

## 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](mailto:bbhelp@uml.edu), call 978-934-HELP (4357), or go to the On Campus Blackboard Grade Center page at [www.uml.edu/bbgrades](http://www.uml.edu/bbgrades) to view videos and job aids. Contact [scheduling@uml.edu](mailto: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.



**My Teaching Schedule > 2018 Fall > University of Mass Lowell**

Class	Class Title	Enrl Cap	Enrl Tot	Wait Tot	Drop	Days & Times	Room	Class Dates	Instructor	Perm Req
ENGL 4900-	Directed Studies in Writing (Independent Study)	10	2	0	0	TBA	Faculty assigned TBD	Sep 5, 2018- Dec 13, 2018		Y

2. Make sure **Final Grade** appears under Display Options. Select the button for **Blackboard Import**.

**Display Options:**

\*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

**Grade Roster Action:**

\*Approval Status Not Reviewed ▼ save

[Last Date Attended](#)

Name  Primary

Type  Preferred

**Blackboard Import**

[Blackboard Exceptions](#)

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**Student Grade** [PDF]

	ID	Preferred Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1		▼		Fine Arts, Humanities & Soc Sc - English (BA)/French (Minor)	Senior
<input type="checkbox"/>	2		▼		Fine Arts, Humanities & Soc Sc - English (BA)	Senior

[Download %1 Table to Excel](#) | Rows 1 - 2 of 2

[Select All](#) | [Clear All](#) | [Printer Friendly Version](#)

▼ <- add this grade to selected students

notify selected students

notify all students

SAVE

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

**Message**

Blackboard Grade Import (31013,15)

You are about to import grades for this class. When you save, previous grades entered on this roster will be overwritten. Please be patient while your grades are being imported from Blackboard.

OK

Cancel

When complete, a popup will provide the number of successful grades imported and if there were any exceptions to review. Click **OK** to continue.

**Message**

Complete. Import of 1 student(s) were successful. 1 exception(s) exist. (31013,6)

Be sure to save your grade roster.

Only valid grades were imported. Click on the Exceptions link to see exceptions.

OK

FA18

2

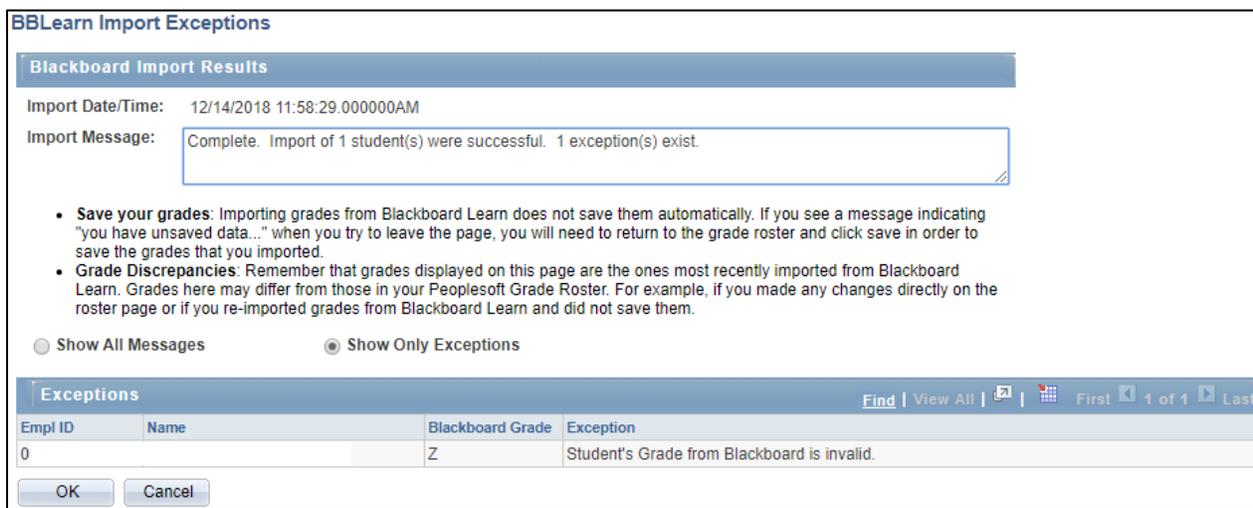
3. Review the exceptions by selecting the **Blackboard Exceptions** link that appears below the import button.



The screenshot shows the 'Grade Roster Action' section with 'Approval Status' set to 'Not Reviewed'. Below this, there are buttons for 'Blackboard Import' and 'Blackboard Exceptions'. A red arrow points to the 'Blackboard Exceptions' link.

ID	Preferred Name	Roster Grade	Official Grade	Program and Plan	Level

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



The screenshot shows the 'BBLearn Import Exceptions' report. It includes an 'Import Message' box stating 'Complete. Import of 1 student(s) were successful. 1 exception(s) exist.' Below this, there are instructions on saving grades and handling discrepancies. A table titled 'Exceptions' shows one entry:

Empl ID	Name	Blackboard Grade	Exception
0		Z	Student's Grade from Blackboard is invalid.

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.



The screenshot shows the 'Grade Roster Action' section with 'Approval Status' set to 'Not Reviewed'. A red arrow points to the dropdown menu for 'Approval Status'.

ID	Preferred Name	Roster Grade	Official Grade	Program and Plan	Level

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

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