

# Blackboard Grade Approval and Transfer to Uconnect: WHOLE Class

This process allows faculty to *control* when final grades are sent to Uconnect during the Registrar’s open window for the entire class at once.

Other guides available: [Approving and transferring grades for individual students and Unapproving grades on Blackboard.](#)

**\*IMPORTANT:** Your grades will NOT be submitted automatically. Final grades will **only** be submitted when you, the instructor, click on the **Approve Grades** button.

The instructor of record will be responsible for approving the final grades for the class. Grading Assistants and Teaching Assistants will not be able to approve grades.

Before you begin, be sure you have done the following two items **before** starting the approval process:

1. Set up your Grade Center in Blackboard to calculate overall course grade. For assistance, click one of the following setup links: [Weighted Total/Categories](#) or [Total/Points-based](#).
2. Set up your [Grading Schema \(link\)](#) for the course. – **Letter** is the default schema or create your own according to your college/department or type of course (i.e. College of Education, College of Nursing – Graduate Program, automatic rounding, Credit/No Credit, etc.)

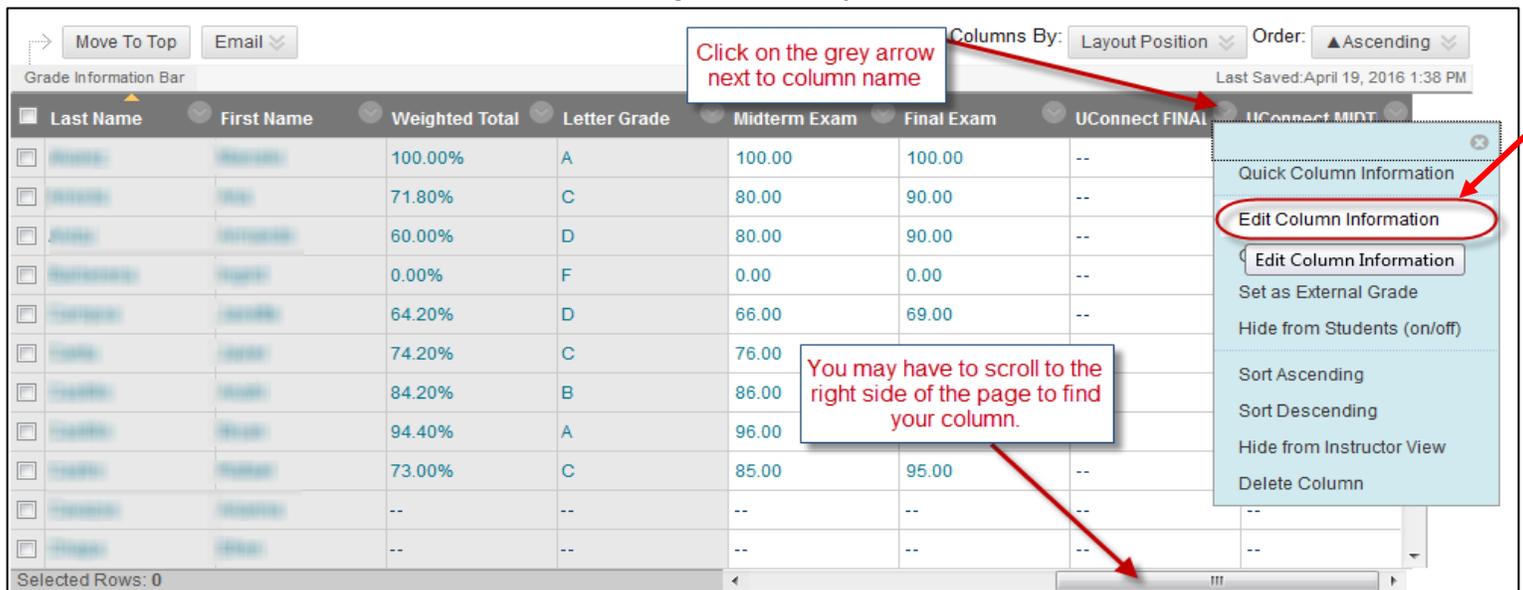
**(Contact the eLearning group for additional assistance on how to set up your gradebook and grading schema.)**

After the gradebook has been set up, follow these steps to send the grades to Uconnect.

Recommended web browsers:  Mozilla Firefox or  Google Chrome. **Do NOT** use  Safari.

