

# 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)

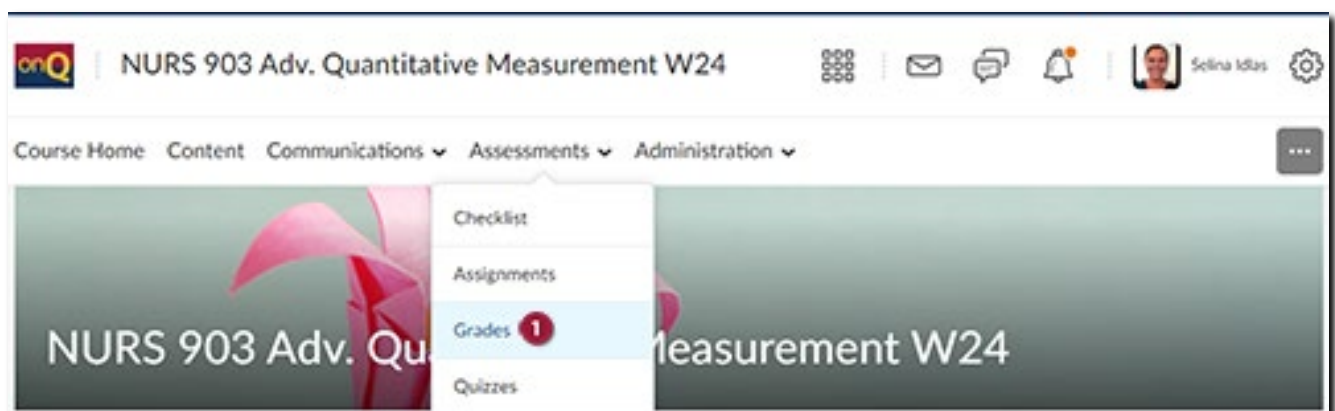
- Export the **Grades** into PeopleSoft.

## 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.

A screenshot of the 'Grade Export Tool' interface. At the top, it says 'onQ NURS 903 Adv. Quantitative Measurement W24'. Below this is the title 'Grade Export Tool'. A message says 'Please select which grade roster(s) you would like to export to PeopleSoft:'. There is a table with the following columns: 'Subject Catalogue #', 'Section Roster', 'Type', '# of Students', and 'Export to PeopleSoft?'. The table has one row: 'NURS 903', '001', 'Final', '8', and a checked checkbox (highlighted with a red circle 4). Below the table is a dropdown menu labeled 'Grade to export' with 'Final Grade' selected. At the bottom left is a button labeled 'Fetch Grades' (highlighted with a red circle).

**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.

A screenshot of the 'Grade Export Tool' interface showing progress. At the top, it says 'onQ NURS 903 Adv. Quantitative Measurement W24'. Below this is the title 'Grade Export Tool'. A progress bar is shown with the text 'Retrieving Grades from onQ' and '100%' (highlighted with a red circle 5). Below the progress bar is a message: 'Your grades have been retrieved from onQ. Please click the button below to send them to PeopleSoft.' (highlighted with a red circle 6). At the bottom left is a button labeled 'Send to PeopleSoft' (highlighted with a red circle 7).


- 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...

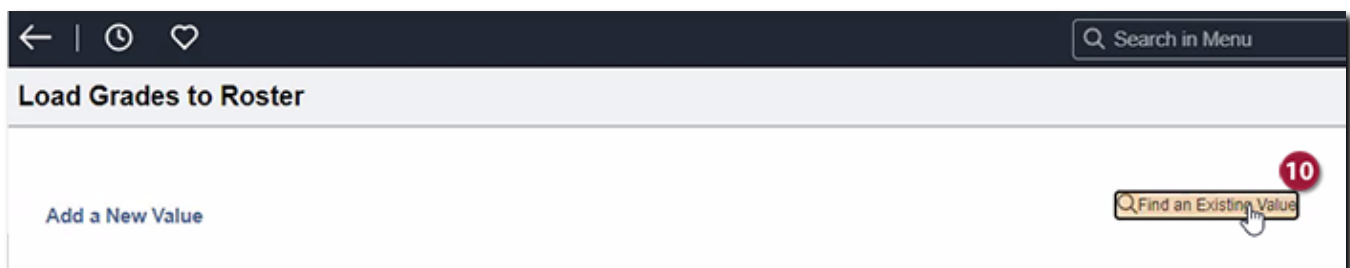
Search for **PeopleSoft Student Admin**.

## Part II: PeopleSoft (Steps 9 - 19)

- 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](#).

