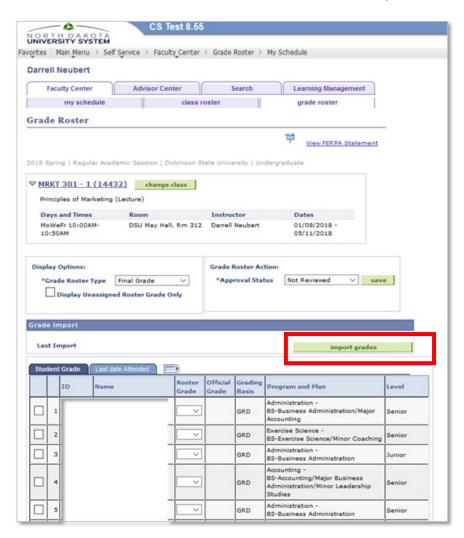# PeopleSoft

Blackboard Grades Integration

Importing Grades from Blackboard into Campus Connection

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

Important Notes

Importing grades is only valid for final grades. Currently, there is no functionality in Campus Solutions to pull in midterm grades.

- Blackboard Original courses use the CC Final Grade column for import.
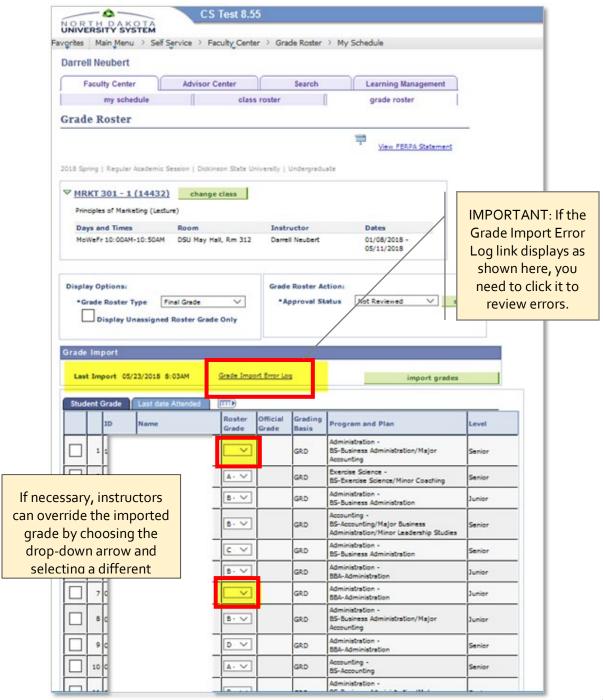- Blackboard Ultra courses use the Overall Grade column for import.

Once grades have been imported into PeopleSoft, instructors can still make changes before submitting grades.

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Blackboard Grades Integration

Getting Started

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

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Blackboard Grades Integration

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

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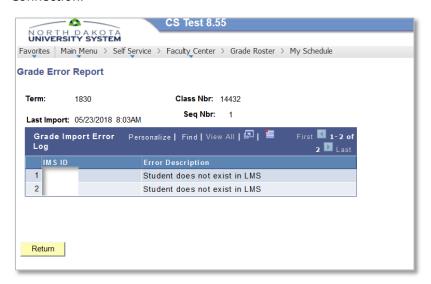
PeopleSoft

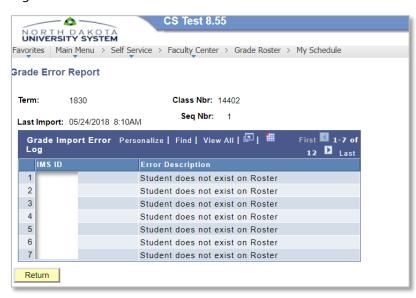## Blackboard Grades Integration

Common Errors / Resolutions

ERROR: **Student does not exist in LMS** – This means students do not exist in Blackboard or no grades have been entered in Blackboard for the student(s).

RESOLUTION: If students are in Blackboard, apply a grade in Blackboard and then import grades into Campus Connection. If student(s) do not exist in Blackboard, manually enter the grades in the Grade Roster in Campus Connection.

ERROR: **Student does not exist on Roster** – This means student(s) exists in the Blackboard course but are not enrolled in Campus Connection.
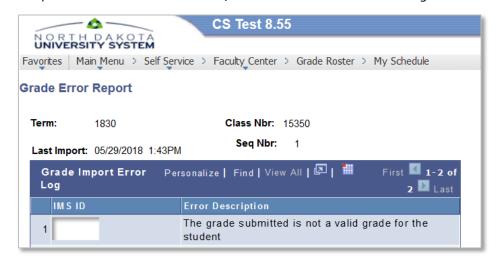
RESOLUTION: You are not able to enter grades for these students until the students are enrolled. Contact the Registrar's Office on how to handle this situation.
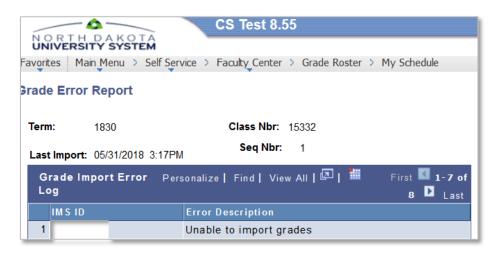
ERROR: The grade submitted is not a valid grade for the student - The grade entered in Blackboard is not a valid grade for this class in Campus Connection. Select the roster grade dropdown in Campus Solutions to see which grades are valid for this class.

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. In Blackboard, check to make sure the correct grade schema has been selected for the course.

	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
		Seq Nbr:	1
Last Import:	05/29/2018 1:43PM		

Grade Import Error Log   Personalize | Find | View All | | 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
		Seq Nbr:	1
Last Import:	05/31/2018 3:17PM		

Grade Import Error Log   Personalize | Find | View All | | First ◄ 1-7 of 8 ► Last

	IMS ID	Error Description
1		Unable to import grades

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Blackboard Grades Integration

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 students 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. The grade center in Blackboard shows the last date the student logged into the course.
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

In Blackboard Original courses, the "CC Final Grade" column is pre-configured to be the default column used for import. If the CC Final Grade column has been deleted, 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.

Contact your campus Blackboard Administrator for more information.