## STEP 1: Link your final grade column to the “(term) FINAL Uconnect GRADE” column.

- A. Go to the Full Grade Center, click the **contextual menu beside the (term) FINAL Uconnect GRADE** column, and select the **Edit Column Information** link. **Do NOT change the name of the column or delete it.**



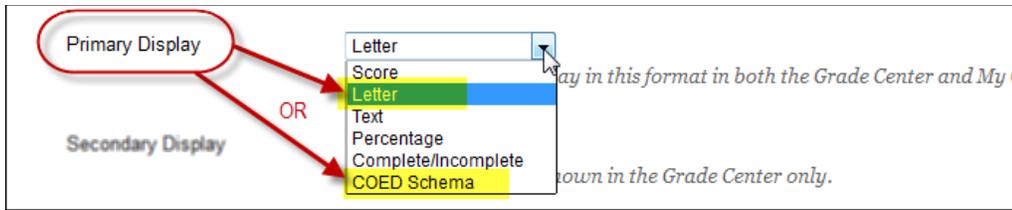
Click on the grey arrow next to column name

You may have to scroll to the right side of the page to find your column.

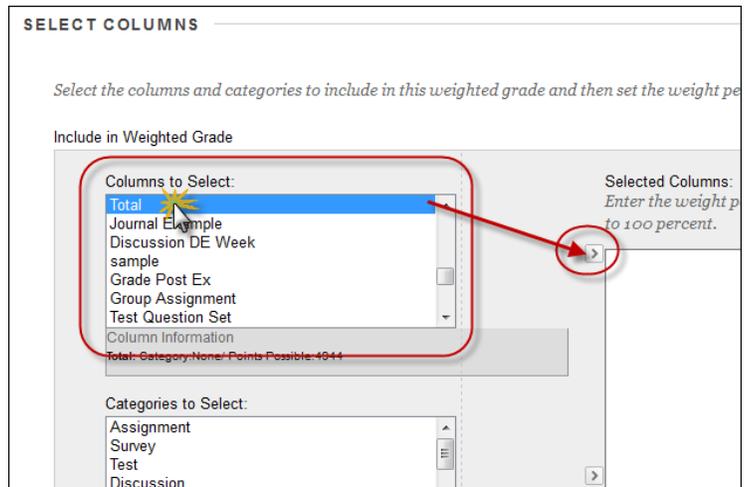
| Last Name | First Name | Weighted Total | Letter Grade | Midterm Exam | Final Exam | UConnect FINAL | UConnect MIDT |
|-----------|------------|----------------|--------------|--------------|------------|----------------|---------------|
| ...       | ...        | 100.00%        | A            | 100.00       | 100.00     | --             | ...           |
| ...       | ...        | 71.80%         | C            | 80.00        | 90.00      | --             | ...           |
| ...       | ...        | 60.00%         | D            | 80.00        | 90.00      | --             | ...           |
| ...       | ...        | 0.00%          | F            | 0.00         | 0.00       | --             | ...           |
| ...       | ...        | 64.20%         | D            | 66.00        | 69.00      | --             | ...           |
| ...       | ...        | 74.20%         | C            | 76.00        | ...        | --             | ...           |
| ...       | ...        | 84.20%         | B            | 86.00        | ...        | --             | ...           |
| ...       | ...        | 94.40%         | A            | 96.00        | ...        | --             | ...           |
| ...       | ...        | 73.00%         | C            | 85.00        | 95.00      | --             | ...           |
| ...       | ...        | --             | --           | --           | --         | --             | ...           |
| ...       | ...        | --             | --           | --           | --         | --             | ...           |

- B. Select the *Primary Display* to either the default **Letter** or to your own created schema. The **Letter** grading schema is the default with standard percent scores to letter grades. If other than the **Letter** schema is needed, follow the instruction guide linked above to create your own schema.

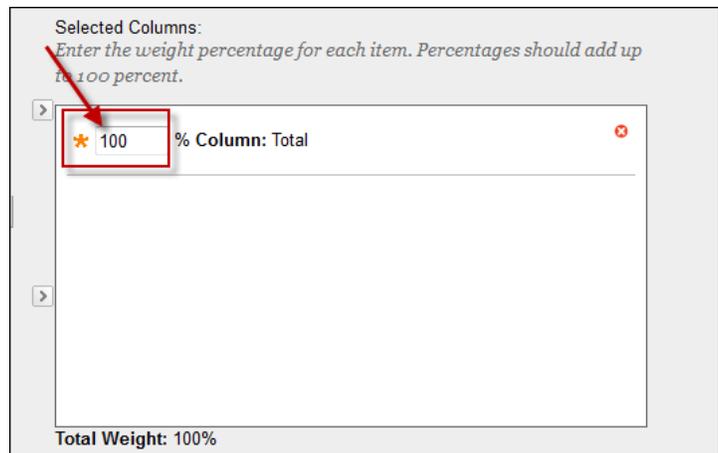
\*\*Only letter grades such as A, B, C, D, and F grades can be sent over. CR and NC can also be sent over; however, a new grading schema must be created. **Do not** use *Score, Text, Percentage or Complete/Incomplete* in the *Primary Display*. Numeric grades are not accepted in Uconnect. It will produce an error when approving and transferring your grades.



