

# Importing Grades from Blackboard to PeopleSoft

There are a few steps that users will need follow to format grade rosters in Blackboard (CourseWeb) to ensure grades can be successfully imported into the PeopleSoft grade rosters. Before you begin, *please note the following*:

- For Fall 2017 (2181) and Spring 2018 (2184), the only grades that can be imported are those that align to the standard letter grade schema. For future semesters, additional grading schemas will be supported.
- Grades can only be imported into PeopleSoft from a single “External Grade” column. By default, the “Total” column is set as the External Grade field with a grading schema of “Score.” You will need to modify this column, or designate a new column as the External Grade with a letter grade schema so grades can be imported.

**To format Blackboard rosters so grades can be imported to PeopleSoft, please follow these steps:**

- 1) First, decide if you want to have Blackboard calculate your final grades for you or if you want to enter them manually.
- 2) To have Blackboard calculate your final grades and automatically apply letter grades, please review the underlying details of the letter grade schema. To do this, navigate to your full grade center.



- Next, hover over the “Manage” tab and select “Grading Schemas.”

**Grade Center : Full Grade Center** ▼

*When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns. **Details.** When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To edit the Grade Center. [More Help](#)*

Create Column    Create Calculated Column ▼    **Manage** ▼    Reports ▼

Grade Information Bar

Last Name	First Name	Username	Total
<input type="checkbox"/> 01	mpstudent	mpstudent01	--
<input type="checkbox"/> 02	mpstudent	mpstudent02	--
<input type="checkbox"/> 03	mpstudent	mpstudent03	--
<input type="checkbox"/> Student_01	Student_01	student01	--
<input type="checkbox"/> Student_02	Student_02	student02	--
<input type="checkbox"/> Student_03	Student_03	student03	--

Selected Rows: 0

Grading Schemas (highlighted in red)

Grading Periods

Grading Color Codes

Categories

Smart Views

Column Organization

Row Visibility

Send Email

Manage Pearson MyLab & Mastering Grades

WileyPLUS Grade Refresh

McGraw-Hill Connect Reports

McGraw-Hill Connect To Do List

- On the next page, hover over “Letter” and then click the chevron icon (▼) and select “Edit.”

## Grading Schemas

Create Grading Schema

Title ▲

Letter ▼

Edit (highlighted in red)

Copy

- Review the percentages and their associated letter grades. If necessary, make any adjustments to the schema so that it matches your rubric. Click “Submit” to save any changes.

### Edit Grading Schema

\* Indicates a required field.