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



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

Search Results										
View All										
								First	1-14 of 14	Last
Sequence	Academic Institution	Academic Career	Term	Grade Roster	Effective Date	File Name	Reported Flag	Subject Area	Catalog Nbr	Class Section
203	QUNIV	UGRD	2169	Mid-Year	2017/01/03	onQ_grades_PHIL_115A_001_2169.csv	Y	PHIL	115A	001 Regular
202	QUNIV	UGRD	2169	Mid-Year	2017/01/03	onQ_grades_PHIL_115A_001_2169.csv	N	PHIL	115A	001 Regular
202	QUNIV	UGRD	2189	Mid-Year	2018/12/30	onQ_grades_PHIL_115A_001_2189.csv	Y	PHIL	115A	001 Regular
201	QUNIV	UGRD	2169	Mid-Year	2017/01/03	onQ_grades_PHIL_115A_001_2169.csv	N	PHIL	115A	001 Regular
201	QUNIV	UGRD	2189	Mid-Year	2019/03/28	onQ_grades_PHIL_115A_001_2189.csv	N	PHIL	115A	001 Regular
201	QUNIV	UGRD	2189	Mid-Year	2018/12/30	onQ_grades_PHIL_115A_001_2189.csv	Y	PHIL	115A	001 Regular
201	QUNIV	UGRD	2191	Final	2019/04/01	onQ_grades_PHIL_115B_001_2191.csv	N	PHIL	115B	001 Regular
200	QUNIV	UGRD	2169	Final	2017/01/04	onQ_grades_PHIL_275_001_2169.csv	Y	PHIL	275	001 Regular
200	QUNIV	UGRD	2169	Mid-Year	2017/01/03	onQ_grades_PHIL_115A_001_2169.csv	N	PHIL	115A	001 Regular
200	QUNIV	UGRD	2179	Final	2018/01/02	onQ_grades_PHIL_454_001_2179.csv	Y	PHIL	454	001 Regular
200	QUNIV	UGRD	2189	Final	2018/12/30	onQ_grades_PHIL_367_001_2189.csv	Y	PHIL	367	001 Regular
200	QUNIV	UGRD	2189	Mid-Year	2019/04/01	onQ_grades_PHIL_115A_001_2189.csv	N	PHIL	115A	001 Regular
200	QUNIV	UGRD	2189	Mid-Year	2019/03/28	onQ_grades_PHIL_115A_001_2189.csv	Y	PHIL	115A	001 Regular
200	QUNIV	UGRD	2189	Mid-Year	2018/12/31	onQ_grades_PHIL_115A_001_2189.csv	Y	PHIL	115A	001 Regular

**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...

Load Grades to Roster

Academic Institution: QUNIV Queen's University

Academic Career: GRAD Graduate

Term: 2241 2024 Winter


Grade Roster: Final

File Name: onQ\_grades\_NURS\_903\_001\_2241.csv

Upload Post 12

Save Return to Search Notify Add Update/Display

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.

My Schedule

Premji, Shahirose

Faculty Center 15 Search

My Schedule Class Roster Grade Roster

Faculty Center

My Schedule

2024 Winter | Queen's University 16 Change Term

Select display option

☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster

My Teaching Schedule > 2024 Winter > Queen's University

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
NURS 903-001 (6187)	Adv. Quantitative Measurement (Seminar)	8	Tu 3:30PM - 6:30PM	TBA	Jan 8, 2024 - Apr 8, 2024

17 Grade Roster

View Weekly Teaching Schedule Go to top

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.

**Grade Roster**

2024 Winter | Regular Academic Session | Queen's University | Graduate

▼ **NURS 903 - 001 (6187)** Change Class  
Advanced Quantitative Measurement, Methods and Design (Seminar)

Days and Times	Room	Instructor	Dates
Tu 3:30PM-6:30PM	TBA	Phyllis Matthews	2024/01/08 - 2024/04/08

Display Options

\*Grade Roster Type: **Final Grade**

☐ Display Unassigned Roster Grade Only

Grade Roster Action

\*Approval Status: **Not Reviewed** (dropdown menu open showing **Ready for Review**) Save

Request Grade Change Upload Grades

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19

Personalize | Find | View All | 1-8 of 8 | First | Last

Student Grade	ID	Name	Roster Grade	Converted Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1	[REDACTED]	B8	A		GRD	Doctor of Philosophy - Nursing	First Year
<input type="checkbox"/>	2	[REDACTED]	B2	A-		GRD	Doctor of Philosophy - Nursing	First Year

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