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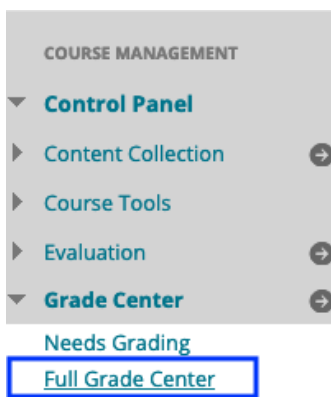## Importing Grades from Blackboard to SIS

It is possible to import final grades from Blackboard into SIS.   There are two essential parts of this process:

1. Within a Blackboard course: create a 'Final Letter Grade' column in the grade center.
2. Within SIS Faculty Self-Service: import the final letter grade column from Blackboard.

Please Note: If you have merged course sections in Blackboard that are not 'consecutive' sections (i.e. 478.340.91 merged with 482.455.02), the combined section cannot be uploaded to SIS from Blackboard. Other merged courses that are 'consecutive,' (i.e. 348.290.01 merged with 348.290.02, 348.290.03, 348.290.04, etc.) can be uploaded to SIS from Blackboard.

Part I. Create a Final Letter Grade column

1. From within your Blackboard course, navigate to the Full Grade Center from the Control Panel
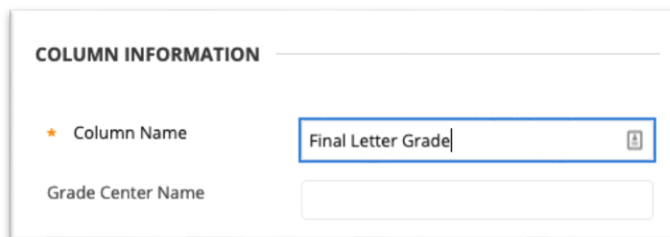

2. Create the final letter grade column 'manually' using the 'Create Column' button, or create a calculated column to use for the final letter grade column using the 'Create Calculated Column' button.

3. In either case, make sure the following settings are in place:

1) Enter **Final Letter Grade** as the column name. Be sure this name is entered exactly as shown.

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2) Select **Letter*** as the Primary Display and enter **100** in the Points Possible field.

 *Please Note: 'Letter' refers to the name of the default grading schema (grading scale) provided by Blackboard. You can edit this schema or create your own to suit your needs.

 If you decide to create and use your own schema, you would select the name of your schema as the Primary Display.

Primary Display	Letter ▾
	Grades must be entered using the se
Secondary Display	None ▾
	This display option is shown in the G
Category	No Category ▾
⭑ Points Possible	100

3) Select **No** to 'Include this Column in Grade Center Calculations.'

 Decide whether to 'Show this Column to Students' and 'Show Statistics.' (**Note**: ASEN instructors should select **No** for these last two options until certain that **all students** have submitted their online course evaluations.) Click Submit.

OPTIONS

*Select **No** for the first option to exclude this Grade Cer*

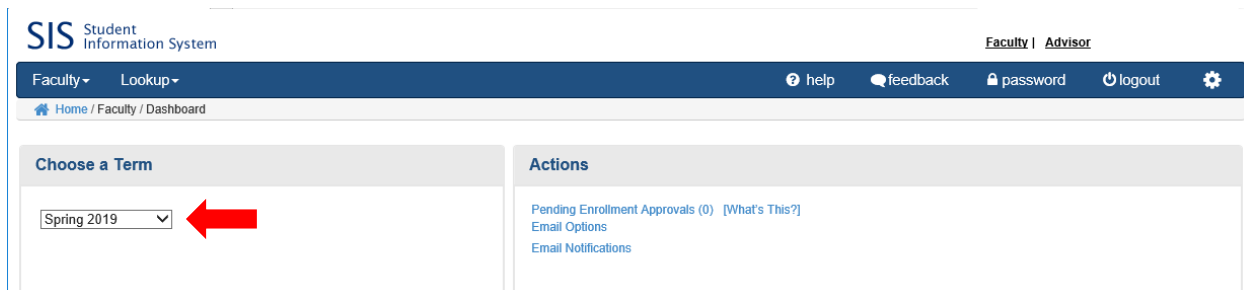|	
Include this column in Grade Center calculations	○ Yes ● No
Show this column to students	○ Yes ● No
Show Statistics (average and median) for this column to Students in My Grades	○ Yes ● No

4) If you created a column manually, input the final letter grades into the column. If you are using a calculated column, make sure the resulting calculation accurately reflects students' final letter grades.

