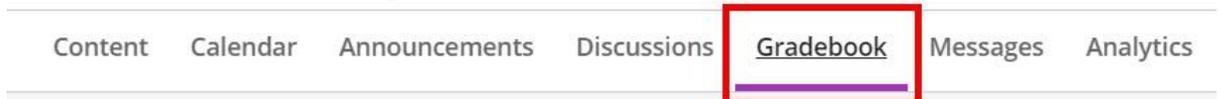
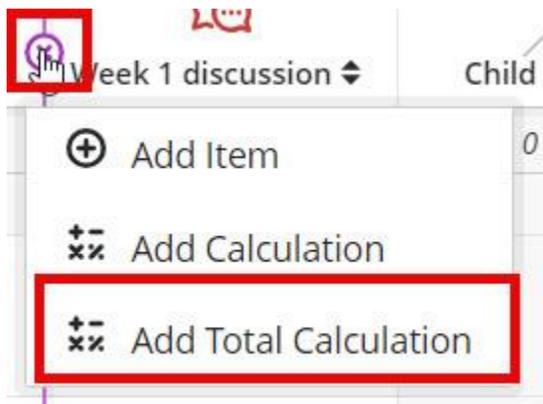


Creating Roster Grade column for use in importing mid-term and final grades into ULink (PeopleSoft)

1. Navigate to your Blackboard Learn Ultra course.
2. Click on **Gradebook** in the top menu.



3. Click on the **plus sign (+)** between the items and **click Add Total Calculation?**



4. Type RosterGrade.

New Total Calculation 2/15/24

Select a Calculation Type

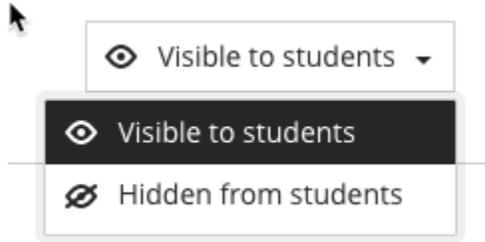
Points Weighted

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide Instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the grade calculation.

Test 2 items | Edit calculation rules 115 | 🚫 | ▼

5. Click **Visible to students** or **Hidden from students**.



6. In the points drop-down, *click* a Grade Schema (Letter, Points, or Percentage). Decide if you want the Total to be based on total points earned out of total graded points (Running Total or All Points Possible). Type a description of the column if needed.

Settings

Type a description here.

Calculate grades based on points earned out of total graded points.

Select a grade schema

Points

Points
Percentage
Letter
Complete/Incomplete

7. In the total calculations *check* the point values for each item in the gradebook and assign to an appropriate category. Use the arrow at the far right of the Category to view items already assigned to it and the associated point values.

vs

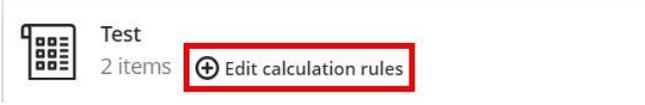
Points Weighted

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide Instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the grade calculation.

 Test 2 items + Edit calculation rules	115		
rubric test for essay- Requires Respondus LockDown Browser Test	15		
test item Test	100		

8. If you want to “Drop” items from a category, you can use the *Edit Calculation Rules* to enable that function then *click Continue*..



Test
2 items **Edit calculation rules**

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Test Category

Category Calculation Rule

Enable

Enabling a rule allows you to set conditions for all elements within the category to calculate the category's total score.

You need to have more than one (1) non-exempt item within the category to set a rule correctly. Bear in mind that enabling rules can affect a student's final grade for that category.

Drop Scores
Choose to drop scores from the total calculation

Use Only
Choose to use only specific scores in the total calculation

Cancel Continue

9. **Click Save**



Cancel **Save**

Importing RosterGrade Column from ULink

Log into [ULink](#) and click on the 'Faculty & Staff' tab at the top.

Click on Record Grades under Academics/Faculty Center:

The screenshot displays the University of Louisville ULink portal interface. At the top, the navigation bar includes 'Favorites | Main Menu' and tabs for 'My Page', 'Student Services', and 'Faculty & Staff'. Below the navigation, the 'Faculty & Staff' section is active, showing a 'Personalize Content Layout' option and the date 'Fri, Jan 25, 19 12:48 PM'. The main content area is divided into several panels:

- Human Resources**: Contains sections for 'Diversity & Equal Opportunity', 'Employee Benefits', 'Employee Job Opportunities', 'Employee Programs', and 'General Information', each with a list of links.
- Personal Information**: Contains 'General Information' and 'Personal Info' sections with various links.
- Academics**: Contains a 'Faculty Center' section with a list of links, where 'Record Grades' is highlighted in yellow. Below it is a 'General Information' section with more links.
- Ballots and Surveys**: Contains a list of links including 'School of Med. Faculty Ballots' and 'Ballots'.
- Research**: Contains an 'eResearch Administration' section with a link to 'integrated Research Information System (IRIS)' and a 'General Information' section with more links.
- HSC Shared Services**: Contains a 'Purchasing' section with links to 'Add SSC Purchasing Form' and 'Maintain SSC Purchasing Forms'.

