

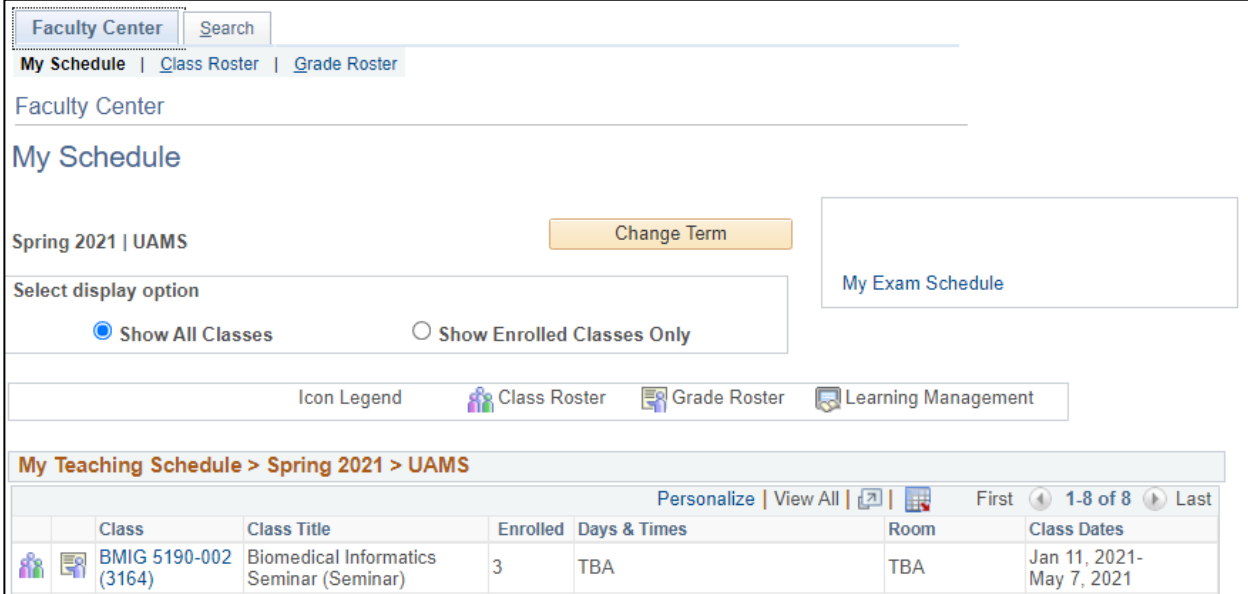
Importing Grades from Bb to GUS

[These steps require that you Setup your Grade Column for Grade Import.](#)

Importing Grades in GUS

After the External Grade column is designated in Blackboard, the faculty can log into the Faculty Self Service to import the grades to GUS.

1. On the **Class Schedule** tab, select the class to import grades and click the **Grade Roster** icon () next to the class.



The screenshot shows the Faculty Center interface. At the top, there is a search bar and navigation tabs for 'My Schedule', 'Class Roster', and 'Grade Roster'. Below this, the 'My Schedule' section is displayed for 'Spring 2021 | UAMS'. There is a 'Change Term' button and a 'My Exam Schedule' box. A 'Select display option' section has radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this are icons for 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The main content area shows 'My Teaching Schedule > Spring 2021 > UAMS' with a table of classes. The table has columns for Class, Class Title, Enrolled, Days & Times, Room, and Class Dates. The first row is highlighted, showing 'BMIG 5190-002 (3164) Biomedical Informatics Seminar (Seminar)' with 3 enrolled students and dates from Jan 11, 2021 to May 7, 2021. The 'Grade Roster' icon is highlighted next to this class.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BMIG 5190-002 (3164)	Biomedical Informatics Seminar (Seminar)	3	TBA	TBA	Jan 11, 2021- May 7, 2021

Importing Grades from Bb to GUS

- On the Grade Roster, click the **Import Grades** button to import the grades from Blackboard. Once the grades are imported, use the **Grade Import Error Log** button to review the errors.

Faculty Center

My Schedule | [Class Roster](#) | [Grade Roster](#)

Grade Roster [View FERPA Statement](#)

Spring 2021 | Regular Academic Session | UAMS | Graduate

▼ BMIG 5190 - 002 (3164)
Biomedical Informatics Research and Application Seminar (Seminar)
Change Class

Days and Times	Room	Instructor	Dates
TBA	TBA	Fred Prior, Carol Campbell	01/11/2021 - 05/07/2021

Display Options

*Grade Roster Type Final Grade ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed ▼ Save

