HOW TO UPLOAD FINAL GRADES TO SHAREPOINT

<u>RELEVANT LINKS AND INFORMATION</u>

- 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
- Contact Person: Dr. Amelia Talley (Amelia.Talley@ttu.edu)

<u>DOWNLOAD GRADES FROM RAIDERLINK</u>

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).

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

6. 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).
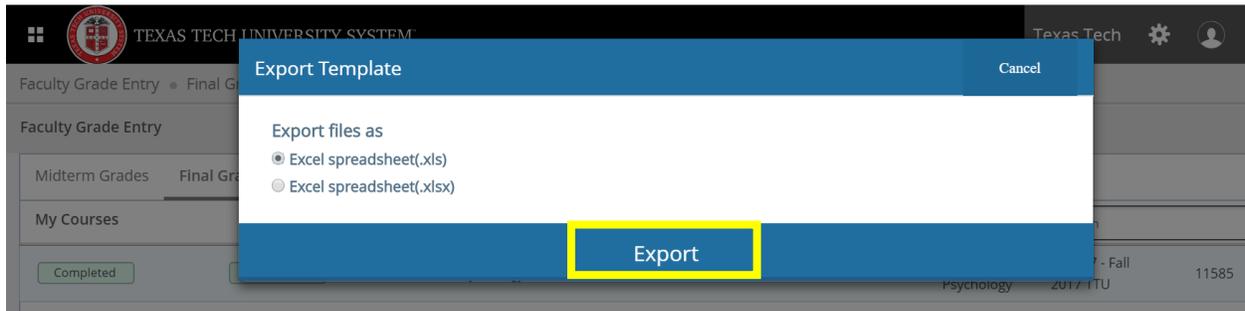
7. You will be asked to select a destination to save your file. After you have made your selection, left click "Save."

8. Locate your file in the designated destination folder where you saved it.

9. Right click on the file and select "Rename."

10. In the default file name, replace "Template" with your first initial and full last name. ***Please do <u>not</u> make any additional changes to the file name or the file itself*** (see below).
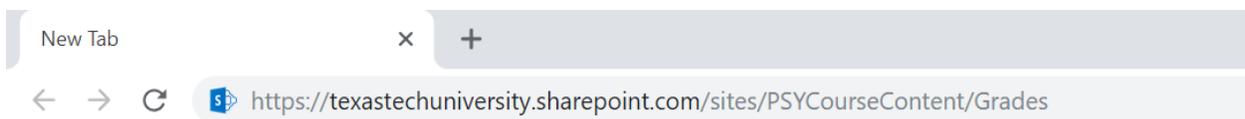

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11. Repeat the process as needed for additional courses.

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12. Copy and paste the following link into your web browser's address bar (see below):
   https://texastechuniversity.sharepoint.com/sites/PSYCourseContent/Grades

13. 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.
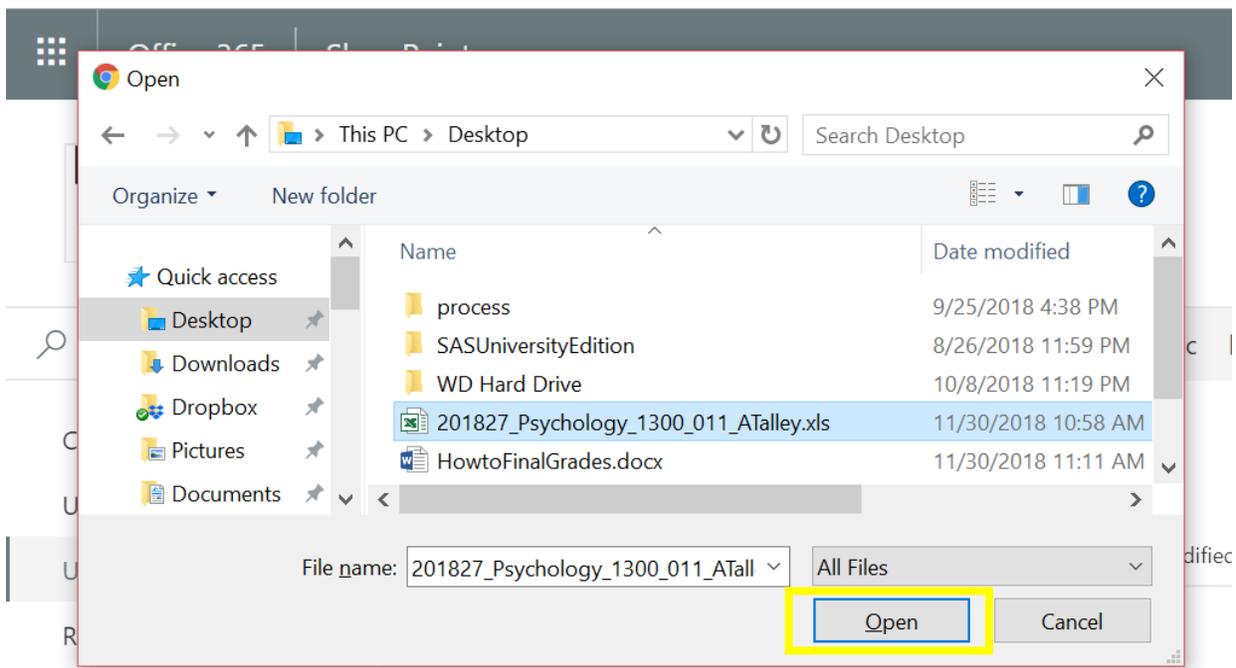
14. Final grade files can be dragged and dropped into your respective folders to complete the process of uploading final grades.

15. Alternatively, to manually upload your files, left click on the "Upload" tab and select "Files" (see below).
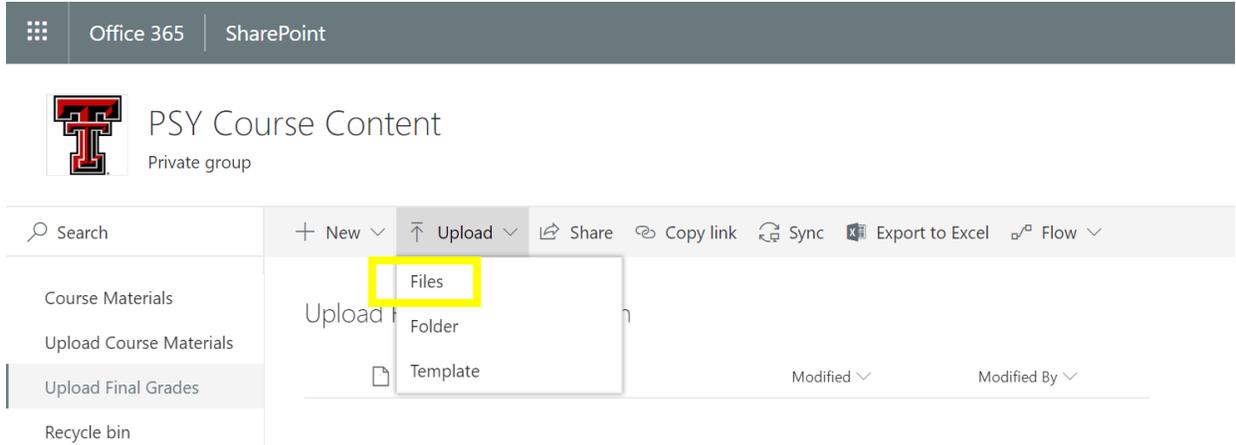
16. A window will pop-up and you will be asked to locate your final grades file (the Excel file from the previous steps).

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.