

## Instructions for Uploading Grades from Blackboard Directly Into PeopleSoft's Web Grading Facility

The usual means for recording final course grades is through the PeopleSoft Web Grading Facility, which instructors access through the Ulink Portal. Using this facility, instructors must manually enter letter grades for each student enrolled in a course. With the new Blackboard Import Facility, instructors will enter final letter grades in a special, reserved, column in the Blackboard Grade Center titled "rostergrade". This column must be formatted as a text column in Blackboard for the import process to function properly (eg., "calculated columns" will not import properly). If instructors use a calculated column to compute final letter grades, then those grades must be copied into a text column titled "rostergrade" for the import process to succeed. Alternatively, instructors may use a spreadsheet outside of blackboard to upload final grades into Blackboard as long as the spreadsheet column containing the final letter grades is titled "rostergrade". Instructors may decide to hide this column depending on whether they choose to display final grades in Blackboard.

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 PeopleSoft "Web Grading Facility". Once here, instructors simply click on the "Import" button at the bottom of the page. This will initiate a process that will import the letter grades found in the "rostergrade" column of the Blackboard Grade Center. Due to the additional information that may be required for failing grades, "F" grades will not be imported from Blackboard even though "F" grades may be entered into the Blackboard Grade Center as the final course grade. Instructors will need to manually enter grades of "EF", "UF" and "NP" in the PeopleSoft Web Grading Facility, along with the date of last attendance, when required.

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.

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

# Enter final grades into your Blackboard Grade Center

The screenshot shows the Blackboard Grade Center interface. The top navigation bar includes 'My UofL', 'Content Collection', 'Courses & Catalog', 'UofL Libraries', and 'Help'. The left sidebar contains 'Instructors Start Here' with sub-links like 'Start Here', 'Syllabus', 'Faculty Information', 'Announcements', 'Course Documents', 'Assignments', 'My Grades', 'Tools', 'Tegrity Classes', 'Library Research', and 'Help from Blackboard'. Below this is 'COURSE MANAGEMENT' with 'Control Panel', 'Content Collection', 'Course Tools', 'Evaluation', and 'Grade Center'. The main area displays a 'Grade Information Bar' with 'Sort Columns By: Layout Position' and 'Order: Ascending'. A table of student grades is shown with columns for 'Last Name', 'First Name', '2/24/15', '2/26/15', 'Exam 3', and 'rostergrade'. The 'rostergrade' column is circled in red, and a red arrow points to it from the text on the right. 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+

Students' final letter grades for the course should be entered a text column labeled "rostergrade".

Instructors may also upload a spreadsheet file that contains final letter grades in a column titled "rostergrade".

# Log on to Ulink and find the grading roster for your course

The screenshot shows the Ulink interface for a faculty member. The browser address bar displays the URL: [https://csuser.louisville.edu/psp/csuser/EMPLOYEE/CAMP/c/SA\\_LEARNING\\_MANAGEMENT.SS\\_GRADE\\_RSTR.GBL?FolderPa](https://csuser.louisville.edu/psp/csuser/EMPLOYEE/CAMP/c/SA_LEARNING_MANAGEMENT.SS_GRADE_RSTR.GBL?FolderPa). The page title is "Grade Roster". The navigation menu includes "Home", "Worklist", "Add to Favorites", and "Sign out". The breadcrumb trail is "Favorites | Main Menu > Self Service > Faculty Center > Grade Roster".

ID	Name	Grade	Course	Level
4	Christian	GRD	Arts & Sciences Degree - Psychology - BS	Junior
5	Elizabeth	GRD	Arts & Sciences Degree - Psychology/Social Science	Senior
6	Sherice	GRD	Arts & Sciences Degree - Psychology/Natural Sciences	Junior
7	Wayne	GRD	Arts & Sciences Degree - Psychology-BS	Sophomore
8	Nicole	GRD	Arts & Sciences Degree - Psychology/Social Science	Senior
9	Andrew	GRD	Arts & Sciences Degree - Undecided	Junior
10	Madeline A	GRD	Arts & Sciences Degree - Undecided	Junior
11	Ciara M	GRD	Arts & Sciences Degree - Psychology/ Social Science	Senior
12	Itakma	GRD	Arts & Sciences Degree - Psychology/Natural Sciences	Sophomore
13	Ashley	GRD	Arts & Sciences Degree - Anthropology/Social Sci Track	Junior
14	Jane	GRD	Music Degree - Music BA/General	Senior
15	Michelle	GRD	Arts & Sciences Degree - Psychology-BS	Sophomore
16	Jo	GRD	Arts & Sciences Degree - Psychology/ Social Science	Junior
17	Hugh	GRD	Arts & Sciences Degree - Psychology-BS	Senior
18	Clare	GRD	Arts & Sciences Degree - Psychology/Social Science	Senior
19	Jeffrey	GRD	Arts & Sciences Degree - Psychology/Social Science	Junior
20	James	GRD	Arts & Sciences Degree - Psychology-BS	Junior

At the bottom of the page, there is a control panel with the following elements:

- Buttons: "View All", "Download", "Printer Friendly Version", "Select All", "Clear All", "notify selected students", "notify all students", "Import Grades", "SAVE".
- Form: A dropdown menu with the text "<- add this grade to selected students".

A red arrow points from the text on the right to the "Import Grades" button.

Footer: Faculty Center | Advisor Center | Search | Learning Management

Log onto Ulink, and click on the "Record Grades" link, which will take you to a list of your courses. Click on the course associated with the Blackboard site that contains final grades. Once in the roster, click the "Import Grades" button at the bottom of the page. After a short period of time the grades should populate the grade column.

# Review and confirm that the grades properly imported into the roster

Paul DeMarco

Faculty Center | Advisor Center | Search | Learning Management

### Grade Roster

Spring 2015 | Regular Academic Session | University of Louisville | Undergraduate

▼ PSYC 331 - 01 (5336) [change class](#)

Sensation and Perception (Lecture)

Days and Times	Room	Instructor	Dates
TuTh 11:00AM-12:15PM	Life Sci 101	Paul DeMarco	01/07/2015 - 04/30/2015

Display Options:  
\*Grade Roster Type: Final Grade  
 Display Unassigned Roster Grade Only

Grade Roster Action:  
\*Approval Status: Not Reviewed [save](#)

ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
1	Kimberly	A		GRD	Business Degree - Economics - BA	Senior
2	Alexandria	B		GRD	Arts & Sciences Degree - Individualized Major/Psychology Minor	Senior
3	Nicole	B		GRD	Arts & Sciences Degree - Psychology/Social Science	Junior
4	Gabrielle			GRD	Arts & Sciences Degree - Psychology - BS	Junior
5	Elizabeth	D		GRD	Arts & Sciences Degree - Psychology/Social Science	Senior
6	Sherice	I		GRD	Arts & Sciences Degree - Psychology/Natural Sciences	Junior
7	Wayne	A+		GRD	Arts & Sciences Degree - Psychology-BS	Sophomore
8	Nicole	C+		GRD	Arts & Sciences Degree - Psychology/Social Science	Senior
9	Andrew			GRD	Arts & Sciences Degree - Undecided	Junior
10	Madeline A	C+		GRD	Arts & Sciences Degree - Undecided	Junior

After clicking the “Import” button the grades will populate the Roster Grade column. At this point you may edit the grades, if necessary. **Important:** Failing grades, (F, EF, UF, NP) will not transfer from Blackboard (for example, see students in rows 4 and 9). Failing grades must be entered manually on this screen, along with the last date of attendance when required. After you are satisfied with the data, click the “Save” button, and then finally the “Approve” button.