

Instructions for Uploading Midterm Grades from Blackboard Directly Into Ulink

Instructors currently enter all final grade through Ulink, either by manually entering grades or by using the upload function within Ulink to import a Blackboard roster grade. For Mid-Term grades, instructors may use the same procedure by uploading grades from the column in the Blackboard Grade Center titled “rostergrade”. The Rostergrade column will need to be defined by all instructors in order to reflect the weight of all grades to date.

NOTE: If you already have a weighted grade column, it can be renamed “rostergrade”.

To initiate the import of grades, instructors will log into Ulink and navigate to the “Record Grades” link, which will lead them to the familiar Ulink interface. Once here, instructors simply click on the “Import” button at the bottom of the page. This will import the letter grades found in the “rostergrade” column of the Blackboard Grade Center. This may take several minutes, do not click the import button again.

While the import feature has been tested and its accuracy verified, instructors should always confirm that the correct letter grade has been properly imported for each student in the class. Once grades are confirmed, instructors should then “Save” and “Approve” the grades.

Should the process appear to complete but no grade appear, try again two more times. If the issue persists, contact the Blackboard helpdesk at 502-852-8833 or bbsupport@louisville.edu.

The following slides illustrate the steps outlined above using a representative Blackboard Course Shell.

Enter Midterm grades into your Blackboard Grade Center

The screenshot shows the Blackboard Grade Center interface. The left sidebar contains navigation options like 'Instructors Start Here', 'My Grades', and 'Grade Center'. The main area displays a table of student grades. A red arrow points to the 'rostergrade' column header, which is circled in red. The table data is as follows:

Last Name	First Name	2/24/15	2/26/15	Exam 3	rostergrade
	Hanna	3.00	--	0	A
	Taylor	--	2.00	80	B
	Karina	3.00	2.00	84	C
	Emily	3.00	2.00	88	D
	Natalie	--	--	42	F
	Quianna	3.00	2.00	54	P
	Quierra	3.00	2.00	54	I
	Robert	3.00	2.00	78	A+
	Corie	3.00	2.00	98	B+
	Holly	--	2.00	78	C+

All Blackboard shells are established with a column titled "ROSTERGRADE DONOTDELETE". This column can be populated with either letter grades or numbers, and should be defined to reflect the current progress to date by using all existing columns that reflect scores earned so far, or by including only a weighted grade column as you choose. Please double-check the grades in this column to verify that your grading schema and assignments included in the calculation are correct and reflect the value of the assignments graded so far (the entire class shouldn't be marked as failing because only 50 of a 100 possible points in a semester have been accomplished by week 5).

Creating new RosterGrade Column

If for some reason you cannot find this column, or if you might have deleted it, you will need to create a new column titled “rostergrade.” Please make sure this column accurately reflects your grading scheme and the work accomplished to date by students, whether that be by raw scores or weighted grades.

From here, follow the registrar’s instructions on uploading grades to Ulink through importing them from Blackboard.