



NOTE: Information about Grading Policies can be found on the website <http://students.asu.edu/facultycenter>.

Transfer Final Grades from Blackboard to ASU Grade Roster

There are two steps to transfer your grades from Blackboard to the Grade Roster. First, prepare your grades so that they match the grading schema of the ASU Grade Roster. Then, export them to your ASU Grade Roster.

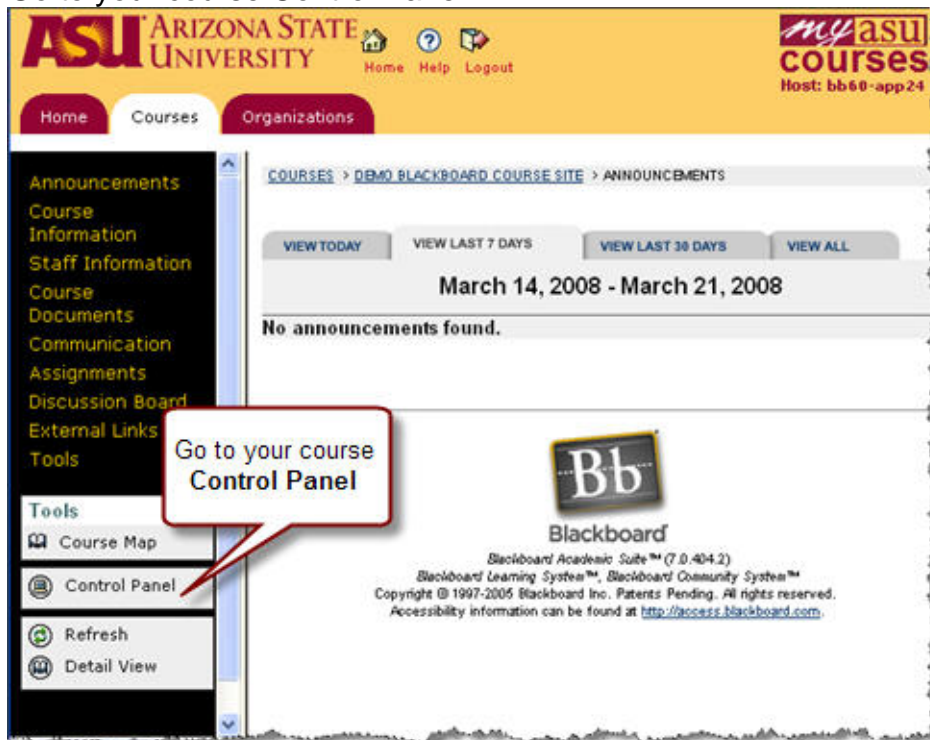
Prepare grades for export

The three steps for preparing your grades for export are:

1. Set the column containing the final grade as 'Set as External Grade'.
2. Change the display option for that column to be a 'Letter' grade.
3. Modify the Letter Grade Schema –
Define what percentage score corresponds to each letter grade (A+, A, A-, etc)

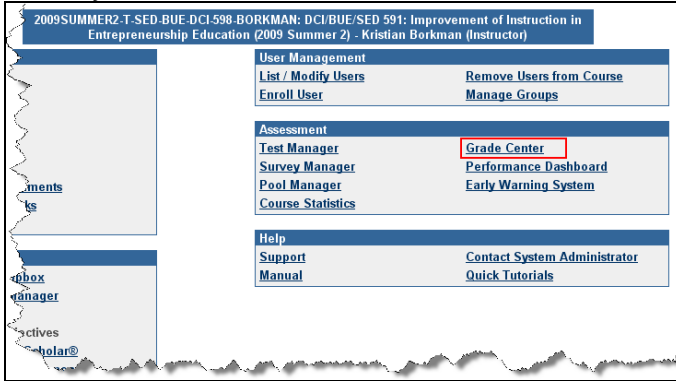
Step 1: Set your final grade column to 'Set as External Grade'

