

Campus Connection: Importing Grades from Blackboard

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

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

The screenshot displays the 'Grade Roster' page for 'CS Test 8.55' in the 'Faculty Center'. The page includes a navigation breadcrumb: 'Favorites > Main Menu > Self Service > Faculty Center > Grade Roster > My Schedule'. Below the user name 'Darrell Neubert', there are tabs for 'Faculty Center', 'Advisor Center', 'Search', and 'Learning Management'. Under 'Faculty Center', there are sub-tabs for 'my schedule', 'class roster', and 'grade roster'. The 'Grade Roster' section shows a class selection dropdown for 'MRKT 301 - 1 (14432)' with a 'change class' button. Below this, a table lists class details: 'Principles of Marketing (Lecture)', 'Days and Times: MoWeFr 10:00AM-10:50AM', 'Room: DSU May Hall, Rm 312', 'Instructor: Darrell Neubert', and 'Dates: 01/08/2018 - 05/11/2018'. There are also 'Display Options' (Grade Roster Type: Final Grade, Display Unassigned Roster Grade Only) and 'Grade Roster Action' (Approval Status: Not Reviewed, save). The 'Grade Import' section features a 'Last Import' table with an 'import grades' button highlighted in a red box. Below this is a table of student grades with columns for Student Grade, ID, Name, Roster Grade, Official Grade, Grading Basis, Program and Plan, and Level.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1				GRD	Administration - BS-Business Administration/Major Accounting	Senior
<input type="checkbox"/>	2				GRD	Exercise Science - BS-Exercise Science/Minor Coaching	Senior
<input type="checkbox"/>	3				GRD	Administration - BS-Business Administration	Junior
<input type="checkbox"/>	4				GRD	Accounting - BS-Accounting/Major Business Administration/Minor Leadership Studies	Senior
<input type="checkbox"/>	5				GRD	Administration - BS-Business Administration	Senior

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

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 grade.

Student	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1		▼		GRD	Administration - BS-Business Administration/Major Accounting	Senior
<input type="checkbox"/>			A - ▼		GRD	Exercise Science - BS-Exercise Science/Minor Coaching	Senior
<input type="checkbox"/>			B - ▼		GRD	Administration - BS-Business Administration	Junior
<input type="checkbox"/>			B - ▼		GRD	Accounting - BS-Accounting/Major Business Administration/Minor Leadership Studies	Senior
<input type="checkbox"/>			C - ▼		GRD	Administration - BS-Business Administration	Senior
<input type="checkbox"/>			B - ▼		GRD	Administration - BBA-Administration	Junior
<input type="checkbox"/>	7		▼		GRD	Administration - BBA-Administration	Junior
<input type="checkbox"/>	8		B - ▼		GRD	Administration - BS-Business Administration/Major Accounting	Junior
<input type="checkbox"/>	9		D - ▼		GRD	Administration - BBA-Administration	Senior
<input type="checkbox"/>	10		A - ▼		GRD	Accounting - BS-Accounting	Senior

Common Errors / Resolutions

ERROR: Student does not exist in LMS - Students do not exist in Blackboard or no grades have been entered in Blackboard for the students.

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

Grade Error Report

Term: 1830 Class Nbr: 14432
 Last Import: 05/23/2018 8:03AM Seq Nbr: 1

IMS ID	Error Description
1	Student does not exist in LMS
2	Student does not exist in LMS

[Return](#)

ERROR: Student does not exist on Roster - Students exist in Blackboard 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.

Grade Error Report

Term: 1830 Class Nbr: 14402
 Last Import: 05/24/2018 8:10AM Seq Nbr: 1

IMS ID	Error Description
1	Student does not exist on Roster
2	Student does not exist on Roster
3	Student does not exist on Roster
4	Student does not exist on Roster
5	Student does not exist on Roster
6	Student does not exist on Roster
7	Student does not exist on Roster

[Return](#)

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. Click on 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.

Grade Error Report

Term: 1830 Class Nbr: 15350
Last Import: 05/29/2018 1:43PM Seq Nbr: 1

Grade Import Error Log Personalize | Find | View All | [Print] [Calendar] 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.

Grade Error Report

Term: 1830 Class Nbr: 15332
Last Import: 05/31/2018 3:17PM Seq Nbr: 1

Grade Import Error Log Personalize | Find | View All | [Print] [Calendar] First 1-7 of 8 Last

IMS ID	Error Description
1	Unable to import grades

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 student 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.
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


The "CC Final Grade" column is pre-configured to be the default Learn grade column used with the Campus Connection grade import. This column can be hidden but not deleted and is not required to be used. 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.

Glossary

Click the term to navigate back to previous page.

Term	Meaning
Adaptive Release	Allows instructors and course designers to release course content based on rules that they create; in other words, you can control what content is made available to which students and under what conditions they are allowed to see it.
Calculated Columns	Calculated columns combine data from multiple columns to attain performance results.
Contextual Menu	Appears as a downward pointing arrow alongside a column heading. Example: LAST ACCESS 
Global Navigation Menu	Global navigating refers to the set of links that appears at the very top of Blackboard Learn. This set of links has been streamlined and becomes the entry point to My Blackboard and social learning tools. Access points to critical academic information is organized in one place to provide a consistent quick and easy way to find information.
Grade Center	This is the module in Blackboard where instructors track student performance.
Grading Period	You can create grading periods to group Grade Center columns together by a period of time, such as terms, semesters, or quarters. You can also create grading periods to group columns together by a shared characteristic, such as all the gradable columns for a group project.
Retention Center	The Retention Center helps you discover which students in your course are at risk. Based on default rules and rules you create, students' engagement and participation are visually displayed, quickly alerting you to potential risk. From the Retention Center, you can communicate with struggling students and help them take immediate action for improvement.