

Instructions: Load Grades from Avenue to Learn

Before starting this process, please prepare for the grade transfer in Avenue to Learn (A2L). Numeric grades must be a whole number (no decimals). Instructors should confirm that the “Final Grade Released” option in A2L matches their intention. See the [A2L wiki](#) for details.

Load Grades from Avenue to Learn with these steps:

1. Login to mosaic.mcmaster.ca with your Mac ID, if not already logged in.
2. Navigate to the Online Grading page:
 - From the Mosaic homepage, click the “Faculty Centre” tile and then select the “Online Grading” tab
3. In Online Grading section, click the desired Course link.
4. In the Classes tab, select the check box next to the desired Class(es).
5. Click the Open Roster button.
6. Scroll down to view the Grade Roster. Once in the Grade Roster section of the Grade Entry page, there are three options for loading grades:
 - a. Uploading a grade sheet (.csv) file.
 - b. Manually entering grades directly on the Grade Roster page.
 - c. Loading grades from Avenue to Learn.
7. Select the “Load from Avenue to Learn” radio button.
8. Click the Go button.
9. Select the radio button for the Course ID you wish to load.
10. Click the Get Grades button.
11. A message will appear to notify you of the completion status of the process.
12. Click the Return to Classes button to view the imported grades.
13. Click the “I Authorize...” check box at the bottom of the page.
14. Click the Submit button.

Note: Load of the INC grade into PeopleSoft grade roster is no longer allowed. Faculty offices will be managing and applying INC grades as per faculty processes. Please consult with your faculty office if you have any questions.