1. Log in to Blackboard <http://myasucourses.asu.edu>
2. Navigate to your Blackboard class.
3. Go to your course Control Panel

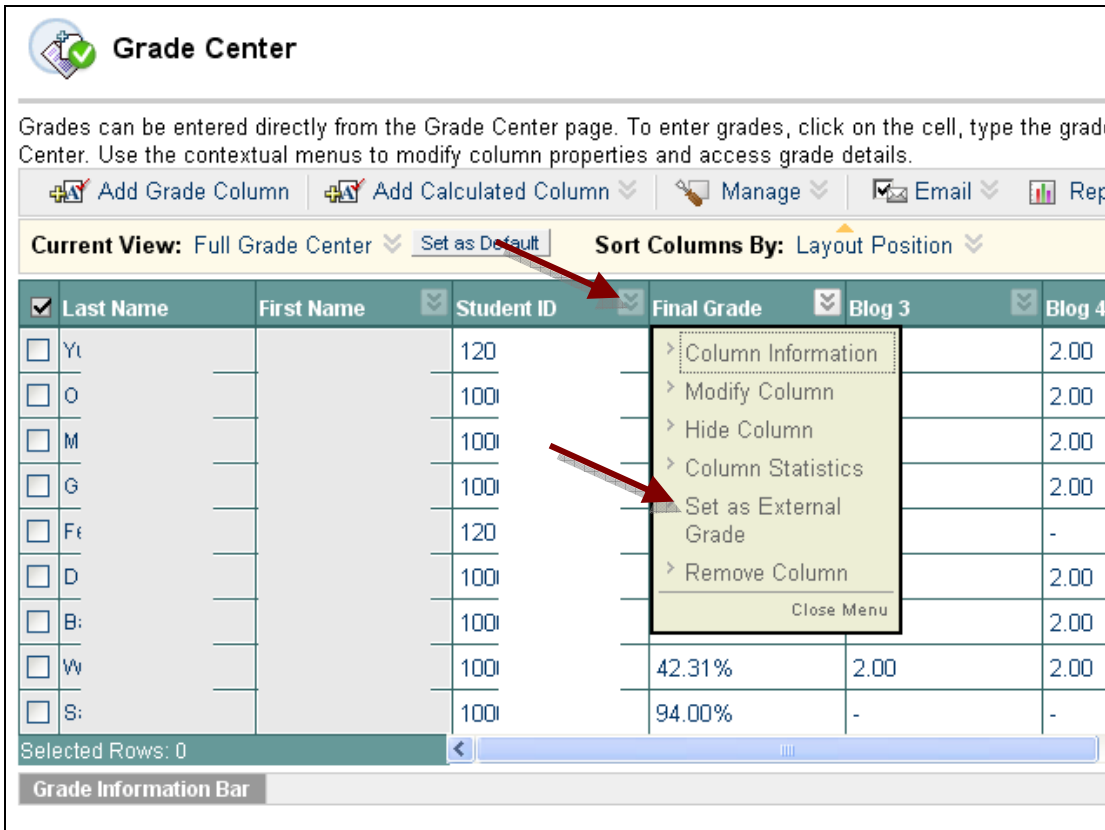




4. Go to your Course Grade Center



5. Click the down arrow of the column that contains the final grade and select 'Set as External Grade'.



The checkmark  indicates that the column is 'Set as External Grade'.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the center. Use the contextual menus to modify column properties and access grade details.

[Add Grade Column](#)
[Add Calculated Column](#)
[Manage](#)

Current View: Full Grade Center [Set as Default](#)
Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Final Grade	<input checked="" type="checkbox"/> Blog 3
<input type="checkbox"/>	Felc		1201	84.26%	2.00
<input type="checkbox"/>	Mar		1000	80.00%	-
<input type="checkbox"/>	Wag		1000	42.31%	2.00
<input type="checkbox"/>	Gib:		1000	100.00%	2.00
<input type="checkbox"/>	Lau		1000	100.00%	2.00
<input type="checkbox"/>	Anti		1000	92.50%	-
<input type="checkbox"/>	Mag		1000	100.00%	2.00
<input type="checkbox"/>	Yu		1201	97.06%	2.00
<input type="checkbox"/>	Der....		1000	88.81%	2.00

Selected Rows: 0

Grade Information Bar

Step 2: Change the display option to 'Letter'

Next you will configure the column that is 'Set as External Grade' to display as a letter grade, instead of a percentage or raw number. The grade column must display as a letter grade for the export to the Faculty Center to work correctly.

