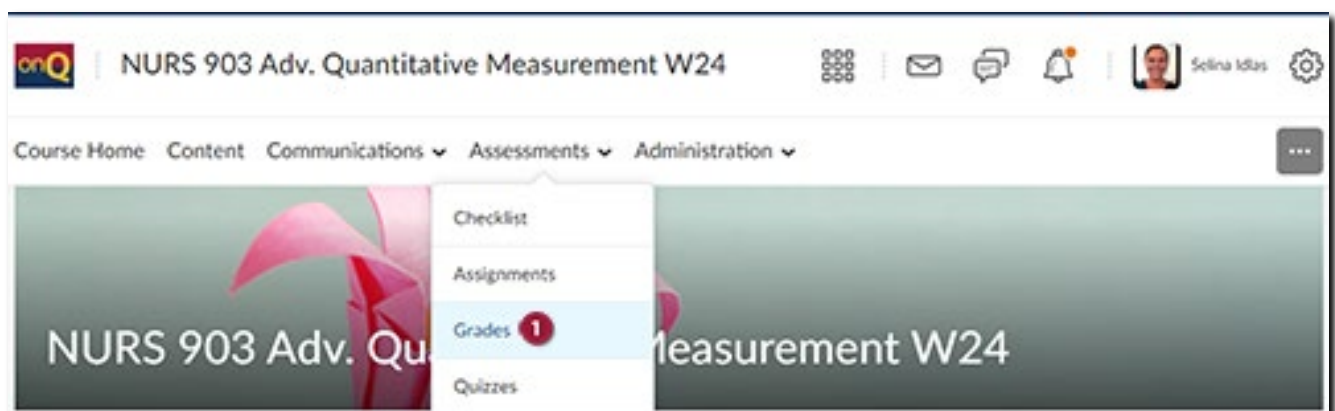This is a two-step process:

Part I: onQ (Steps 1-8)

- Export the **Grades** into PeopleSoft.

Part II: PeopleSoft (Steps 9 – 19)

Upload the **Grades** in PeopleSoft.

Part I: onQ (Steps 1-8)

1. In your onQ course click the **Assessments** menu on the navigation bar and select **Grades**.

2. Click on the **Enter Grades** tab.

3. Click on the **Send to PeopleSoft** button.

Note: If you receive the error message **No valid enrolments**, confirm with your Department's Timetabling Assistant that you are the **Instructor of Record** for the course, in PeopleSoft.

4. Select the **Export to PeopleSoft** checkbox for the section(s) you would like to send to PeopleSoft.

Select the **Grade to export** if you want to export something other than the **Final Grade**.

Click on the **Fetch Grades** button.

Note: This process may take a few minutes to complete. Please do not click any other buttons or links while processing occurs.

5. A progress bar will display indicating the **Grade Export Tool** is **Retrieving Grades from onQ**.
6. The **Grade Export Tool** will inform you when the **Upload** is complete.
7. Click on the **Send to PeopleSoft** button.

8. Click on the **Log into PeopleSoft** button.

    Note: This will take you to **my.queensu.ca** where you may be prompted to log in. Once you are logged into **my.queensu.ca**, using the search tool found within the left side panel,
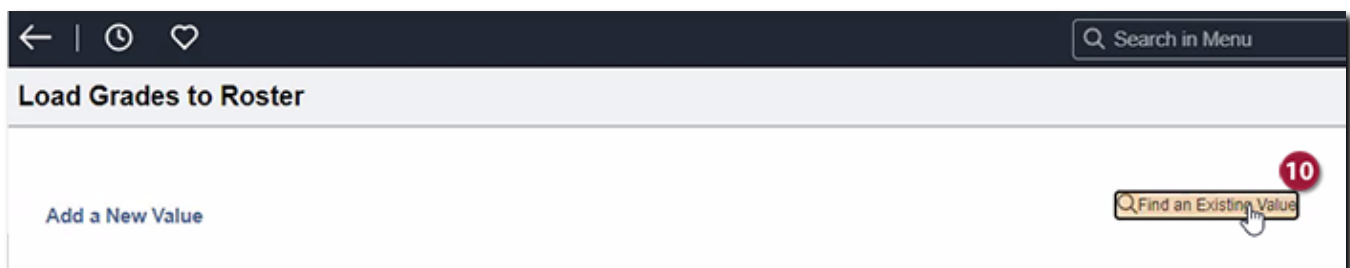
    | Search MyQueen'sU... 🔍 | Search for **PeopleSoft Student Admin**.

Part II: PeopleSoft (Steps 9 – 19)

9. In PeopleSoft click on the ⊘ menu to navigate to **Curriculum Management > Grading > Load Grades to Roster**.

    Note: If you do not see Curriculum Management, Grading, and/or the Load Grades to Roster link(s), submit a help form to the IT Support Centre.

10. Click on the **Find an Existing Value** button. Click the **Search button** below.

11. The **Search Results** will now be displayed. Click on the **File Name** for the grade to post.

    Note: If you have sent your grades from onQ more than once, be sure to select the most recent file.

12. This will bring you to the **Load Grades Roster** tab. Click on the **Post** button and wait...

13. Once the posting is complete, a **Message** box will appear indicating **No errors found. All grades uploaded**. Click **OK**.

14. In PeopleSoft click on the ⊘ menu to navigate to **Self Service > Faculty Center > My Schedule**.

15. On the **My Schedule** page,

16. Click the **Change Term** button to select the correct term.
The **Select Term** page will display for you to select the appropriate term. Click on the **Continue** button.

17. Click on the **Grade Roster** icon belonging to the course for which you are uploading grades.

18. Your marks will now appear on the **Grade Roster** sheet.

When the file is uploaded successfully, please verify your grades.

Click on the **Display Unassigned Roster Grade Only** check box to ensure all students have marks assigned to them. Where marks have not been assigned, they can be added manually.

When all marks are complete, set **Approval Status** to **Ready for Review**.

Click **Save** to move the class to the **Grade Approval Process**.

19. After you click on **Save**, the grades will display in the **Roster Grade** and **Converted Roster Grade** fields.

Note: Once you set your grades to **Ready for Review** you cannot change them.

Congratulations you have successfully uploaded your final grades from onQ into PeopleSoft.