- C. Look under the “Columns to Select” for the column with your final grades configured. In this example, we are using the *Total* column, but for your course it could be the *Weighted Total* or other. Select the *Total* and click the top arrow on the right.



- D. A blank box will appear on the right-hand side under “Selected Columns.” Enter **100** in the blank box.



- E. Leave other settings “as is” and click the **Submit button** to save changes.  
(NOTE: Additional settings, such as displaying column to students, are up to the preferences of the instructor.)



- F. A letter grade will now display in the final grades (**term**) **Uconnect FINAL GRADE** column.

| Weighted To  | UConnect FINAL | Dis |
|--------------|----------------|-----|
| 93.19048%(A) | A              | 98  |
| 84.79762%(B) | B              | 85  |
| 61.84524%(D) | D              | 70  |
| 84.94048%(B) | B              | 85  |
| 70.00%(C)    | C              | 65  |
| 78.57143%(C) | C              | 74  |
| 77.4881%(C)  | C              | 93  |
| 77.83333%(C) | C              | 88  |
| 78.34524%(C) | C              | 82  |
| 78.63095%(C) | C              | 96  |
| 70.14286%(C) | C              | 10  |

STEP 2: Grade Approval and Transfer: **WHOLE Class**

- A. In Full Grade Center, hover over the **Manage** tab at the top and select **Grade Approval and Transfer**.

- B. Click the **check box next to the Course ID** and then click the **Grade Column Approval and Transfer** button to select the column that you will be transferring over. Do not click on Approve Grades yet.

## (WHOLE Class will be sent over.)

- C. [For approving all grades at once.] Click the (term) **Uconnect FINAL GRADE** checkbox and then click the **Approve Grades** button on the bottom to approve all of the grades in your gradebook to be sent over.

### Grade Column Approval and Transfer

Select gradable items to approve or unapprove.

| <input type="checkbox"/> Grade Column Name ▲                  | Course ID    | Action Date      | Last Updated By | Approval Status |
|---|--------------|------------------|-----------------|-----------------|
| <input type="checkbox"/> SP16 Uconnect MIDTERM GRADE          | BA332020SP16 |                  |                 | Unapproved      |
| <input checked="" type="checkbox"/> SP16 Uconnect FINAL GRADE | BA332020SP16 | 3/10/17 11:32 AM | tonyramz_admin  | Unapproved      |

The Approval Status will change from **Unapproved** to **Approved**. You are done approving grades in Blackboard but need to verify grades in Uconnect upon receipt of email (See below).

### Emails received after approving grades:

After you have approved the grades, they will transfer/extract the next time the job runs, in 30 minute intervals (i.e. 2:00, 2:30, 3:00, 3:30 ... etc.). You will then receive a 1<sup>st</sup> email when the grades have been sent to Uconnect and the Approval Status will change from **Approved** to **Extracted**. You will receive a 2<sup>nd</sup> email once the grades have been posted.

Scenario 1: If you approve grades at 7:05 AM, they will be transferred/extracted at 7:30 AM. You will receive the 1<sup>st</sup> email at this time. By approximately 7:45 AM, the grades will be posted to Uconnect/Banner, and you will receive the 2<sup>nd</sup> email.

Scenario 2: If you approve grades at 7:57 AM, they will be transferred/extracted at 8:00 AM. You will receive the 1<sup>st</sup> email at this time. By approximately 8:15 AM, the grades will be posted to Uconnect/Banner, and you will receive the 2<sup>nd</sup> email.

### 1<sup>st</sup> Email – After approving grades through Blackboard for WHOLE Class

**From:** do-not-reply@blackboard.com [mailto:do-not-reply@blackboard.com]  
**Sent:** Monday, July 11, 2016 7:30 AM  
**To:** Instructor <instructor@tamiu.edu>; elearning@tamiu.edu; Registrar <registrar@tamiu.edu>  
**Subject:** Grades for COURSE\_ID have been extracted from Blackboard.

DO NOT reply to this automated message.  
Within the next 15 minutes, you will receive an email when grades have been posted in UConnect.

Message:

Questions? registrar@tamiu.edu or elearning@tamiu.edu

## 2<sup>nd</sup> Email – After grades have been posted in Uconnect

**From:** do-not-reply@blackboard.com [mailto:do-not-reply@blackboard.com]  
**Sent:** Monday, July 11, 2016 7:43 AM  
**To:** Instructor <instructor@tamiu.edu>; elearning@tamiu.edu; Registrar <registrar@tamiu.edu>  
**Subject:** Grades for COURSE\_ID have been posted in Uconnect.