1. From the Blackboard Control Panel, go to the Grade Center.

2009SUMMER2-T-SED-BUE-DCI-598-BORKMAN: DCI/BUE/SED 591: Improvement of Instruction in Entrepreneurship Education (2009 Summer 2) - Kristian Borkman (Instructor)

User Management
List / Modify Users Remove Users from Course
Enroll User Manage Groups

Assessment
Test Manager Grade Center
Survey Manager Performance Dashboard
Pool Manager Early Warning System
Course Statistics

Help
Support Contact System Administrator
Manual Quick Tutorials



2. Click on the down arrow of the column containing the final grade and select 'Modify Column'.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, and press Enter. Use the contextual menus to modify column properties and access grade details.

[Add Grade Column](#) [Add Calculated Column](#) [Manage](#) [Email](#)

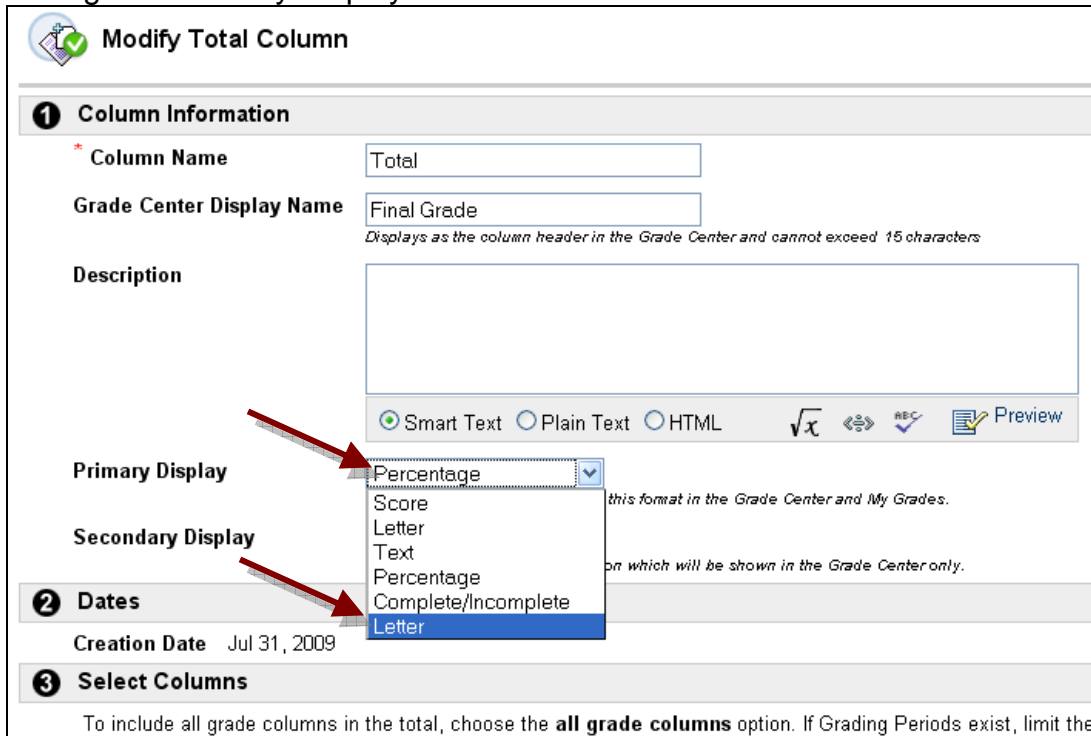
Current View: Full Grade Center [Set as Default](#) **Sort Columns By:** Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	<input checked="" type="checkbox"/> Student ID	<input checked="" type="checkbox"/> Final Grade	<input checked="" type="checkbox"/> Blog 3
<input type="checkbox"/>	Fe		1201		
<input type="checkbox"/>	Ma		100C		
<input type="checkbox"/>	Wa		100C		
<input type="checkbox"/>	Git		100C		
<input type="checkbox"/>	La		100C	100.00%	2.00
<input type="checkbox"/>	An		100C	92.50%	-
<input type="checkbox"/>	Ma		100C	100.00%	2.00
<input type="checkbox"/>	Yu		1201	97.06%	2.00
<input type="checkbox"/>	De		100C	88.81%	2.00

