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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>Final Grade</th>
<th>Blog 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fo</td>
<td></td>
<td>1201</td>
<td>100C</td>
<td></td>
</tr>
<tr>
<td>Ma</td>
<td></td>
<td></td>
<td>100C</td>
<td></td>
</tr>
<tr>
<td>Wu</td>
<td></td>
<td></td>
<td>100C</td>
<td></td>
</tr>
<tr>
<td>Li</td>
<td></td>
<td></td>
<td>100C</td>
<td></td>
</tr>
<tr>
<td>An</td>
<td></td>
<td></td>
<td>100C</td>
<td></td>
</tr>
<tr>
<td>Mi</td>
<td></td>
<td></td>
<td>100C</td>
<td></td>
</tr>
<tr>
<td>Yu</td>
<td></td>
<td>1201</td>
<td>57.06%</td>
<td>2.00</td>
</tr>
<tr>
<td>De</td>
<td></td>
<td></td>
<td>66.81%</td>
<td>2.00</td>
</tr>
</tbody>
</table>
3. Change the Primary Display to **Letter**.

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](http://myasucourses.asu.edu)
2. Navigate to your Blackboard class.
3. Go to your class Control Panel
4. Go to your Course Grade Center
5. Click the down arrow next to Manage and then select ‘Grading Schemas’

6. Click Modify next to the Letter option.
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.

<table>
<thead>
<tr>
<th>Grades scored between</th>
<th>will equal</th>
<th>Grades manually entered as</th>
<th>will calculate as</th>
<th>Insert Rows</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 % and 100%</td>
<td>A+</td>
<td>A+</td>
<td>98.5 %</td>
<td></td>
</tr>
<tr>
<td>94 % and less than 97%</td>
<td>A</td>
<td>A</td>
<td>95 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>90 % and less than 94%</td>
<td>A-</td>
<td>A-</td>
<td>91.5 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>87 % and less than 90%</td>
<td>B+</td>
<td>B+</td>
<td>88.5 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>84 % and less than 87%</td>
<td>B</td>
<td>B</td>
<td>85 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>80 % and less than 84%</td>
<td>B-</td>
<td>B-</td>
<td>81 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>76 % and less than 80%</td>
<td>C+</td>
<td>C+</td>
<td>78.6 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>70 % and less than 76%</td>
<td>C</td>
<td>C</td>
<td>75 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>60 % and less than 70%</td>
<td>D</td>
<td>D</td>
<td>65 %</td>
<td>Remove Row</td>
</tr>
<tr>
<td>0 % and less than 60%</td>
<td>E</td>
<td>E</td>
<td>55 %</td>
<td>Remove Row</td>
</tr>
</tbody>
</table>

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
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

**Eb course ID:** 2009Summer2+T+SED+BUEDC1+598+Borkman

**Select Class and then select the Next button.**

<table>
<thead>
<tr>
<th>Term</th>
<th>Class Nbr</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009 Summer</td>
<td>46859</td>
<td>SED 598: Improvement of Instruction in Entrepreneurship Edu</td>
</tr>
<tr>
<td>2009 Summer</td>
<td>46860</td>
<td>BUED 598: Improvement of Instruction in Entrepreneurship Edu</td>
</tr>
<tr>
<td>2009 Summer</td>
<td>46961</td>
<td>DCI 598: Improvement of Instruction in Entrepreneurship Edu</td>
</tr>
</tbody>
</table>
9. Preview the grades. If they are incorrect, click on **Cancel and Return to Blackboard**. If they are correct, click on **Import**.
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

**Course ID:** 2009Summer2-T-SED-BUE-9011

**Selected Term:** 2009 Summer

**Selected Class:** 46660 - BUE 990; 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.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Imported Grade</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1201</td>
<td>Last name, First name</td>
<td>A+</td>
<td>Student already has a (different) roster grade of B+.</td>
</tr>
<tr>
<td>1000</td>
<td>Last name, First name</td>
<td>A+</td>
<td>Student already has a (different) roster grade of B+.</td>
</tr>
<tr>
<td>1000</td>
<td>Last name, First name</td>
<td>A+</td>
<td>Student already has a (different) roster grade of B+.</td>
</tr>
<tr>
<td>1000</td>
<td>Last name, First name</td>
<td>A+</td>
<td>Student already has a (different) roster grade of B+.</td>
</tr>
</tbody>
</table>
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](image)

   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.