

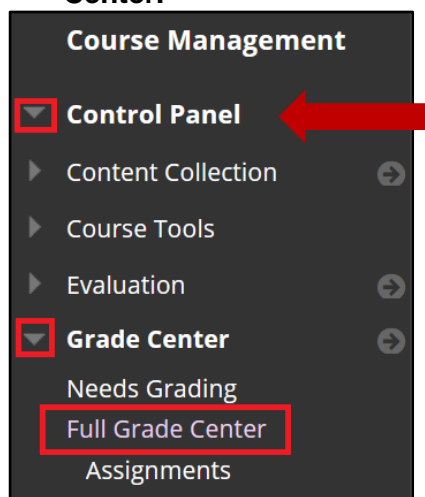
How to Configure a Grade Column for Grade Import

Setting Up the External Grade Column on Blackboard

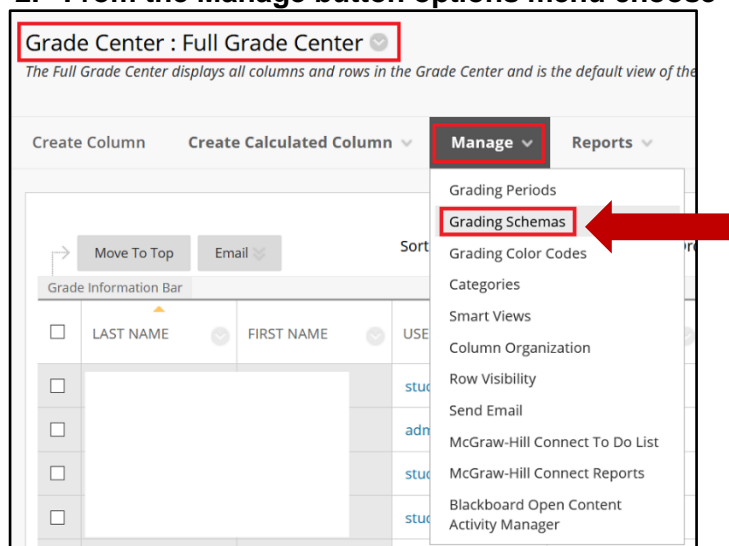
To export the grades from Blackboard to the Student Information System/GUS you need to set up the final grade column (total grade or weighted total grade) as the **External Grade Column**. The grades must be displayed as **letter grades**. This information is for calculated total grades and score or percentage typed grades.

Part 1: Check the grading schema.

1. Navigate to **Course Management > Control Panel > Grade Center** and click on **Full Grade Center**.



2. From the **Manage** button options menu choose **Grading Schemas**.




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3. Use the Edit option to check the grading schema values. Make any changes as necessary.


Grading Schemas


Grading schemas take the actual points scored from percentage is mapped to a range of scores to display

Create Grading Schema

TITLE 

Letter 



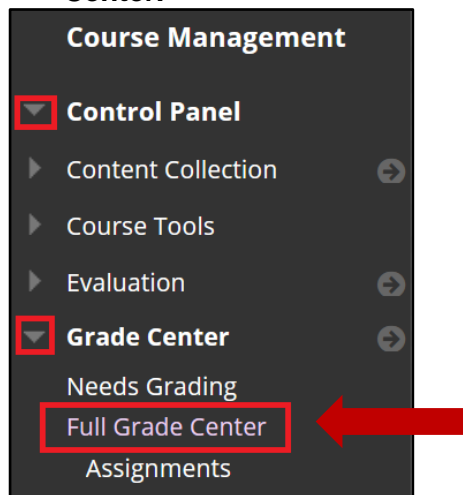
Edit 

Copy

Grades Scored Between	Will Equal
90 % and 100 %	A
80 % and Less Than 90%	B
70 % and Less Than 80%	C
60 % and Less Than 70%	D
0 % and Less Than 60%	F

Part 2: Set up the External Grade Column.

4. Navigate to Course Management > Control Panel > Grade Center and click on Full Grade Center.



5. Find the column you'd like to designate as the External Grade Column. (The column you want to send to GUS). This is an opportunity to make sure your grades calculate as expected.

How to Configure a Grade Column for Grade Import

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter

Move To Top Email Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar Last Saved

	LAST NAME	FIRST NAME	LAST ACCESS	TOTAL	READING CH 1 FORUM	ASSIGNMENT 1
<input type="checkbox"/>				82.77777%(186.25)	8.00	25.00(62.50%)
<input type="checkbox"/>				97.125%(194.25)	9.00	40.00(100.00%)
<input type="checkbox"/>				73.11653%(299.77)	8.00	38.00(95.00%)
<input type="checkbox"/>				79.50%(159.00)	10.00	35.00(87.50%)
<input type="checkbox"/>				--	--	--

Selected Rows: 0

Note: Your total column may be named differently and may be located differently in the Full Grade Center.

6. From the column options menu select Edit Column Information.

TOTAL	READING CH 1 FORUM	ASSIGNMENT 1
82.77777%(186.25)		
97.125%(194.25)		
73.11653%(299.77)		
79.50%(159.00)		
--		

- Quick Column Information
- Edit Column Information**
- Column Statistics
- Set as External Grade
- Hide from students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

7. Change the Primary Display to Letter. You can set the secondary display to whatever you want.

How to Configure a Grade Column for Grade Import

Edit Total Column

* Indicates a required field.

COLUMN INFORMATION

* Column Name
Total

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B I U Paragraph Arial 14px

Primary Display
Letter

Calculated grades display in this format in both the Grade Center and My Grades.

Secondary Display
None

This display option is shown in the Grade Center only.

8. The column will display letter grades.

Grade Center : Full Grade Center

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Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layer

Grade Information Bar			
LAST NAME	FIRST NAME	LAST ACCESS	TOTAL
			B
			A
			C
			C
			--

Selected Rows: 0

How to Configure a Grade Column for Grade Import

9. In the last step the column will be Set as External Grade column. Use the column's options menu for this setting.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Sort Columns By: Layout Position Order: ▲Asc

Grade Information Bar

<input type="checkbox"/>	LAST NAME	FIRST NAME	LAST ACCESS	TOTAL	<input checked="" type="checkbox"/> READING CH 1 FORUM	ASSIGN
<input type="checkbox"/>	Doe	John		B		
<input type="checkbox"/>	Student02	Student02		A		
<input type="checkbox"/>	Student03	Student03		C		
<input type="checkbox"/>	Student04	Student04		C		
<input type="checkbox"/>	Student05	Student05		--		

Selected Rows: 0

Move To Top Email

Quick Column Information

Edit Column Information

Column Statistics

Set as External Grade

Hide from students (on/off)

Sort Ascending

Sort Descending

Hide from Instructor View

Delete Column

10. The External Grade indicator () shows next to the column's name. The total grade is now ready to be exported to the Student Information System/GUS.

How to Configure a Grade Column for Grade Import

Grade Center : Full Grade Center ▼
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼

Move To Top Email ▼ Sort Columns By: Lay

Grade Information Bar

<input type="checkbox"/>	LAST NAME ▼	FIRST NAME ▼	LAST ACCESS ▼	<input checked="" type="checkbox"/> TOTAL ▼
<input type="checkbox"/>	Doe	John		B
<input type="checkbox"/>	Student02	Student02		A
<input type="checkbox"/>	Student03	Student03		C
<input type="checkbox"/>	Student04	Student04		C
<input type="checkbox"/>	Student05	Student05		--

Selected Rows: 0

Note: Only one column can be External Grade per each grade center. The External Grade cannot be deleted; you need to denote another column as External Grade to delete the column.