Selected Rows: 0

Grade Information Bar

3. Change the Primary Display to **Letter**.




Modify Total Column

1 Column Information

* **Column Name**

Grade Center Display Name
Displays as the column header in the Grade Center and cannot exceed 15 characters

Description

Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ABC  Preview

Primary Display this format in the Grade Center and My Grades.

Secondary Display on which will be shown in the Grade Center only.

2 Dates

Creation Date Jul 31, 2009

3 Select Columns

To include all grade columns in the total, choose the **all grade columns** option. If Grading Periods exist, limit the

4. Click **Submit** to save any changes you have made.



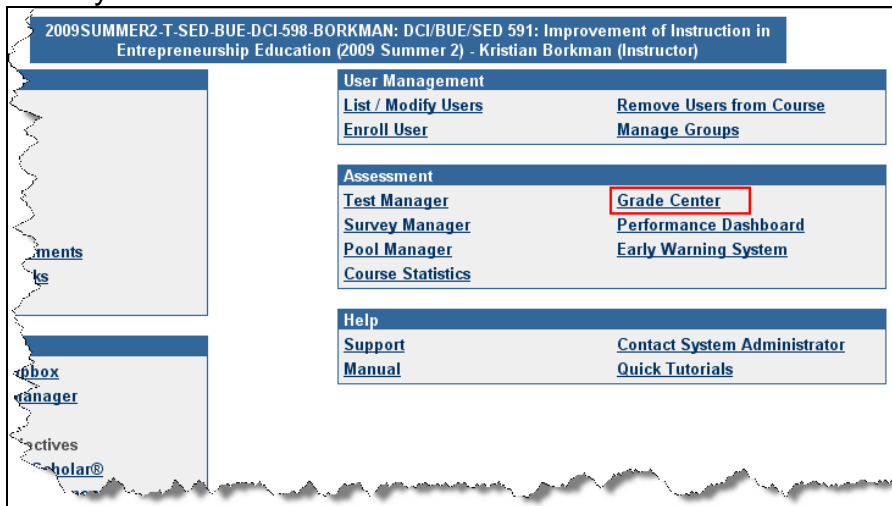
Step 3: Modify the default Grading Scheme to match your grading scale

The step is used to define the grade translation from percent to letter grade. This set up will apply to all grade columns that you set to show as **Letter** grade.

1. Log in to Blackboard <http://myasucourses.asu.edu>
2. Navigate to your Blackboard class.
3. Go to your class Control Panel



4. Go to your Course Grade Center



- Click the down arrow next to Manage and then select 'Grading Schemas'

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade, and press Enter. Use the contextual menus to modify column properties and access grade details.