**SCHEMA INFORMATION**

\* Name

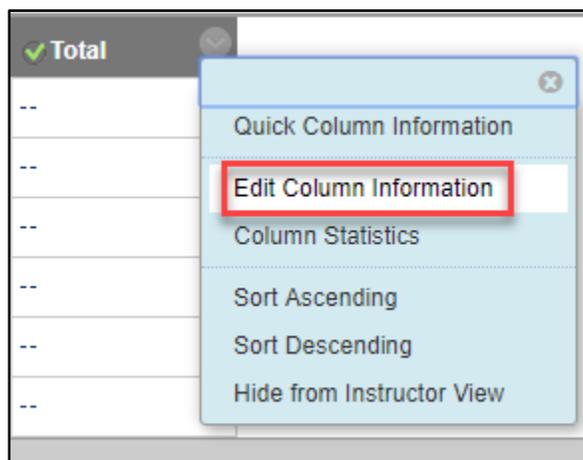
Description

**SCHEMA MAPPING**

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
97 % and 100 %	<input type="text" value="A+"/>	A+	98.5 %	Delete Row
94 % and Less Than 97%	<input type="text" value="A"/>	A	95 %	Delete Row
90 % and Less Than 94%	<input type="text" value="A-"/>	A-	91.5 %	Delete Row
87 % and Less Than 90%	<input type="text" value="B+"/>	B+	88.5 %	Delete Row
84 % and Less Than 87%	<input type="text" value="B"/>	B	85 %	Delete Row
80 % and Less Than 84%	<input type="text" value="B-"/>	B-	81.5 %	Delete Row
77 % and Less Than 80%	<input type="text" value="C+"/>	C+	78.5 %	Delete Row
74 % and Less Than 77%	<input type="text" value="C"/>	C	75 %	Delete Row
70 % and Less Than 74%	<input type="text" value="C-"/>	C-	71.5 %	Delete Row
67 % and Less Than 70%	<input type="text" value="D+"/>	D+	68.5 %	Delete Row
64 % and Less Than 67%	<input type="text" value="D"/>	D	65 %	Delete Row
60 % and Less Than 64%	<input type="text" value="D-"/>	D-	61.5 %	Delete Row
0 % and Less Than 60%	<input type="text" value="F"/>	F	55 %	Delete Row

Cancel
Submit

- To use the **existing “Total” column**, change the primary display from Score to Letter. To do this, click the chevron icon next to the column name (▾) from the drop-down menu that appears, select “Edit Column Information.”



- On the Edit Total Column information page, find “Primary Display” and select “Letter” from the drop down menu.

## Edit Total Column

*\* Indicates a required field.*

### COLUMN INFORMATION

\* Column Name

Grade Center Name

Description

The unweighted sum of all grades for a user.

Path: p

Primary Display

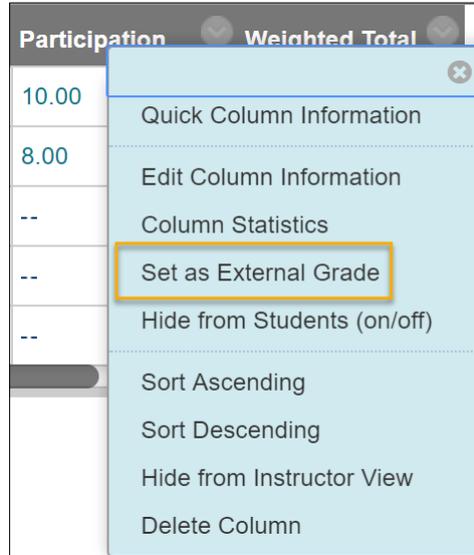
Secondary Display

Primary Display  
Secondary Display

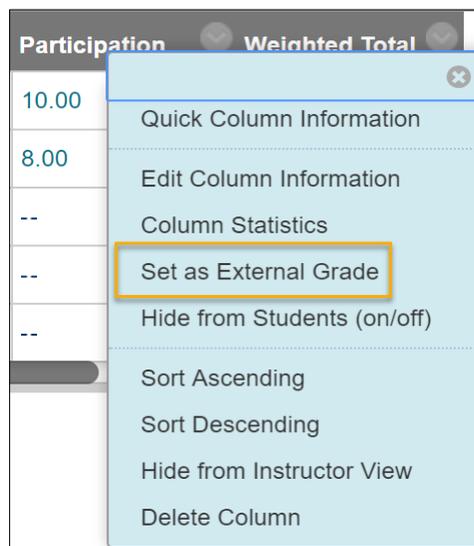
- Score
- Score
- Text
- Percentage
- Letter**

- Scroll to the bottom of the page and click “Submit.”

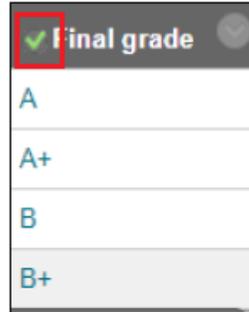
- 4) Finally, mark the column as the “External Grade” column by selecting the gray arrow next to the column header and click “Set as External Grade.” This will designate what column PeopleSoft will import.



