

# Uploading Mid-Term and Final Grades from Blackboard into ULink

## Overview

Instructors enter all Mid-Term and Final grades through ULink, either manually or by using the *Import Grades From Blackboard* function within ULink. This document provides instructions for the later, *Import Grades From Blackboard*.

To use the import feature, the cumulative grade reflected for Mid-Term and Final grades are to be recorded in each course's Grade Center within the prepopulated column titled *RosterGrade DoNotDelete*. The *RosterGrade DoNotDelete* column is hidden from students by default, denoted with the gray circle with the red slash. The column is a Total Calculated column, which generates a grade based on the cumulative points from all currently graded items. However, the *RosterGrade DoNotDelete* column can be modified to generate a grade based on the cumulative points for individual graded items, categories and/or the grade displayed in the *Weighted Total* column.

STEPS TO COMPLETE THE IMPORT GRADES FROM BLACKBOARD INCLUDE:

- A. Enter the Full Grade Center in a Blackboard Course
- B. Verify all graded columns reflected in Mid-Term/Final grades are included in Grade Center calculations
- C. Verify all graded columns reflect accurate points possible
- D. Verify grading schema reflects that which is listed in the course's syllabus
- E. Verify only one *RosterGrade DoNotDelete* column exists in the course
- F. Modify *RosterGrade DoNotDelete* form to reflect accurate letter grade
- G. Verify accurate letter grade is displayed for each student
- H. Import Grades From Blackboard

## Uploading Mid-Term and Final Grades from Blackboard into ULink

### A. Enter the Full Grade Center

1. Login to Blackboard
2. Select *Courses*
3. Select a course
4. In the Control Panel, expand *Grade Center*
5. Select *Full Grade Center*

### B. Verify Graded Columns are Included in GradeCenter Calculations

1. Select the chevron to the right of the title in each graded column
2. Choose *Edit Column Information*
3. Scroll to the bottom and verify *Include this Column in Grade Center Calculations* is set to Yes.  
If set to No, select Yes
4. *Submit*

### C. Verify Graded Columns reflect Accurate Points Possible

1. Select the chevron to the right of the title in each graded column
2. Choose *Edit Column Information*
3. Scroll down to *Points Possible* and verify the points listed reflect that which is listed in your course's syllabus. If incorrect, type correct points
4. *Submit*

### D. Verify Grade Schema reflects Syllabus

1. Select the *Manage* button
2. Choose *Grading Schemas*
3. Roll over the word *Letter* beneath the Name column
4. Select the chevron to the right of the word *Letter*
5. Choose *Edit*
6. Modify range to match your Syllabus
  - Edit the bottom number in the range for each letter grade. As a result, the top number in the range will be adjusted automatically
  - Edit the letter displayed in the *Will Equal* column, as needed
  - The percentage in the *Will Calculate as* column is reserved for when a letter is manually entered as a score for a student (Tip: to provide accurate scores, enter point values for students, instead of letter grades.)
  - Rows can be deleted by selecting the *Delete Row* button to the right of the row
7. *Submit*
8. *OK*

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### E. Verify Only One *RosterGrade DoNotDelete* Exists

1. Select the *Manage* button
2. Choose *Column Organization*
  - The rows listed are displayed in the order they appear in the Grade Center
3. Place a check in the box to the right of all but one *RosterGrade DoNotDelete*
4. Select the *Delete* button
5. Review the *Delete columns?* window and select the *Continue* button
6. Review the *Delete columns?* window and select the *Delete* button
7. *Submit*

### F. Modify *RosterGrade DoNotDelete* form

1. Select the chevron to the right of *RosterGrade DoNotDelete*
2. Choose *Edit Column Information*
3. Scroll down to *Selected Columns*
  - By default, the point values for all graded items, included in the grade center calculations (Step A above), are being calculated. If this calculation reflects your syllabus, skip to step #4
  - If the graded items are grouped into categories, select each category in the *Categories to Select* list and select the arrow pointing to the right. This action will move the category to the *Selected Columns* box
  - If the graded items are weighted, select the *Weighted Total* in the *Columns to Select* list and select the arrow pointing to the right. This action will move the *Weighted Total* to the *Selected Columns* box
4. Verify the *Calculate as a Running Total* is set to:
  - a. Yes – for Mid-Term Grades. This will assure students are not penalized for upcoming submissions
  - b. No – for Final Grades. This will assure students are penalized for items without a submission
5. *Submit*