Add Grade Column
 Add Calculated Column
 Manage
 Email

Current View: Full Grade Center Set as Default Sort Columns

<input checked="" type="checkbox"/>	Last Name	First Name	<input type="checkbox"/>	Student ID	<input checked="" type="checkbox"/>	Grade	<input type="checkbox"/>	Weight	<input type="checkbox"/>	Blk
<input type="checkbox"/>	Feli				<input checked="" type="checkbox"/>	84.				-
<input type="checkbox"/>	Mar				<input checked="" type="checkbox"/>	84.				-
<input type="checkbox"/>	Wa				<input checked="" type="checkbox"/>	42.				2.0
<input type="checkbox"/>	Gib				<input checked="" type="checkbox"/>	100.				2.0
<input type="checkbox"/>	LaL				<input checked="" type="checkbox"/>	100.00%		2.00		2.0
<input type="checkbox"/>	Anti				<input checked="" type="checkbox"/>	92.50%		-		-
<input type="checkbox"/>	Mac				<input checked="" type="checkbox"/>	100.00%		2.00		2.0

- Click Modify next to the Letter option.

DCI/BUE/SED 591: IMPROVEMENT OF INSTRUCTION IN ENTREPRENEURSHIP EDUCATION (2009 SUMMER 2) (2009SUMMER2-T-SED-BUE-DCI-598-BORKMAN) > CONTROL PANEL > GRADE CENTER > GRADING SCHEMAS

Grading Schemas

Create an unlimited number of Grading Schemas. Grading Schemas can be selected as either the primary or secondary display value for any Grade Center column.

Add Grading Schema

Title	Description	Copy	Modify
Letter		<input type="checkbox"/>	<input type="checkbox"/>

OK



Modify the 'Grades scored between' values and the corresponding letter grades as needed. The scores are set at the instructor's discretion but the letters assigned have to correspond to those used by ASU's grading system. The ONLY grades accepted in the Faculty Center are: A+, A, A-, B+, B, B-, C+, C, D and E. Use the 'Remove Row' button to delete a row if you use fewer letter grade options.

NOTE: Blackboard only allows for calculated letters - so there is no way to assign a Pass/Fail or Audit letter in Blackboard. To assign those grades, you will manually add them to the Faculty Center grade roster after importing the rest of the grades.

2 Schema Mapping

Grade Center columns that are automatically graded (such as assessments) will be converted to this display option according to the translations provided below. In order to enter grades in the Grade Center manually using this display option, translations from each symbol into a percentage of points possible must also be provided.

Grades scored between	will equal	Grades manually entered as	will calculate as	Insert Rows
97 % and 100%	A+	A+	98.5 %	
94 % and less than 97%	A	A	95 % Remove Row	←
90 % and less than 94%	A-	A-	91.5 % Remove Row	←
87 % and less than 90%	B+	B+	88.5 % Remove Row	←
84 % and less than 87%	B	B	85 % Remove Row	←
80 % and less than 84%	B-	B-	81.5 % Remove Row	←
76 % and less than 80%	C+	C+	78.5 % Remove Row	←
70 % and less than 76%	C	C	75 % Remove Row	←
60 % and less than 70%	D	D	65 % Remove Row	←
0 % and less than 60%	E	E	55 % Remove Row	←

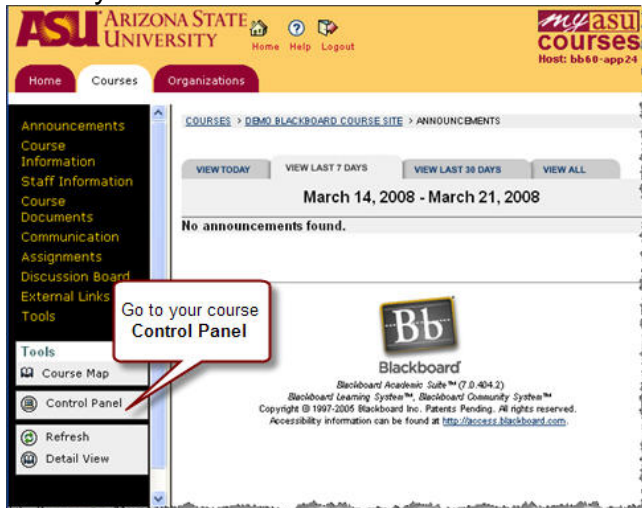
Now that you have setup your grade column, you can now export it.



