

# Grade Integration and Transfer: Blackboard to Peoplesoft

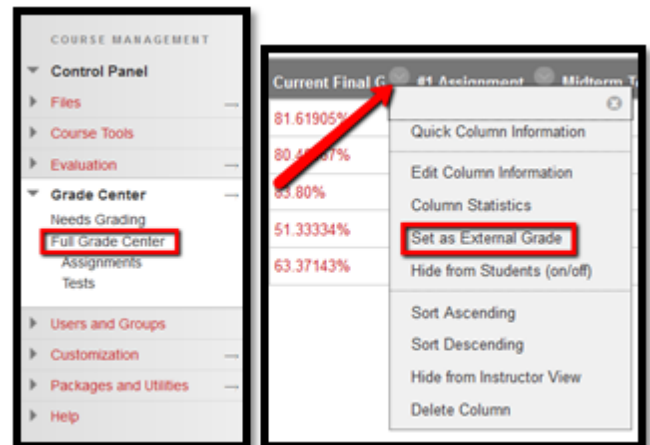
The Grade Center is a core Blackboard feature used to record and calculate grades and to share those grades with students. The focus of this document is preparing the Grade Center to facilitate transfer of final grades from Blackboard to the Faculty Center in Peoplesoft.

## Making Blackboard Grades Available to the Peoplesoft Grade Roster

Blackboard can be set up to send one column of final grades to Peoplesoft. Any column in the Grade Center can be selected.

The column set as the “External Grade” will be the one that sends grades to Peoplesoft. In order to set a column as the “External Grade,” follow these steps:

1. Go to the **Full Grade Center**
2. Click the dropdown arrow at the top of the column that you wish to make the “External Grade”
3. Choose **Set as External Grade**



The data from this column can now be retrieved and loaded directly into the Peoplesoft Grade Roster for this class. If the Blackboard course is a **MASTER** course, the grades will be available to all sections merged into that **MASTER** in Peoplesoft. Please see the following document for instructions on how to retrieve these grades from within Peoplesoft.

**NOTE:** Once grades are sent from Blackboard to Peoplesoft, the grades can still be edited. Sending grades from Blackboard to Peoplesoft does not immediately finalize or post the grades. Grades still need to be reviewed and Posted in the Peoplesoft Grade Roster.



## Ensuring Accuracy of Grade Center Grades

The grades that are transferred from Blackboard to Peoplesoft will match exactly, though Peoplesoft grades are rounded to the nearest whole number (values greater than .5 will be rounded up; values lower than .5 will be rounded down).

It is vital that grades are calculated properly in Blackboard so that accurate grades are sent to Peoplesoft. In order to ensure the accuracy of grades recorded in Blackboard, please consider doing the following checks:

### Check Final Grade Column

- **Edit Column Information (downward chevron)** and check that all the correct columns are selected and that they are weighted appropriately.

**SELECT COLUMNS**

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:  
Labs

Column Information

Categories to Select:  
Assignment  
Survey  
Test  
Discussion  
Blog  
Journal  
Self and Peer

Category Information

Selected Columns:  
Enter the weight percentage for each item. Percentages should add up to 100 percent.

- \* 20 % Column: #1 Assignment
- \* 10 % Column: #2 Assignment
- \* 20 % Column: Midterm Test
- \* 30 % Column: Final Test

Total Weight: 80%

Calculate as Running Total  Yes  No  
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.



**SELECT COLUMNS**

Select the columns and categories to include in this weighted grade and then set the weight percentages.

Include in Weighted Grade

Columns to Select:

Column Information

Categories to Select:

Assignment  
Survey  
Test  
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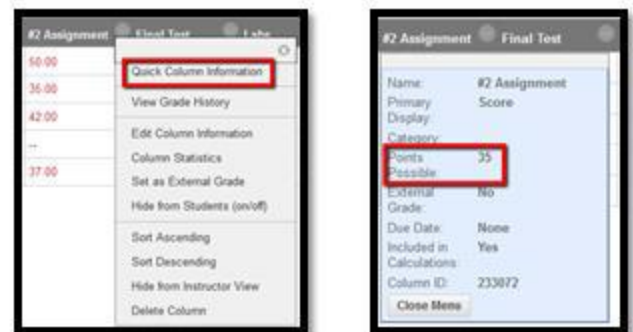
- 20 % Column: #1 Assignment
- 10 % Column: #2 Assignment
- 20 % Column: Midterm Test
- 30 % Column: Final Test
- 20 % Column: Labs

Total Weight: 100%

Calculate as Running Total  Yes  No  
A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

## Check Individual Columns

1. Check each assessment column to ensure that each is out of the correct number of marks. Sometimes a column is created out of a certain number of marks (e.g., 10 marks), but the faculty member decides to change the number of marks the assessment is out of (e.g., from 10 to 5 marks). If the new number of marks is not updated in the Blackboard column, all of the grades in that column can be incorrect; this can have a drastic impact on the final calculated grade. The number of marks a particular column is out of can be checked by clicking the dropdown arrow to the right of the column name and selecting **Quick Column Information**.



Depending on how the calculated column is setup, values of zero must be entered into blank grade column cells. If these cells are left empty, individual students may end up being exempted from these assessments. It is good practice to enter zeroes in any empty cell in the Grade Center.



Current Final G	#1 Assignment	Midterm Test	#2 Assignment	Final Test	Labs
80.95238%	6		50.00	50.00	12.00
77.40%	5		35.00	65.00	11.00
81.00%	72.00	101.00	42.00	77.00	8.00
58.26668%	67.00	78.00	--	88.00	13.00
72.30476%	45.00	53.00	37.00	80.00	12.00

Enter zero here

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For more information on Blackboard, click on the link to open Blackboard Standards: A Guide for Faculty Members

**For Blackboard Assistance, please Contact your eLearning Specialists:**

- Carolle Boudreau (Brockville and Cornwall), 613-933-6080 X 2248 [cboudreau@sl.on.ca](mailto:cboudreau@sl.on.ca)
- Elizabeth Pero (Kingston), 613-544 5400 X 1963 or [epero@sl.on.ca](mailto:epero@sl.on.ca)

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