This will bring up the Grading Instructions:

****This document now includes information regarding Mid-term grades.****

1. **LOGIN ID and PASSWORD:** You may access your grade rosters from PeopleSoft by logging in to <http://ulink.louisville.edu>. Your account and password are the same as what you use to access your pay stub. If you are unsure about your PeopleSoft account or password, please read the information provided under the "For first-time users" link on the ULink log on page.
2. **ONCE YOU LOG ON: For grading:** Click on **Faculty/Staff Services** tab (across the top), go to the menu item "Academics", then click on "Record Grades". Verify the term and click on 'Change Term' if needed.

Click on the grade roster icon to the left of roster you wish to view. If you have a grade roster with more than 20 students, only the first 20 names will appear on the page. At the bottom of the page, use the double-arrow button to advance.

Preferred Name on Class and Grade Rosters

All class and grade rosters now display a student's preferred name – if the student has requested the use of a preferred name. Please verify the last name and student ID number when assigning grades.

Grading Instructions:

Mid-term Grades –

- Enter grades by using the drop down button next to the Roster Grade box to choose from a list of valid grades.
- **Recording "F" grades:** For purposes of mid-term grading, a standard 'F' grade may be entered for those currently failing the course. No grade of EF, UF, or NP is required.
- If using the Blackboard Import, the 'F' grades should carry over.
- When you complete grading, **click on the Save button.**
- At this time, you should make a final review of the mid-term grades. Enter any changes and **click on the Save button.**
- When you are satisfied that all grades are appropriately entered and saved, change the approval status to **Approved** and **click on the Save button** again.

Importing Mid-term grades from the Blackboard Grade Center to the PeopleSoft Grade Roster:

Instructors who use the Blackboard Grade Center now have the option of uploading students' mid-term letter grades from the Grade Center directly into the PeopleSoft Grade Roster within the Faculty Center. All standard letter grades may be uploaded, including 'F'.

Remember: **ENTER** grades **SAVE** grades **APPROVE** grades **SAVE** approval

3. **Where do I go if I need help?**

If you experience any difficulties with your account ID or password, you should contact the Helpdesk, (502) 852-7997, for assistance. The Registrar's Office does not have access to your password and cannot reset your password. If you log on successfully, but do not have the menu options to get to the **Record Grades** page, or you are missing **Class Rosters**, contact the Registrar's Office through the methods described below to resolve those problems.

You may address questions to our service account Regoff (regoff@louisville.edu). This is checked several times a day. You may call our office at (502) 852-7192 and someone will record the problem you are experiencing and we will get back to you promptly.

Questions regarding the Blackboard Grade Import process may be directed to the Blackboard Help Desk at (502) 852-8833, or by email at bbsupport@louisville.edu.

4. **When are grades due?**

Final grades are due within 48 hours after the scheduled final exam. For special session courses with irregular dates, grades are due within 48 hours after the last day of class. For Mid-term grades, the deadline is the last day to withdraw.

TO BEGIN THE GRADING PROCESS, LOG INTO ULINK AND FOLLOW THE ABOVE INSTRUCTIONS.

After reading and reviewing the instructions, click on the “Grade Now” button. ‘My Schedule’ is displayed. Verify the term and click on ‘change term’ if necessary. Select a course by clicking on the Grade Roster icon to the left of the class:

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 GEN 100-01 (9560)	SSC ORIENTATION (Lecture)	24	MoWe 8:00AM - 8:50AM	Humanities 119	Aug 20, 2018 - Oct 17, 2018
 MATH 105-01 (2371)	QUANT. REASONING - QR (Lecture)	25	TuTh 1:00PM - 2:15PM	Natural Sc 112	Aug 20, 2018 - Dec 11, 2018

Verify the Grade Roster Type of “Mid-Term Grade”:

Days and Times	Room	Instructor	Dates
MoWe 8:00AM-8:50AM	Humanities 119	Alicia Montgomery Dunlap, Joseph Dablow, Kevin Batman, Lamar Braggs, Vanessa Blair	08/20/2018 - 10/17/2018

Display Options:

- *Grade Roster Type: **Mid-Term Grade**
- Display Unassigned Roster Grade Only

Grade Roster Action:

- *Approval Status: **Approved**

After entering all grades, please make sure to Save, Approve, and Save again as noted in the instructions above.