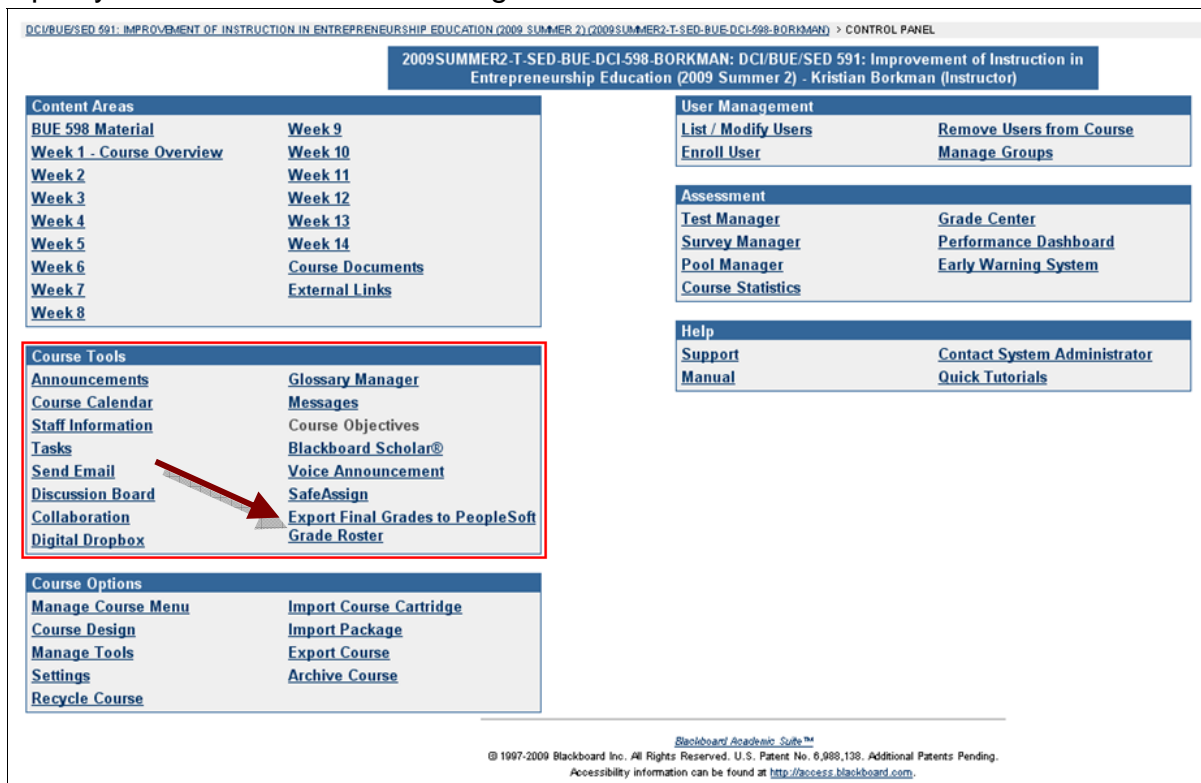
Export Grades

You can transfer final grades from your blackboard class directly to your ASU grade roster.

1. Log in to Blackboard <http://myasucourses.asu.edu>
2. Navigate to your Blackboard class.
3. Go to your class Control Panel



4. Open your Blackboard course and go to the Blackboard Course Control Panel



5. Select the link to **Export Final Grades to PeopleSoft Grade Roster**

6. A page will display that reminds the instructor of the following:
 - a. The column containing the final grade must be 'Set as External Grade'.
 - b. The display option for the column containing the final grades is set to Letter.

-The instructor has three links on the page.

