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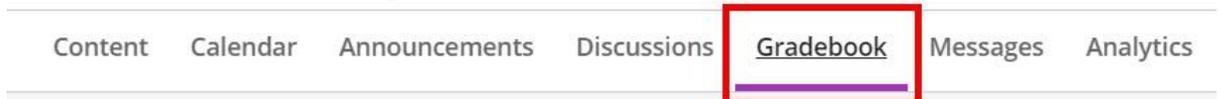
3. *Click* on the **plus sign (+)** between the items and *click* **Add Total Calculation?**
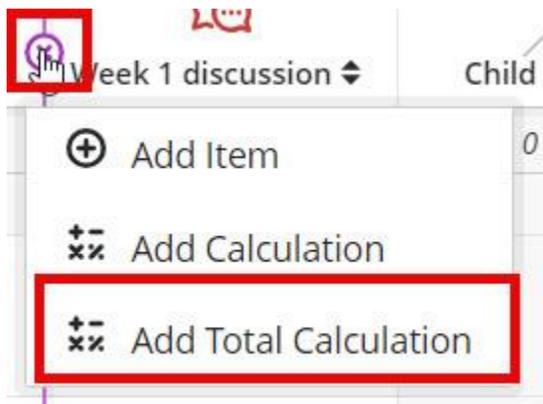
4. *Type* RosterGrade.

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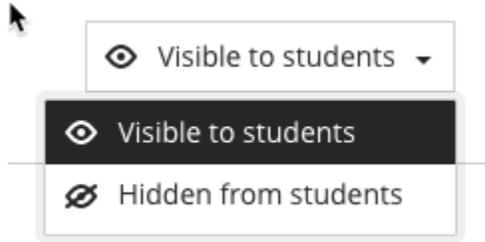
6. In the points drop-down, *click* a Grade Schema (Letter, Points, or Percentage). Decide if you want the Total to be based on total points earned out of total graded points (Running Total or All Points Possible). Type a description of the column if needed.

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.

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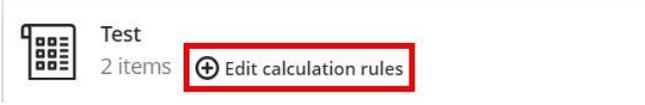
9. *Click* **Save**

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:

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:

Verify the Grade Roster Type of "Mid-Term Grade":

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