

# HOW TO UPLOAD FINAL GRADES TO SHAREPOINT

## RELEVANT LINKS AND INFORMATION

- Raiderlink: <https://raiderlink.ttu.edu>
- SharePoint – Upload Grades:  
<https://texastechuniversity.sharepoint.com/sites/PSYCourseContent/Grades>
- Department Resources Page: [www.depts.ttu.edu/psy/resources.php](http://www.depts.ttu.edu/psy/resources.php)
- Contact Person: Dr. Amelia Talley ([Amelia.Talley@ttu.edu](mailto:Amelia.Talley@ttu.edu))

## DOWNLOAD GRADES FROM RAIDERLINK

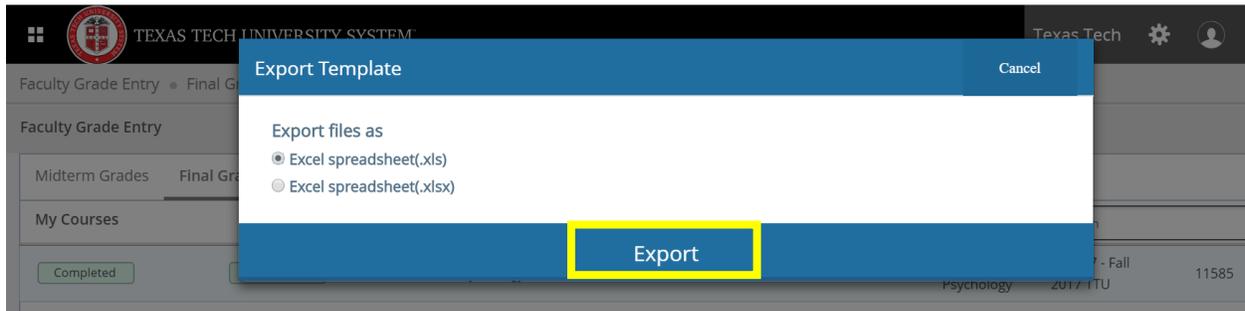
1. Login to Raiderlink using your credentials.
2. Left click on the tab labeled “Faculty.”
3. Under “Faculty Final and Midterm Grade Assignment,” left click on “Grade Assignment” (see below).

The screenshot shows the Raiderlink interface for a faculty member. The top navigation bar includes links for Home, MyTech, Employee, News/Events, Advisor, Available Budget, Faculty (highlighted), Grad School, A&F Work Tools, Payroll & Tax, Research Administration, My Content, and Cognos. The main content area is divided into three sections: Faculty/Advisor Announcements, Faculty Final and Midterm Grade Assignment, and Faculty Links. The Faculty Final and Midterm Grade Assignment section contains a 'Grade Assignment' link, which is highlighted with a yellow box. Below it is a 'Student Term Grade Assignment' section with a 'Student Term Grade Upload Application' link. The Faculty Links section lists various resources like Student Information Menu, Term Selection, CRN Selection, etc.

4. Locate the appropriate course and left click on the respective row.
5. After you enter and “Save” all of your final grades, at the top right corner, left click on the gear icon and left click “Export Template” (see below).

The screenshot shows the Faculty Grade Entry page in the Texas Tech University System. The page title is 'Faculty Grade Entry • Final Grades'. The main content area is divided into three sections: Midterm Grades, Final Grades (highlighted), and Gradebook. The Final Grades section shows a table of courses with columns for 'My Courses', 'Completed', 'Completed', 'PSY - Psychology', '1300', '011', 'General Psychology', '201827 - Fall 2017 TTU', and '11585'. The top right corner of the page features a gear icon, which is highlighted with a yellow box. A dropdown menu is open from the gear icon, showing 'Export Template' and 'Import' options, with 'Export Template' highlighted by a yellow box.

- You will be asked to select the type of file you would like to export – either file type is acceptable. Left click on “Export” after you have made your selection (see below).



- You will be asked to select a destination to save your file. After you have made your selection, left click “Save.”
- Locate your file in the designated destination folder where you saved it.
- Right click on the file and select “Rename.”
- In the default file name, replace “Template” with your first initial and full last name.  
***Please do not make any additional changes to the file name or the file itself*** (see below).

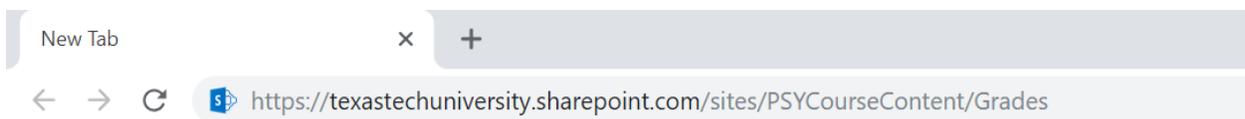


- Repeat the process as needed for additional courses.