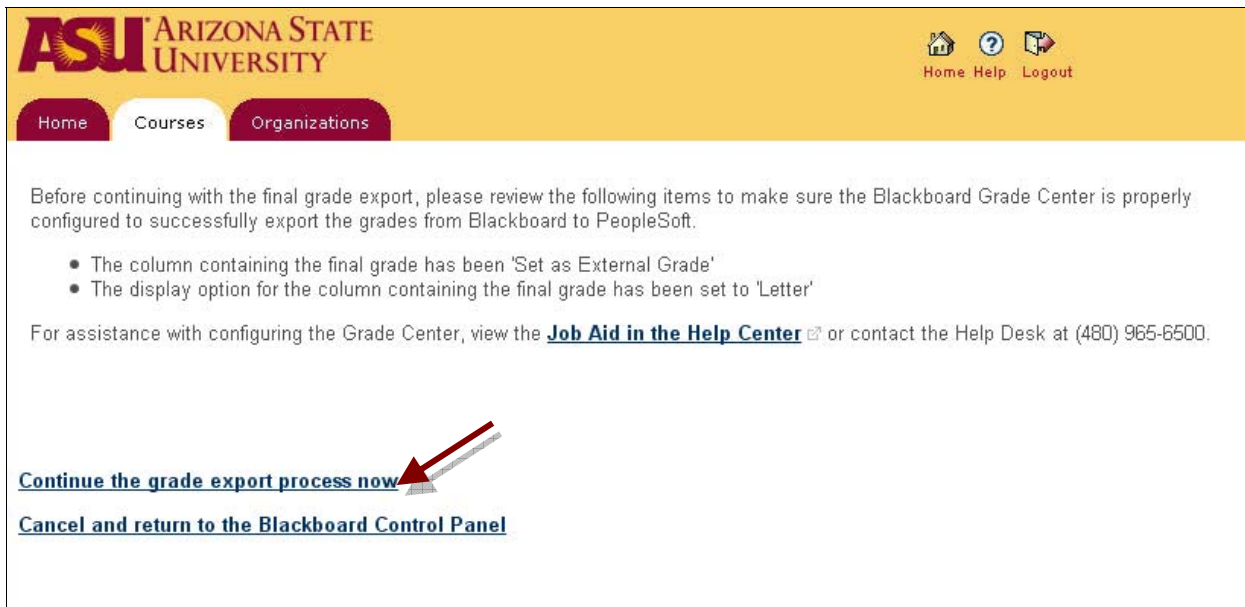
A link to the Job Aid in the Help Center where they can get help with setting up their class for export (<http://help.asu.edu/node/1259>)

A link to continue the export process

A link to return to the Blackboard Control Panel

Ensure the grades are correctly configured for transfer. (see previous section)

Click on **Continue with grade export Process now**



The screenshot shows the ASU Blackboard interface. At the top left is the ASU logo and 'ARIZONA STATE UNIVERSITY'. On the top right are icons for Home, Help, and Logout. Below the navigation bar are three tabs: Home, Courses, and Organizations. The main content area contains a message: 'Before continuing with the final grade export, please review the following items to make sure the Blackboard Grade Center is properly configured to successfully export the grades from Blackboard to PeopleSoft.' This is followed by a bulleted list: '• The column containing the final grade has been 'Set as External Grade'' and '• The display option for the column containing the final grade has been set to 'Letter''. Below the list is a sentence: 'For assistance with configuring the Grade Center, view the [Job Aid in the Help Center](#) or contact the Help Desk at (480) 965-6500.' At the bottom of the message area are two links: '[Continue the grade export process now](#)' and '[Cancel and return to the Blackboard Control Panel](#)'. A red arrow points to the first link.



7. A PeopleSoft window will open.
 - a. If the Blackboard course is mapped to more than one ASU Course, you will see the screen below. This example is of a blackboard class that is tied to three ASU courses.
 - b. If it is the only course, you will be taken directly to the preview grade import page.
8. Select the class to import grades to and click on **NEXT** (or if not applicable, skip to step 6).

If you have multiple ASU courses tied to the blackboard class, follow these steps multiple times until every ASU course has grades.

Grade Import - Class Selection

1 — 2 — 3

[Cancel and return to Blackboard](#)

Bb Course ID: 2009Summer2-T-SED-BUE-DCI-598-Borkman **next**

Select Class and then select the Next button.