### G. Verify Accurate Letter Grade Displays in *RosterGrade DoNotDelete*

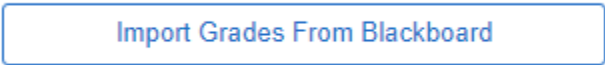
Total Points Calculation – Add total points earned by a single student. Add total points possible. Divide total points earned by total points possible and carry the decimal point to the right twice. Review the *Grading Schema* to verify the Letter displayed falls within the range displayed in the schema.

Weighted Total Calculation – For each group of weights add total points earned by a single student, and as necessary, drop the lowest or highest score(s). Add total points possible. Divide total points earned by total points possible and multiply by the percentage. Add each result together and carry the decimal point to the right twice. Review the *Grading Schema* to verify the Letter displayed falls within the range displayed in the schema. See example on page 4.

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## H. Import Grades from Blackboard

1. Review and begin the steps provided by the Registrar's office which guide faculty to the *Grade Roster* page: [https://louisville.edu/registrar/forms/web\\_grading](https://louisville.edu/registrar/forms/web_grading)
2. Upon arriving at the *Roster Grade* page, scroll to the bottom, locate and select the *Import Grades From Blackboard* button:







3. The import process begins. This may take several minutes, do not click the import button again.
  - If the process appears complete but no grades appear, try again two more times. If the issue persists, contact the Blackboard helpdesk at 502-852-8833 or [bbsupport@louisville.edu](mailto:bbsupport@louisville.edu).
4. Verify the correct letter grade has been properly imported for each student in the class.
5. Review and complete the steps as provided by the Registrar's office which guide faculty through to final approval: [https://louisville.edu/registrar/forms/web\\_grading](https://louisville.edu/registrar/forms/web_grading)


### EXAMPLE: MID-TERM GRADES USING WEIGHTED TOTAL



Grade Center : Full Grade Center 







The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column   Create Calculated Column    Manage    Reports    Work Offline    Filter

Grade Information Bar

Move To Top   Email 

Sort Columns By: Layout Position    Order: ▲Ascending 

<input type="checkbox"/>	LAST NAME 	ROSTERGRADE DONOTDELETE 	WEIGHTED WEEKS 1-5 	TEST 1 	2ND DISCUSSION BOARD 	ASSIGNMENT 
<input type="checkbox"/>	Lawton	A-	9.25(A-)	9.00	9.00	10.00
<input type="checkbox"/>	Lawton	A-	9.00(A-)	9.00	10.00	8.00
<input type="checkbox"/>	Lawton	B+	8.75(B+)	10.00	5.00	10.00
<input type="checkbox"/>	Lawton	B-	8.25(B-)	9.00	8.00	7.00
<input type="checkbox"/>	Lawton	B-	8.00(B-)	8.00	7.00	9.00
<input type="checkbox"/>	Lawton	B-	8.00(B-)	7.00	9.00	9.00
<input type="checkbox"/>	Lawton	C+	7.75(C+)	10.00	6.00	5.00
<input type="checkbox"/>	Lawton	C	7.50(C)	8.00	8.00	6.00
<input type="checkbox"/>	Lawton	C-	7.25(C-)	9.00	7.00	4.00
<input type="checkbox"/>	Lawton	F	5.75(F)	6.00	10.00	1.00

In this example: Test 1 (50%), 2nd Discussion Board (25%) and Assignment (25%) are weighed in the Weighted Weeks 1-5 column and the RosterGrade DoNotDelete column has been modified to display the Weighted Total's letter grade.