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.
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](image1)

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](image2)

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

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.

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.)

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.