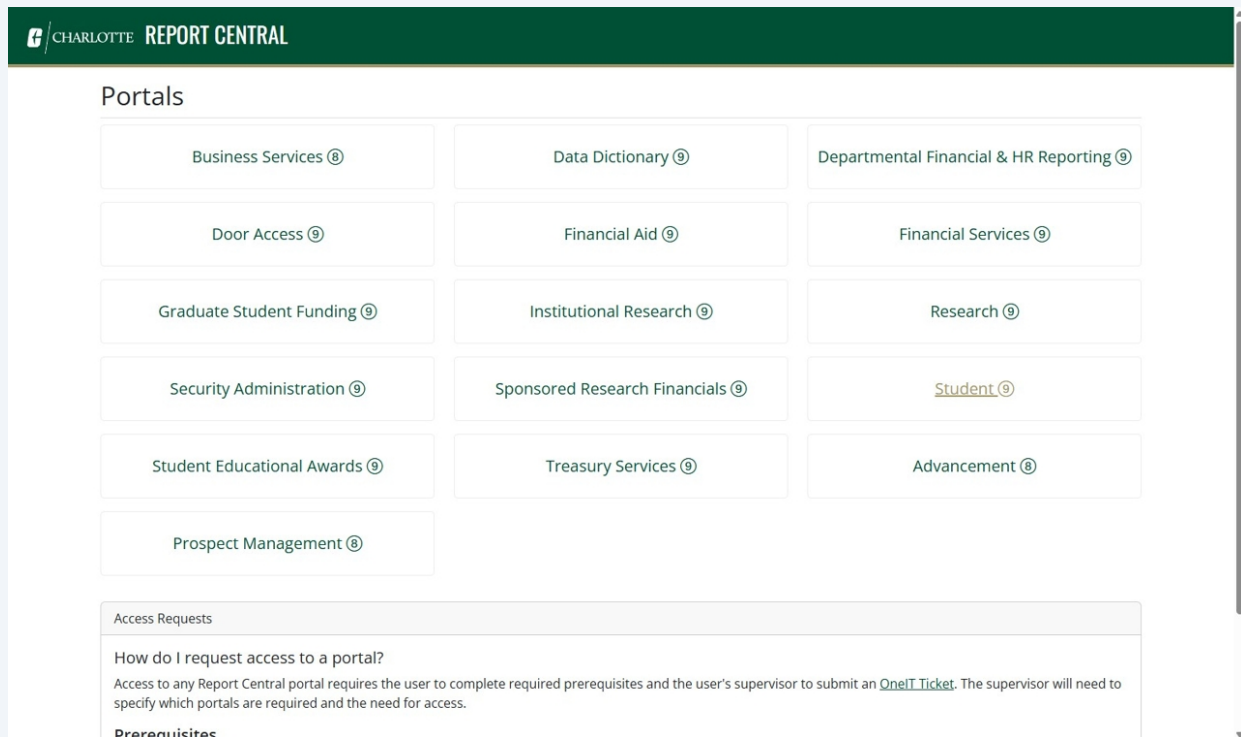


How to Adjust a Gradescope Roster to Use 800#

- 1 Navigate to <https://reportcentral.charlotte.edu/>



- 2 The **Instructor** tab in Report Central is available to anyone assigned to a **current or future course**.

To access the portal, you must complete the following requirements:

- [University Confidentiality Agreement](#)
- [IT Security Training](#)

Once both items are completed, access is typically granted **within one hour**.

- 3 Once you have access to Report Central complete the steps below.

4 Click "Student"

als

Business Services ⑨	Data Dictionary ⑨	Departmental Financial & HR Reporting ⑨
Door Access ⑨	Financial Aid ⑨	Financial Services ⑨
Graduate Student Funding ⑨	Institutional Research ⑨	Research ⑨
Security Administration ⑨	Sponsored Research Financials ⑨	Student ⑨
Student Educational Awards ⑨	Treasury Services ⑨	Advancement ⑧
Prospect Management ⑧		

ss Requests

How do I request access to a portal?

Access to any Report Central portal requires the user to complete required prerequisites and the user's supervisor to submit an OneIT Ticket. The supervisor will need to

5 Click "Instructor"

Admitted & Enrolled Students
Admitted First-Time by College, Major with Test Scores & High School
Admitted First-Time with AP Course Credit
Admitted First-Time with Transfer Credit
Admitted Students Orientation/No Orientation
Admitted Transfer Students by College, Major with Cumulative GPA and College
Applied First-Time by College, Major with Test Scores and High School
First-Time and Transfer Students Not Admitted to Competitive Major
Advising
Attributes
Cohort
Course Grades
Course Schedule
DegreeWorks
Distance Education
Enrollment
GPA/Credit Hours
Graduate School
Graduation
Instructor

Report Type: Make a selection...	Term: Make a selection	Level: All	College: All
Class: All	Student Type: All	Output: Make a selection	Submit



Click refresh from the container menus or from the page toolbar to load content.