DO NOT reply to this automated message.  
Please log into Uconnect to verify that grades were posted correctly.

Thank you.

Questions? registrar@tamiu.edu or elearning@tamiu.edu

If **error** occurs in the transfer, you will receive an email notifying you that the posting of grades to Uconnect may have encountered an error. Compare Blackboard Grade Center with Uconnect

**From:** noreply@tamiu.edu [mailto:noreply@tamiu.edu]  
**Sent:** Monday, July 10, 2016 7:45 AM  
**To:** Instructor <instructor@tamiu.edu>; elearning@tamiu.edu; Registrar <registrar@tamiu.edu>  
**Subject:** ++WARNING++ (# of students NOT posted) out of (total number of students) Grades NOT Posted

The process of posting your grades from COURSE\_ID to Uconnect may have encountered an error. Possible issues may be:

- No grade entered for student(s): blank/null cell(s)
- Not linking your final grade column to the "(term) FINAL Uconnect GRADE" column.
- Incorrect (numeric/percentage) Primary Display in "(term) FINAL Uconnect GRADE" column not set to a letter grade schema. Score, Text, Percentage, Complete/Incomplete should not be used. Only letter grades such as A, B, C, D, F, CR and NC are accepted.

Verify all grades on Blackboard. Reference the Grades Approval and Transfer Process section in our website (<http://www.tamiu.edu/distance/technology/blackboard/grade-center.shtml>) and contact elearning@tamiu.edu for further assistance.

### STEP 3: Confirm your grades on Uconnect.

Go to Uconnect and confirm that the grades have been uploaded correctly. There is no need to Save/Submit unless there is a need to change a grade. (i.e. Changing a grade for non-attendance to FN and adding the date.)

Course Information

Introduction to Archaeology - ANTH 2302 202

CRN: 20660

Students Registered: 17

⚠ Please submit the grades often. There is a 10 minute time limit starting at 08:20 am on May 25, 2016 for this page.

Final Grades

| Record Number | Student Name | ID | Credits | Registration Status                | Grade | Rolled | Last Attend Date<br>MM/DD/YYYY | Attend Hours<br>0-999.99 | Registration Number |
|---------------|--------------|----|---------|------------------------------------|-------|--------|--------------------------------|--------------------------|---------------------|
| 1             |              |    | 3.000   | **Registered**<br>Oct 22, 2015     | B     | N      |                                |                          | 3                   |
| 2             |              |    | 3.000   | **Web Registered**<br>Jan 05, 2016 | D     | N      |                                |                          | 21                  |
| 3             |              |    | 3.000   | **Web Registered**<br>Nov 17, 2015 | B     | N      |                                |                          | 16                  |
| 4             |              |    | 3.000   | **Web Registered**<br>Oct 21, 2015 | C     | N      |                                |                          | 1                   |
| 5             |              |    | 3.000   | **Web Registered**<br>Dec 15, 2015 | C     | N      |                                |                          | 19                  |
| 6             |              |    | 3.000   | **Web Registered**<br>Jan 08, 2016 | C     | N      |                                |                          | 22                  |
| 7             |              |    | 3.000   | **Web Registered**<br>Nov 01, 2015 | C     | N      |                                |                          | 10                  |
| 8             |              |    | 3.000   | **Web Registered**<br>Nov 15, 2015 | C     | N      |                                |                          | 15                  |
| 9             |              |    | 3.000   | **Web Registered**<br>Oct 28, 2015 | C     | N      |                                |                          | 8                   |
| 10            |              |    | 3.000   | **Web Registered**<br>Jan 13, 2016 | C     | N      |                                |                          | 25                  |

#### NOTES:

- A, B, C, D, and F grades can be sent over. CR and NC can also be sent over; however, a new grading schema must be created.
- FN, IP, P, S, and U will require instructors to log into Uconnect to enter those grades.
- Grades can be sent over for the entire class or for individual students.
- Grades can be resent until the Registrar's submission deadline.
- After submission deadline has passed, faculty will need to enter grades in Uconnect directly.
- Messages on submission deadlines will be sent by Registrar's Office and reposted in Bb as reminders.
- The Safari web browser does NOT currently work for this process. Blackboard is working on a resolution.

For questions on Blackboard, email OIT at [elarning@tamiu.edu](mailto:elarning@tamiu.edu) or call 956-326-2792.

For questions on UConnect, email the Office of the Registrar at [registrar@tamiu.edu](mailto:registrar@tamiu.edu) or call 956-326-2250.