- 5) **Alternatively**, to create a **new column** for final grades instead of using the existing “Total” column, you will need to select “Create Column” or “Create Calculated Column” from the menu ribbon on the grade page. Steps to create calculated columns can be found in our Knowledge Base article [here](https://www.etskb-fac.cidde.pitt.edu/blackboard/grade-center-columns/#about_calculated_columns) ([https://www.etskb-fac.cidde.pitt.edu/blackboard/grade-center-columns/#about\\_calculated\\_columns](https://www.etskb-fac.cidde.pitt.edu/blackboard/grade-center-columns/#about_calculated_columns)).
- 6) You will have the ability to name your final grade calculation in the “Column Name” category. In addition, you will need to select the grading basis option in “Primary Display” and set “Points Possible” to 100.
- 7) Remember to mark the column as the “External Grade” column by selecting the gray arrow next to the column header and click “Set as External Grade.” This will designate what column PeopleSoft will import.



- 8) Once these steps have been completed, the green check mark will be assigned to this column confirming that it is the “External Grade” column.



Once you have confirmed everything is correct in Blackboard, navigate to PeopleSoft to begin the grade import.

- 1) Login to your PeopleSoft account and navigate to your Grade Roster.



- 2) Select the class that you wish to grade. Click on the “import grades from blackboard” button.

A screenshot of the PeopleSoft Grade Import interface. At the top, there are 'Display Options' and 'Grade Roster Action' sections. The 'Display Options' section includes a dropdown for '\*Grade Roster Type' set to 'Final Grade' and a checkbox for 'Display Unassigned Roster Grade Only'. The 'Grade Roster Action' section includes a dropdown for '\*Approval Status' set to 'Not Reviewed' and a 'save' button. Below this is a blue bar labeled 'Grade Import'. Underneath, there is a 'Last Import' section with a red box around the 'import grades from blackboard' button. The main part of the interface is a table with columns: 'Student Grade', 'ID', 'Name', 'Roster Grade', 'Official Grade', 'Grading Basis', 'Program and Plan', and 'Level'. The table contains 8 rows of student data. Below the table, there are options for 'View All', 'Download %s1 Table to Excel', and 'Rows 1 - 8 of 8'. At the bottom, there are buttons for 'Select All', 'Clear All', 'Printer Friendly Version', and a 'SAVE' button.

- 3) The grades will automatically import into the “Roster Grade” column. If any issues occur during the import process, they will be noted in the “Grade Import Error Log.”

**Grade Import**

Last Import 12/04/2017 4:25PM [Grade Import Error Log](#) [import grades from blackboard](#)

**Grade Error Report**

Term: 2181 Class Nbr: [REDACTED]  
Last Import: 12/04/2017 4:25PM Seq Nbr: 1

**Grade Import Error Log** Personalize | Find | View All | [REDACTED] | [REDACTED] | First 1-3 of 3 Last

IMS ID	Last Name	First Name	Error Description
1 [REDACTED]	[REDACTED]	[REDACTED]	Student does not exist on Roster
2 [REDACTED]	[REDACTED]	[REDACTED]	Student does not exist on Roster
3 [REDACTED]	[REDACTED]	[REDACTED]	Student does not exist in LMS

[Return](#)

**NOTE - There are several error messages that could appear in the error log:**

- “No data exists for this student in the LMS”—there is no grade in Blackboard to import or the student is on the PeopleSoft roster, but not on the Blackboard roster. To correct the roster, add the missing grade manually in PeopleSoft.
  - “Unable to import grade”—the student already has an official final grade in PeopleSoft that was posted. No further action is needed.
  - “The grade submitted is not a valid grade for the student”—the grade entered in Blackboard is not a valid grade for the grading basis the student selected in PeopleSoft.
  - “Student does not exist on roster”—the student is not on the PeopleSoft roster. Please contact the Office of the University Registrar to troubleshoot why there may be a discrepancy between Blackboard and PeopleSoft.
- 4) Once all errors are resolved, set your grade roster to the appropriate “Approval Status” and click save.

***If you have any questions regarding Blackboard, please contact the University Center for Teaching and Learning at (412) 648-2832.***

***If you have any questions regarding PeopleSoft, please contact the Grades Services Area in the Office of the University Registrar at (412) 624-7623 or [grades@registrar.pitt.edu](mailto:grades@registrar.pitt.edu)***