6 Click "Gradescope Course List"

The screenshot shows the Gradescope interface. On the left, a dark sidebar contains a list of navigation items: Advising, Attributes, Cohort, Course Grades, Course Schedule, DegreeWorks, Distance Education, Enrollment, GPA/Credit Hours, Graduate School, Graduation, Instructor, and Gradescope Course List. The 'Gradescope Course List' item is highlighted with an orange circle. On the right, a white form contains several dropdown menus: 'Report Type' (Make a selection...), 'Term' (Make a selection), 'Level' (All), and 'College' (All). Below these are 'Class' (All), 'Student Type' (All), and 'Output' (Make a selection). A green 'Submit' button is located to the right of the 'Output' dropdown. Below the form, a large white box contains a circular refresh icon and the text: 'Click refresh from the container menus or from the page toolbar to load content.'

7 Click the "Make a selection..." field.

The screenshot shows the Gradescope interface. At the top, a green header bar displays 'ERLOTTE STUDENT' and a user profile icon for 'Erica And'. Below the header, a dark sidebar contains a list of navigation items: Advisor Dashboard, College of Arts + Architecture, and a list of course-related items. The 'Gradescope Course List' item is highlighted with an orange circle. On the right, a white form contains a 'Course' dropdown menu with the text 'Make a selection...' and a green 'Submit' button. Below the form, a large white box contains a circular refresh icon and the text: 'Click refresh from the container menus or from the page toolbar to load content.'

8 Select the correct course and section from the dropdown menu.

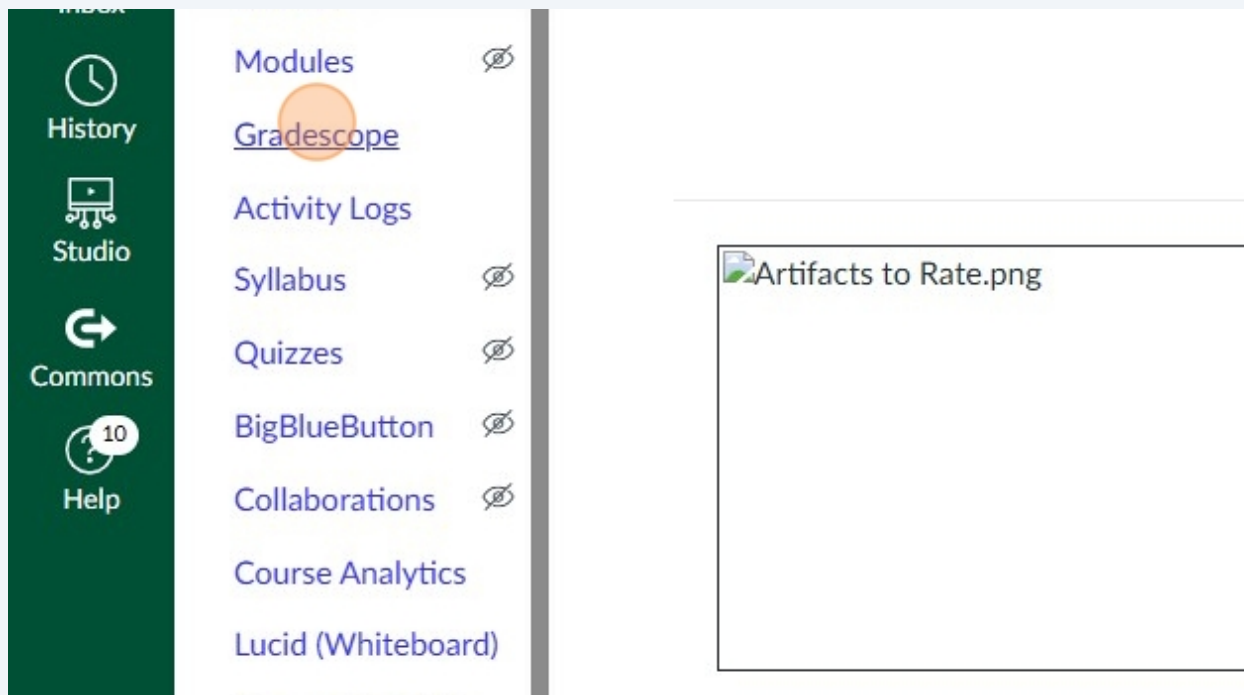
9 Click "Submit"

The screenshot shows a web interface for a student named Erica Andrews. The header is green with the word "STUDENT" on the left and the user name "Erica Andrews" on the right. Below the header, there's a navigation bar with "Dashboard" and "College of Arts + Architecture". The main content area is divided into two sections. On the left, there's a sidebar with a list of courses, each with a dropdown arrow. On the right, there's a form titled "The Gradescope Course List enables faculty and instructors to generate a roster of students enrolled in their assigned courses for the current term, which can then be imported directly into Gradescope." Below this text, there's a "Course:" label, a dropdown menu with the text "Make a selection...", and a "Submit" button. Below the dropdown menu, there's a search bar with the text "Search" and a magnifying glass icon. Below the search bar, there's a large white box with a refresh icon (two circular arrows) and the text "Click refresh from the container menus or from the page toolbar to load content."