 Note: Be sure that only valid letter grades are used. Check with your school's registrar if you are unsure of what grades are considered 'valid.'
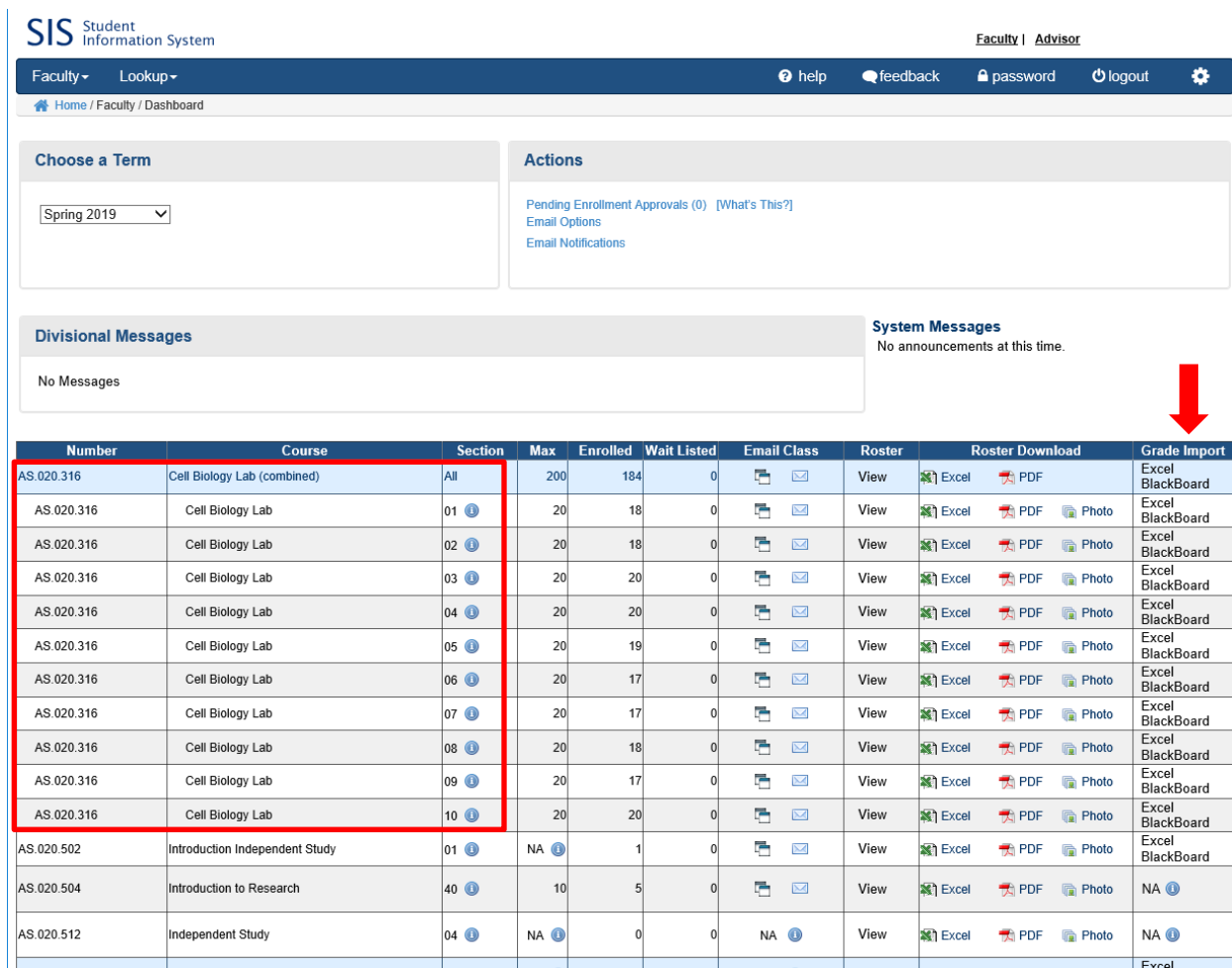
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Part II. Import final grades to SIS Faculty Self-Service

