

### Campus Connection: Importing Grades from Blackboard

Grades Integration provides an option for instructors to import grades from their SAIP (PeopleSoft)-created Blackboard course directly into Campus Connection instead of entering grades manually. This document provides a step-by-step overview of how the process works.

All Blackboard course sites have a grade column added to the Grade Center titles "CC Final Grade". This column has been pre-configured using special Grading Schemas to be the default grade column used with the Campus Connection grade import. Letter grades entered into the CC Final Grade column can be pulled into Campus Connection using the steps below. This column is not required to be used and is not visible to students. Another grade column could be used for importing grades as long as that column meets specific conditions outlined in the [Additional Notes](#) section. For additional information or assistance with Blackboard grading, please visit the [UND Blackboard website](#).

1. In Campus Connection navigate to
  - a. Self-Service
  - b. Faculty Center
  - c. Grade Roster
2. Click on **Import Grades** button as shown below. This will pull grades displayed in the "CC Final Grade" column from the Blackboard course into Campus Connection.

The screenshot displays the 'Grade Roster' page for Darrell Neubert. At the top, it shows the course 'MRKT 301 - 1 (14432)' titled 'Principles of Marketing (Lecture)'. Below this, there are 'Display Options' and 'Grade Roster Action' sections. The 'Grade Import' section at the bottom features a table with columns for 'Student Grade', 'Last date Attended', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level'. A red box highlights the 'import grades' button in the 'Grade Import' section.

Student Grade	Last date Attended	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1			GRD	Administration - BS-Business Administration/Major Accounting	Senior
<input type="checkbox"/>	2			GRD	Exercise Science - BS-Exercise Science/Minor Coaching	Senior
<input type="checkbox"/>	3			GRD	Administration - BS-Business Administration	Junior
<input type="checkbox"/>	4			GRD	Accounting - BS-Accounting/Major Business Administration/Minor Leadership Studies	Senior
<input type="checkbox"/>	5			GRD	Administration - BS-Business Administration	Senior

3. After grades are pulled in, it is important to review the results.

**IMPORTANT:** If the Grade Import Error Log link displays as shown here, you need to click it to review errors.

If necessary, instructors can override the imported grade by choosing the drop-down arrow and selecting a different grade.

Student	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
	1		▼		GRD	Administration - BS-Business Administration/Major Accounting	Senior
			A - ▼		GRD	Exercise Science - BS-Exercise Science/Minor Coaching	Senior
			B - ▼		GRD	Administration - BS-Business Administration	Junior
			B - ▼		GRD	Accounting - BS-Accounting/Major Business Administration/Minor Leadership Studies	Senior
			C - ▼		GRD	Administration - BS-Business Administration	Senior
			B - ▼		GRD	Administration - BBA-Administration	Junior
			▼		GRD	Administration - BBA-Administration	Junior
			B - ▼		GRD	Administration - BS-Business Administration/Major Accounting	Junior
			D - ▼		GRD	Administration - BBA-Administration	Senior
			A - ▼		GRD	Accounting - BS-Accounting	Senior
					GRD	Administration - BS-Business Administration/Major Accounting	Senior

### Common Errors / Resolutions

**ERROR: Student does not exist in LMS** - Students do not exist in Blackboard or no grades have been entered in Blackboard for the students.

**RESOLUTION:** If students are in Blackboard, grade in Blackboard and then import grades into Campus Connection. If students do not exist in Blackboard, manually enter the grades in the Grade Roster in Campus Connection.

CS Test 8.55

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

### Grade Error Report

Term: 1830      Class Nbr: 14432

Last Import: 05/23/2018 8:03AM      Seq Nbr: 1

Grade Import Error Log    Personalize | Find | View All | [Print] | [Refresh]    First 1-2 of 2 Last

	IMS ID	Error Description
1		Student does not exist in LMS
2		Student does not exist in LMS

Return

**ERROR: Student does not exist on Roster** - Students exist in Blackboard but are not enrolled in Campus Connection.

**RESOLUTION:** You are not able to enter grades for these students until the students are enrolled. Contact the Registrar's Office on how to handle this situation.

CS Test 8.55

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

### Grade Error Report

Term: 1830      Class Nbr: 14402

Last Import: 05/24/2018 8:10AM      Seq Nbr: 1

Grade Import Error Log    Personalize | Find | View All | [Print] | [Refresh]    First 1-7 of 12 Last

	IMS ID	Error Description
1		Student does not exist on Roster
2		Student does not exist on Roster
3		Student does not exist on Roster
4		Student does not exist on Roster
5		Student does not exist on Roster
6		Student does not exist on Roster
7		Student does not exist on Roster

Return

**ERROR: The grade submitted is not a valid grade for the student** - The grade entered in Blackboard is not a valid grade for this class in Campus Connection. Click on the roster grade dropdown in Campus Solutions to see which grades are valid for this class.

**RESOLUTION:** Best practice is to enter the valid grade in Blackboard and select the import grades in Campus Connection to pull in all valid grades. This will ensure consistency between the grade in Blackboard and the grade in Campus Connection.

CS Test 8.55

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

### Grade Error Report

Term: 1830      Class Nbr: 15350  
Last Import: 05/29/2018 1:43PM      Seq Nbr: 1

Grade Import Error Log    Personalize | Find | View All | [Print] [Calendar]    First 1-2 of 2 Last

IMS ID	Error Description
1	The grade submitted is not a valid grade for the student

**ERROR: Unable to import grades** - Most commonly the student has a W in Campus Connection, meaning the student dropped the course.

**RESOLUTION:** No action is needed.

CS Test 8.55

NORTH DAKOTA UNIVERSITY SYSTEM

Favorites | Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule

### Grade Error Report

Term: 1830      Class Nbr: 15332  
Last Import: 05/31/2018 3:17PM      Seq Nbr: 1

Grade Import Error Log    Personalize | Find | View All | [Print] [Calendar]    First 1-7 of 8 Last

IMS ID	Error Description
1	Unable to import grades

### Course Sections Merged in Blackboard

This is where two or more class sections in Campus Connection have been merged into one course in Blackboard.

1. Grade all students in Blackboard.
2. In Campus Connection, you will import grades for each section.
  - a. When you import grades in the first section, all grades will populate for the students in this section; and student in the other section(s) will show in the 'Grade Import Error Log' with the error 'Student does not exist on Roster'.
3. Continue to do the grade import for all sections. Be sure to review the results to ensure all students are graded in Campus Connection.

### FN, UN, FNN, and UNN GRADES

When grading in Blackboard, remember to use FN, UN, FNN, UNN in the following situations:

FN, UN	Use these grades when a student stops attending class, and earned an F or U. You will need to enter the last date of attendance in the Grade Roster in Campus Connection.
FNN, UNN	Use these grades when a student never attended your class.

*\*These grades are used by Financial Aid in determining if disbursed funds are required to be sent back.*

### Additional Notes

The "CC Final Grade" column is pre-configured to be the default Learn grade column used with the Campus Connection grade import. This column can be hidden but not deleted and is not required to be used. Another grade column could be used for importing grades as long as that column meets these conditions:

- Column is set as the External Grade Column
- Primary display of the column uses a Learn Letter Grading Schema that matches the Campus Connections Grading Basis. Learn schema options have been added to match the most common Campus Connections Grading Basis. These Learn schemas start with CC Final Grade + the Campus Connection Grading Basis abbreviation.

For additional information or assistance with Blackboard grading, please visit the [UND Blackboard website](#).