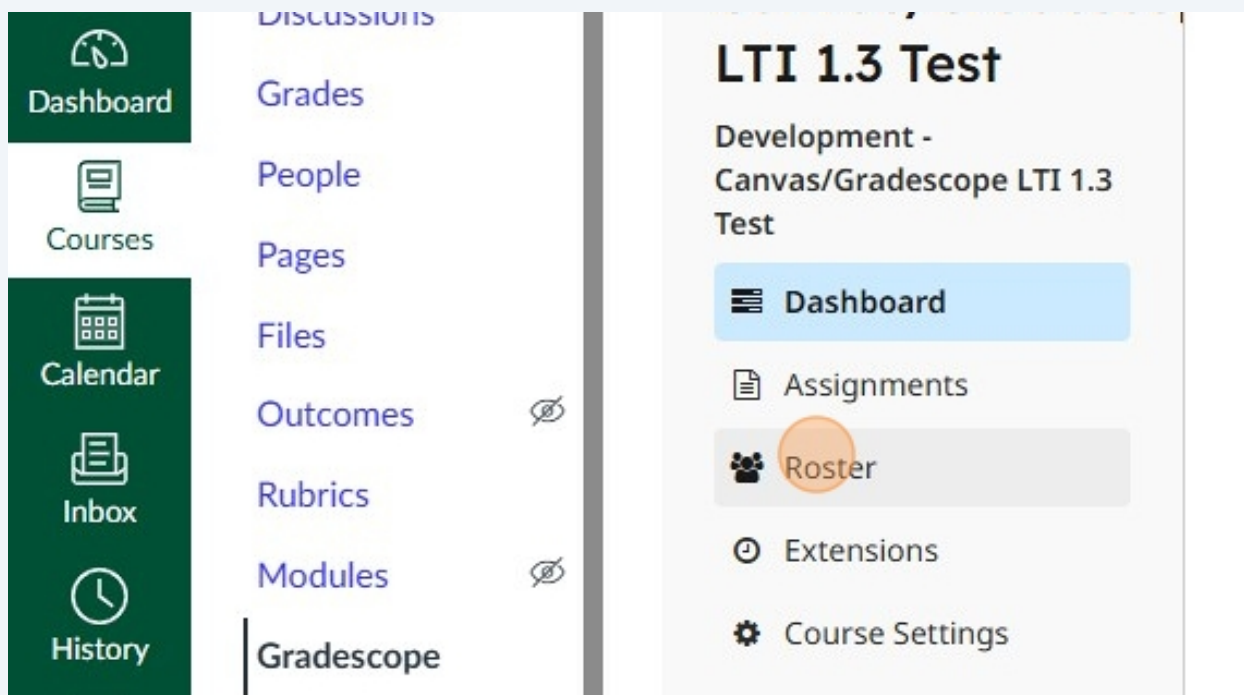
10 This will download a CSV file of your course list.

Next, navigate to your course in Canvas.

11 Click "Gradescope"



12 Click "Roster"



13 Click "Add Students or Staff"

tor ▼		0			
t ▼	Development - Canva...	0			
t ▼	1	0			

^ More ☰ Manage Sections + Add Students or Staff

14 Click "CSV file"

Add Students or Staff

 Add a single user or upload a CSV file to add multiple users.


Single User


CSV File

Cancel

15 Click "Select CSV"

Additional columns are optional

Name columns can be separated using First Name and Last Name or combined with Full Name. [Learn how to split full names.](#)

* Required field

File *

CSV File Example.csv **Select CSV**

Cancel Next

0
0
0
0
0

16 Select the CSV file of your course list that was downloaded from Report Central.

17 Click "Next"

Name	Surname	Email	Section ID
Alex	Tisby	alex@example.edu	02
Leandra	Vasta	leavev@example.edu	03

Additional columns are optional

Name columns can be separated using First Name and Last Name or combined with Full Name. [Learn how to split full names.](#)

* Required field

File *

CSV File Example.csv Select CSV

Cancel Next

18 Uncheck "Let new users know that they were added to the course"

Last Name	Email Address	Student ID (Optional)	Section
Student	test@charlotte.edu	123	1

Role

☒ Student ☐ Instructor ☐ TA ☐ Reader

Email Notification

☐ Let new users know that they were added to the course

User	Role	Section
Rochelle Holder	Student	Development - Can
Test Student	Student	1

19 Click "Import"

The screenshot shows a course management interface. A modal dialog is open for adding students. The dialog has three input fields: "Email" with the value "ast@charlotte.edu", "SID" with the value "123", and "Section" with the value "1". Below these fields is a horizontal scrollbar. At the bottom of the dialog are two buttons: "Cancel" and "Import". The "Import" button is highlighted with an orange circle. The background interface shows a table with student information, including a dropdown menu set to "Student", and a sidebar with navigation options like "instructors", "More", "Manage Sections", and "Add Students or Staff".

Email	SID	Section
ast@charlotte.edu	123	1

ader

to the course

Cancel Import

lotte.edu Student 1 0

instructors ^ More Manage Sections + Add Students or Staff