On Campus Blackboard
SiS-Blackboard Final Letter Grade Transfer

The import pulls the grade center column that is set as the external grade column. It will only accept letter grades that match the SiS grade scheme for your course(s).

*Note:* Grades can be edited multiple times after import and you can run the import multiple times until you change the Approval Status and submit to the Office of the Registrar.

Before attempting to import your grades to SiS:

- Make sure the grades and calculations in your Blackboard grade center are all correct.
- Make sure you have created a column for letters grades, either manual or calculated.
- Make sure your letter grade column is set as the external grade column.

*Merged courses disclaimer:* Avoid merging courses for which students may become enrolled in more than one course within a merged set, e.g. [lecture] 101 & [lab] 806. The SiS grade center import function may fail for those students that have overlapping enrollments in a merged set.

For more information contact bbhelp@uml.edu, call 978-934-HELP (4357), or go to the On Campus Blackboard Grade Center page at www.uml.edu/bbgrades to view videos and job aids. Contact scheduling@uml.edu for questions pertaining to SiS.

Importing Letter grades to SiS from Blackboard:

1. In SiS, navigate to your Faculty Center, My Schedule and select the grade roster for the class where you want to import letter grades. Make sure that you are viewing the correct term.
2. Make sure Final Grade appears under Display Options. Select the button for Blackboard Import.

This action will overwrite any existing grades that have not been Approved and Submitted. Click OK to continue.

When complete, a popup will provide the number of successful grades imported and if there were any exceptions to review. Click OK to continue.
3. Review the exceptions by selecting the **Blackboard Exceptions** link that appears below the import button.

![Blackboard Exceptions](image)

The exceptions report will list any students with a blank field and any grades that could not be imported and why.

![BBLearn Import Exceptions](image)

4. **Review the exceptions** and click **OK** to return to the grade roster. Modify individual grades in SIS, as needed, *including incompletes*. You can also make the changes in Blackboard and run the Import multiple times.

5. When you have reviewed all grades and are ready to approve, go to Grade Roster Action. In the **Approval Status**, change from **Not Reviewed** to **Approved**. Click **Save** to send final approval.

![Grade Roster Action](image)

*Be sure to review all grades before approving them.*

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