Grade Import

Last Import 06/02/2021 2:52PM
Grade Import Error Log
Import Grades

Personalize | Find | View All |
First ◀ 1-3 of 3 ▶ Last

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>				▼		PNP	Graduate School GRAD - Clin and Trans Sciences CERT	Graduate
<input type="checkbox"/>				▼		PNP	Graduate School Non-Degree - Bioinformatics Non-Degree	Graduate
<input type="checkbox"/>				▼		PNP	Graduate School GRAD - Clin and Trans Sciences CERT	Graduate

Select All
Clear All
Printer Friendly Version

▼
<- Add this grade to selected students

Importing Grades from Bb to GUS

3. After the grades are imported, you will see the grades in the Roster Grade column:

Faculty Center Search

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#)

Grade Roster [View FERPA Statement](#)

Spring 2021 | CON Regular Academic Session | UAMS | Graduate

[Change Class](#)

▼ NURS 7114 - 002 (3163)
Healthcare Analytics for Nursing Practice (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Carol Campbell	01/11/2021 - 05/07/2021

Display Options

*Grade Roster Type ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status ▼ [Save](#)

Grade Import

Last Import 06/11/2021 11:30AM [Grade Import Error Log](#) [Import Grades](#)

Personalize | Find | View All | First 1-6 of 6 Last

Student Grade	Transcript Note	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>				<input type="text" value="F"/> ▼		GRD	College of Nursing GRAD - Psych-Mental Health NP MNSc	Graduate
<input type="checkbox"/>				<input type="text" value="B"/> ▼		GRD	College of Nursing GRAD - Family Nurse Pract MNSc	Graduate
<input type="checkbox"/>				<input type="text" value="C"/> ▼		GRD	College of Nursing GRAD - Acute Care Pediatric NP MNSc	Graduate

Importing Grades from Bb to GUS

4. If there are any errors during the import process, the Grade Import Error Log button will appear. Click the button to review the errors.

Faculty Center Search

My Schedule | Class Roster | Grade Roster

Grade Roster

[View FERPA Statement](#)

Spring 2021 | CON Regular Academic Session | UAMS | Graduate

▼ **NURS 7114 - 002 (3163)** [Change Class](#)
Healthcare Analytics for Nursing Practice (Lecture)

Days and Times	Room	Instructor	Dates
TBA	TBA	Carol Campbell	01/11/2021 - 05/07/2021

Display Options

*Grade Roster Type **Final Grade** ▼

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status **Not Reviewed** ▼ [Save](#)

Grade Import

Last Import 06/11/2021 11:30AM [Grade Import Error Log](#) [Import Grades](#)

5. The Error Description provides explanation of what the errors are. After reviewing the errors, use the Return button to go back to the Grade Roster:

Term 2213 Class Nbr 3163

Last Import 06/11/2021 11:30AM Seq Nbr 1

Grade Import Error Log Personalize | Find | View All | First 1-2 of 2 Last

IMS ID	Error Description
	The student exists in BB but is not enrolled in GUS or the student is from another BB merged shell
	The student or grade do not exist in BB or a WWP/WF grade has been posted for this student in GUS

[Return](#)

Importing Grades from Bb to GUS

Below are some of the errors in the Grade Import Error Log and what they mean:

- 1. The grade submitted is not a valid grade for the student**
 - A grade that is not in the GUS grading scheme has been entered in BB.
- 2. The student or grade do not exist in BB or a W/WP/WF grade has been posted for this student in GUS**
 - The student does not exist in the BB course.
 - The student exists but no grade has been entered in the BB course.
 - The student withdraws from the class and a W, WP or WF grade has been posted in GUS
 - The student has been dropped from the course and is not in BB
- 3. The student exists in BB but is not enrolled in GUS or the student is from another BB merged shell**
 - Student is in BB but not in GUS possibly due to a drop transaction not transferred to BB
 - Student is in a merged course. When importing grades for the parent shell of a merged course, you will get this error message for all the students in the child shell. Vice versa, if you are importing the grades for a child shell, you will get this error messages for the students in the parent shell. Note: For merged classes, the grades would be imported separately for each class.

In addition, below are some scenarios that could result in the grade import function not available:

- 4. Import Grade Button is not available**
 - The class might be outside the grade import date range of 7 calendar days after the End Date of the class.
 - The course or class use alternative ways to import grades, e.g. IPE classes do not use Grade Import function to process grades.
- 5. Unable to Import Grade error showed up after you clicked the import grade button**
 - The grade roster status is not set to “Not Reviewed”. If needed, change the status to “Not Reviewed” will enable the grades to be imported.

Faculty can continue to enter grades directly to the GUS Grade Roster if they desired or if any of the above scenarios or errors occur.

Questions or comments, please contact:

Blackboard – blackboardhelp@uams.edu

Office of the University Registrar – registrar@uams.edu or Phone number (501) 526-5600