1. Go to SIS Faculty Self-Service (https://sis.jhu.edu/) and Sign In.

2. From the Faculty Dashboard, choose the '**Term'** (e.g., Spring 2019)

3. In your list of courses, you will notice a **Grade Import** column, with Excel and Blackboard links (only when the academic grading period is open).

4. Select the **Blackboard** link related to the course and section for which you are importing grades.

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Note: If your sections are merged in Blackboard, you will need to select the Blackboard link for the course's (**combined**) roster.

Number	Course	Section	Grade Import
AS.020.316	Cell Biology Lab (combined)	All	Excel BlackBoard
AS.020.316	Cell Biology Lab	01 ⓘ	Excel BlackBoard
AS.020.316	Cell Biology Lab	02 ⓘ	Excel BlackBoard
			Excel

5. SIS will then verify that you have the Final Letter Grade column in the course/section in Blackboard. Confirm that this is the appropriate Blackboard Grade Column and click the 'Import Grades' link.

Number	Course	Section	Max	Enrolled	Wait Listed	Email Class	Roster	Roster Download	Grade Import
AS.020.316	Cell Biology Lab (combined)	All	300	227	0	📋 ✉	View	📊 Excel 📄 PDF	Excel BlackBoard

The appropriate Grade Column for this course was found in Blackboard.
Please confirm that this is the appropriate Blackboard Grade Column and proceed.

Confirm Column Name
○ Final Letter Grade

import grades

6. SIS will proceed to import the grades, and require you to verify that they are correct. You can make changes to the imported grades at this time. You can also re-import from Blackboard as many times as needed until you hit the 'Post to Registrars' button.

If there are any discrepancies between rosters, they will be shown here. (For example, if you have a test student added to your course that you've mistakenly tried to upload a grade for, SIS will flag that entry.)

✔ **Grade Upload/Import Succeeded**
Your grades from Blackboard have been imported to this screen only.
You must use either the Save Work or Post to Registrars button to update these grades in the system.

[Save Work] [Clear Saved Grades]

Student Name	ID	Contact Info	Reporting Division	Year of Study	Credits	Graduating	Notes To Registrar	Grade System	Grade	
			AS	AE UG Junior	2.00		Attending	Undergrad Letter	A-	✔
			EN	AE UG Sophomore	2.00		Attending	Undergrad Letter	F	✔
			EN	AE UG Senior	2.00	Spring 2011	Attending	Undergrad Letter	B	✔
			AS	AE UG Sophomore	2.00		Attending	Undergrad Letter	A+	✔
			AS	AE UG Junior	2.00		Attending	Undergrad Letter	C	✔
			AS	AE UG Senior	2.00	Spring 2011	Attending	Undergrad Letter	A	✔
			AS	AE UG Junior	2.00		Attending	Undergrad Letter	C+	✔
			AS	AE UG Sophomore	2.00		Attending	Undergrad Letter	B	✔
			AS	AE UG Sophomore	2.00		Attending	Undergrad Letter	A	✔
			EN	AE UG Sophomore	2.00		Attending	Undergrad Letter	B-	✔
			AS	AE UG Sophomore	2.00		Attending	Undergrad Letter	C+	✔

7. Click '**Save Work**' if you want to logout and continue working at a later time. Click **'Clear Saved Grades'** to clear what has already been imported. Click **'Post to Registrars'** if you are ready to submit the final grades to the Registrar.

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Center for Educational Resources   Contact cerweb@jhu.edu