

# 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 Gradebook within the prepopulated column titled *RosterGrade*. The *RosterGrade* column is hidden from students by default, denoted with the gray 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* column can be modified to generate a grade based on the cumulative points for individual graded items, categories for the grade displayed in the *Overall Grade* column.

STEPS TO COMPLETE THE IMPORT GRADES FROM BLACKBOARD INCLUDE:

- A. Enter the Gradebook in a Blackboard Course
- B. Verify all graded columns reflected in Mid-Term/Final grades are included in Gradebook 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* column exists in the course
- F. Modify *RosterGrade* form to reflect accurate letter grade
- G. Verify accurate letter grade is displayed for each student
- H. Import Grades From Blackboard

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## A. Enter the Gradebook

1. Login to Blackboard
2. Select *Courses*
3. Select a course
4. Click Gradebook

## B. Verify Graded Columns are Included in Gradebook categories

1. Click “Gradable Items”
2. Click on the “...” to the right of any item (column)
3. Choose Edit and check to see if the item is in a category
4. Click Save

## C. Verify Graded Columns are Included in Gradebook Calculations

1. Select Overall Grade
2. Click Calculation Details at the top left of the page
3. Verify your Calculation type (Points or Weighted)  
If Weighted (check for “Equal” or “Proportional” weighting within each category)
4. Use the down arrow to the right of each category listed to see individual items are all listed as expected.

## D. Verify Graded Columns reflect Accurate Points Possible

1. Click “Gradable Items”
2. Click on the “...” to the right of any item (column)
3. Choose Edit and check to see if the item has the correct number of points
4. Click Save

## E. Verify Grade Schema reflects Syllabus

1. Go to Gradebook  
Select gradebook settings gear at the top right of the page
2. Choose Manage *Grade Schemas*
3. The Letter Grade Schema will come up on the screen
4. Modify range to match your Syllabus
  - i. Click on the lower number in each range to Edit it for each letter grade. As a result, the top number in the range will be adjusted automatically
  - ii. Rows can be deleted by selecting the *three dots (...)* to the right of each row.
5. *Save*
6. *Click the “X” at the top left to exit the schema*

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### F. Verify Only One RosterGradeExists

1. Select Gradebook
2. Choose *Gradable items*
  - The rows listed are displayed in the order they appear in the Gradebook
3. If multiple RosterGrade columns appear, Click the three dots (...) to the right of the extra *RosterGrade columns*
4. Select the *Delete* button
5. Review the *Delete columns?* window and select the *Delete* button

### G. Modify RosterGrade

1. From Gradable Items, Select the three dots (...) to the right of *RosterGrade*
2. Choose *Edit*
3. Select your calculation type: Points or Weighted  
If weighted, Choose “Proportional” or “Equal”
4. Set the RosterGrade exactly as you have set the “Overall Grade” in your course by ensuring all items are in the correct categories and all point values for those items are accurate
5. Verify the *Calculate grades based on points earned out of total graded points* is set to:
  - a. Checked – for Mid-Term Grades. This will assure students are not penalized for upcoming submissions
  - b. Not Checked – for Final Grades. This will assure students are penalized for items without a submission
6. Any items you don’t want included in calculations, click the  to the right of the category or individual item to change from Black to Purple.  
To see individual items listed in a category, Click the  to the far right
7. Once you have made the changes and reviewed them, Click Save
8. Click the “X” at the top left to exit the RosterGrade calculation and return to the Gradable items view

### H. Verify Accurate Letter Grade Displays in RosterGrade

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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## I. 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 *Grade Roster* 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

Content Calendar Announcements Discussions <b>Gradebook</b> (2) Messages Analytics Groups						
Overview Gradable Items <b>Grades</b> Students <input type="text" value="Search gradebook"/>						
Students	RosterGrade	Weighted Weeks...	Test 1	2nd Discussion	Assignment 1	
	30 points	10 points	10 points	10 points	10 points	
3 Students	3 items	3 items				
Administrat...	A-	9.25	9 Posted	9 Posted	10 Posted	
Leake	A-	9	9 Posted	10 Posted	8 Posted	
Leake	B-	8.75	10 Posted	5 Posted	10 Posted	

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 column has been modified to display the Weighted Total's letter grade.