### UPLOAD FINAL GRADES TO SHAREPOINT

- Copy and paste the following link into your web browser's address bar (see below):

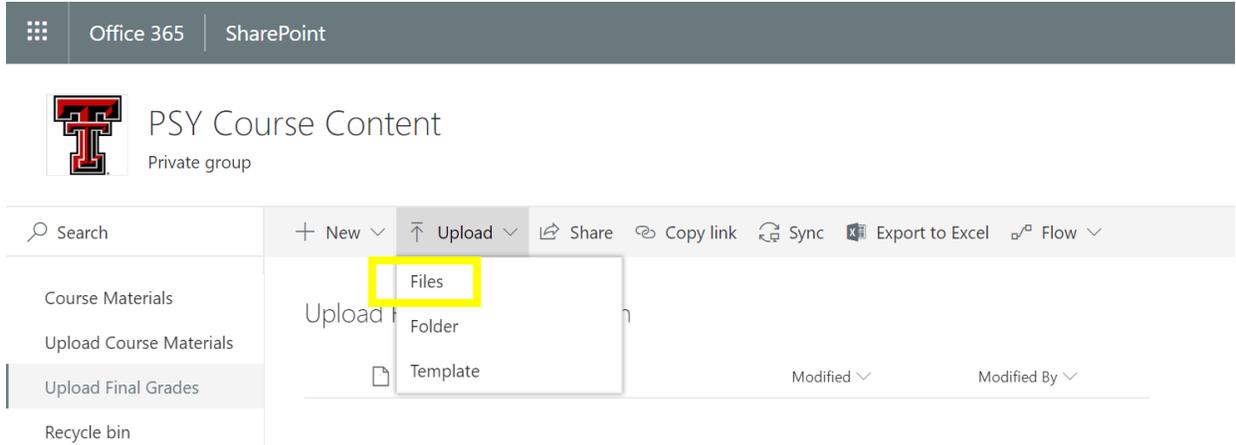
<https://texastechuniversity.sharepoint.com/sites/PSYCourseContent/Grades>



- A folder with your name should appear. Left click on the folder. If you do not see your folder or you have issues accessing your folder, please email Dr. Amelia Talley at [Amelia.Talley@ttu.edu](mailto:Amelia.Talley@ttu.edu).

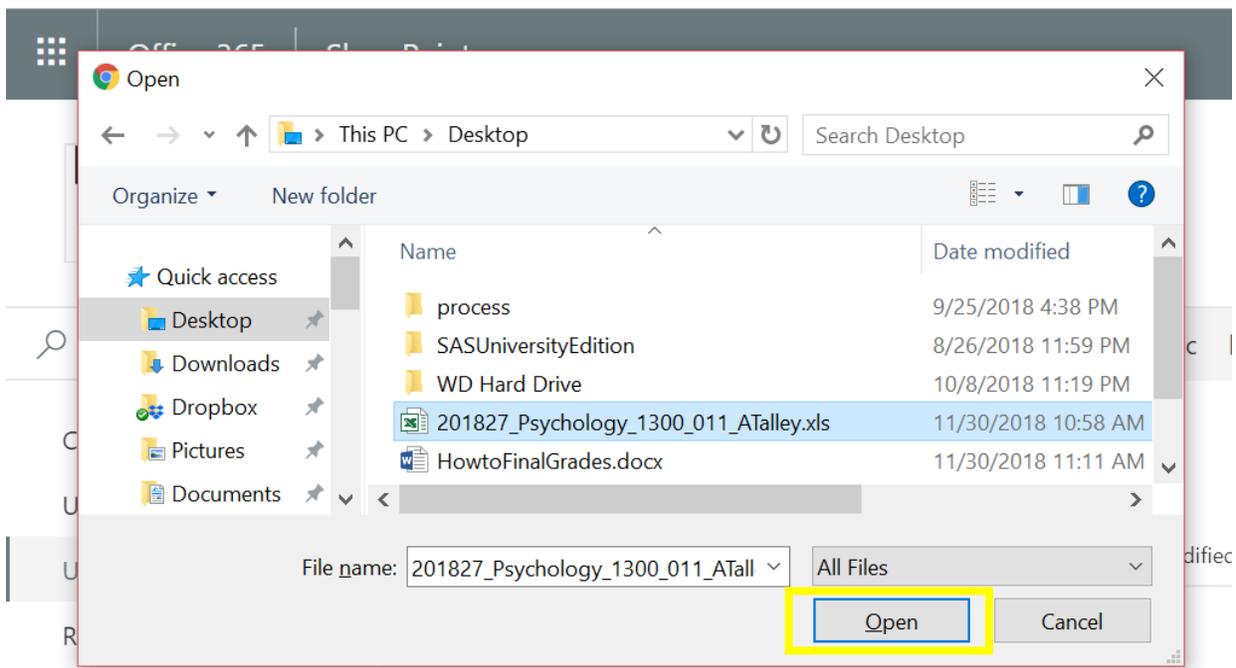
14. Final grade files can be dragged and dropped into your respective folders to complete the process of uploading final grades.

15. Alternatively, to manually upload your files, left click on the “Upload” tab and select “Files” (see below).



16. A window will pop-up and you will be asked to locate your final grades file (the Excel file from the previous steps).

17. Once you have located the file, select the file by left-clicking on it, and then select “Open” (see below).



18. Repeat the process as needed for additional courses.