Select Class			
	Term	Class Nbr	Description
<input type="radio"/>	2009 Summer	46859	SED 598: Improvement of Instruction in Entrepreneurship Edu
<input type="radio"/>	2009 Summer	46860	BUE 598: Improvement of Instruction in Entrepreneurship Edu
<input type="radio"/>	2009 Summer	46861	DCI 598: Improvement of Instruction in Entrepreneurship Edu

9. Preview the grades. If they are incorrect, click on **Cancel and Return to Blackboard**. If they are correct, click on **Import**.

Grade Import - Preview Grades to Import

1
2
3

Cancel and Return to Blackboard

previous
import

Bb Course ID: 2009Summer2-T-SED-BUE-DCI-598-Borkman

Selected Term: 2009 Summer
Selected Class: 46860 - BUE 598: Improvement of Instruction in Entrepreneurship Edu

Select the 'Import' button to import the grades below to the grade roster.

Preview Grades to Import		
Student ID	Name	Grade from LMS System
1000	Last name, First name	B-
1201	Last name, First name	A+
1000	Last name, First name	A+
1000:	Last name, First name	A+
1000	Last name, First name	A+
1000:	Last name, First name	A+
1201	Last name, First name	A+



10. This screen shows the results of the grade import.
- a. Grades without an error message were successfully imported to the ASU Course grade roster. In the example below, 3 grades were successfully imported.
 - b. Grades that did not successfully import will be highlighted in red and will indicate the reason in the Error Message column. In the example below, 4 grades received an error because a grade has already been entered on the grade roster for the student.
 - i. Other possible errors include an invalid grade was entered in blackboard for the student. Eg. The student is auditing the class and should receive a grade of X, but instead a letter grade was imported from blackboard.
11. To return to Blackboard, click on the **Finish** button.

Grade Import - Import to Grade Roster

Bb Course ID: 2009Summer2-T-SED-BUE-DCI-598-Borkman

Selected Term: 2009 Summer
Selected Class: 46860 - BUE 598: Improvement of Instruction in Entrepreneurship Edu

One or more grades were not imported. Please see error message(s) below. Any grades without an error message were successfully imported into the grade roster.

Student ID	Name	Imported Grade	Error Message
1201	Last name, First name	A+	Student already has a (different) roster grade of B-.
1000:	Last name, First name	A+	Student already has a (different) roster grade of E.
1000	Last name, First name	A+	
1000	Last name, First name	B-	Student already has a (different) roster grade of A.
1000	Last name, First name	A+	
1201	Last name, First name	A+	
1000	Last name, First name	A+	Student already has a (different) roster grade of B+.

Troubleshooting problems transferring grades from Blackboard to ASU Grade Roster

Two common problems and their solutions:

1. The instructor initiates the export in the Blackboard Control Panel and receives the following error message.

Grade Import - Class Selection 1 2 3

[Cancel and Return to Blackboard](#)

Bb Course ID: 2008Summer1-T-MAT211-42826-GB2PS next

Unable to locate any PeopleSoft grade rosters associated with this Blackboard Course.
Possible causes:

- No PeopleSoft classes are associated with this Blackboard course
- No grade rosters have been generated for any associated classes
- You do not have grade or post access to any associated classes

There are three possible causes for receiving this error message.

- i. The course exists in Blackboard, but it does not correspond to an actual class in PeopleSoft. Verify that the Blackboard course is linked to a PeopleSoft course in CEM.
- ii. The user is not listed as an instructor or teaching assistant with grade or post access on the schedule of classes. The instructor of the class should contact the department's class scheduler to have the instructor/teaching assistant information updated.
- iii. A grade roster has not been generated for the class that is being graded.

Escalation for ii. and iii.:

- The user may contact their department [Roster Contact](#) in addition to the CRM case created.
Create a CRM case including **contact information, description of the issue and troubleshooting steps.**
Assign the case to: SA Student Records Core Functional Team **SASRFUN.**