

Blackboard Grade Approval and Transfer to Uconnect: INDIVIDUAL Students

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 WHOLE Class 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.)

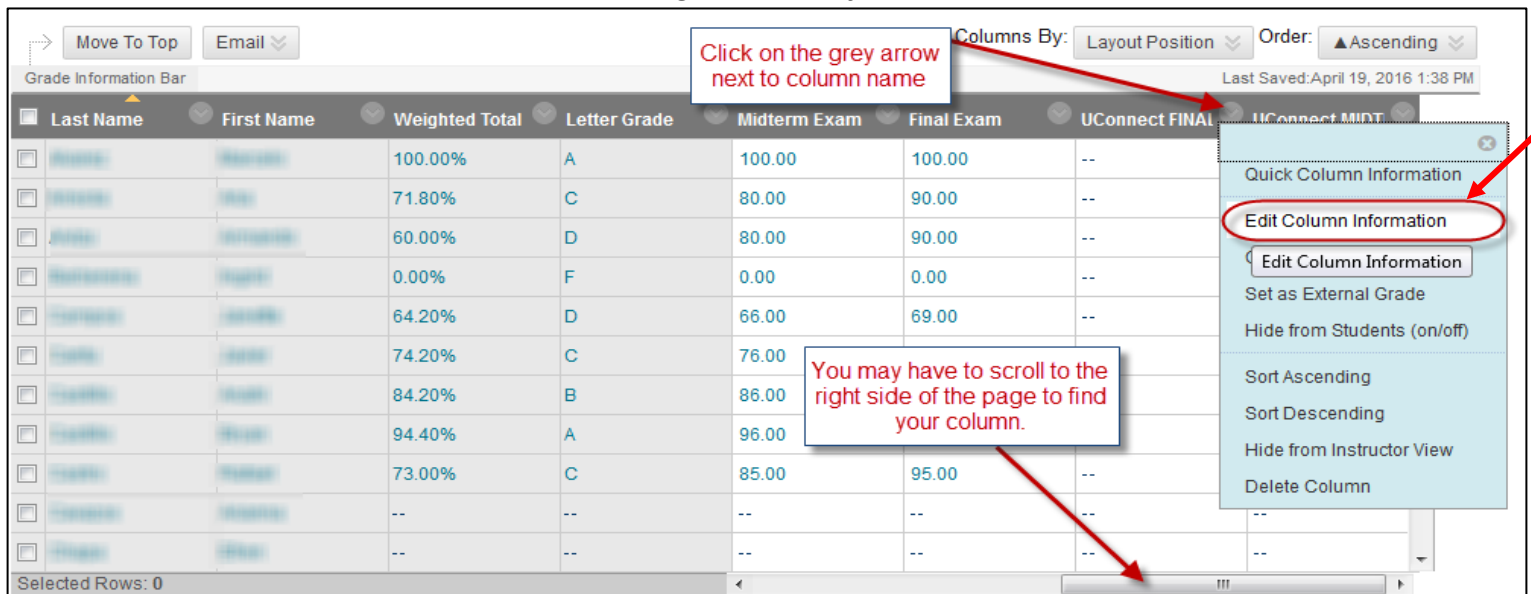
(Contact the eLearning group for additional assistance on how to set up your gradebook and grading schema.)

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.

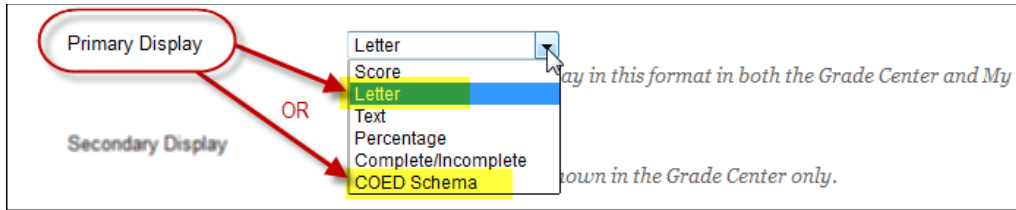
- A. Go to the Full Grade Center, click the **contextual menu beside the (term) FINAL Uconnect GRADE** column, and select the **Edit Column Information** link. **Do NOT change the name of the column or delete it.**



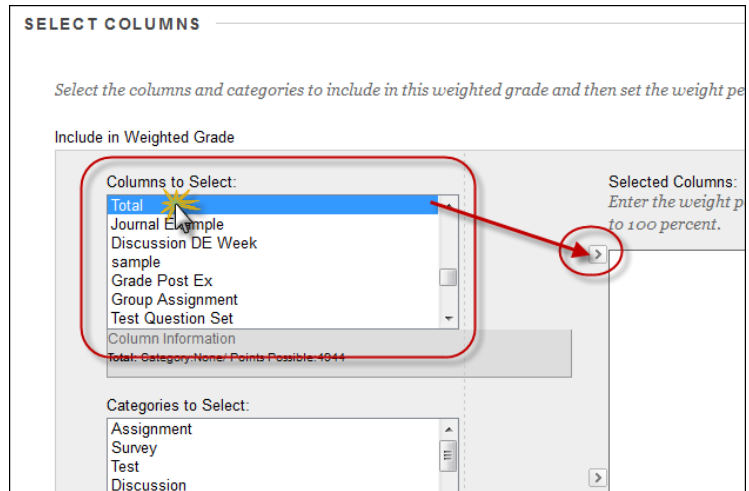
The screenshot shows the Blackboard Grade Center interface. At the top, there are controls for 'Columns By' (Layout Position) and 'Order' (Ascending). Below this is a table with columns: Last Name, First Name, Weighted Total, Letter Grade, Midterm Exam, Final Exam, UConnect FINAL, and UConnect MIDT. A contextual menu is open for the 'UConnect FINAL' column, with 'Edit Column Information' highlighted in red. A red arrow points to the grey arrow icon next to the column name. Another red arrow points to the right side of the page, indicating scrolling. A callout box says: 'Click on the grey arrow next to column name'. Another callout box says: 'You may have to scroll to the right side of the page to find your column.'

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.

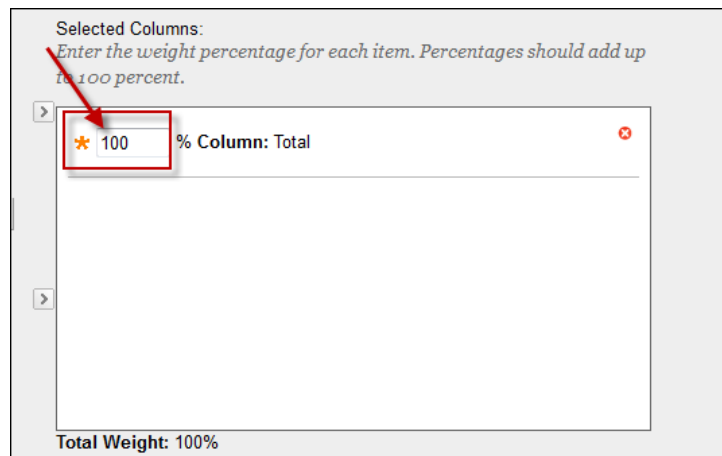
Only letter grades such as A, B, C, D, and F grades can be sent over. CR and NC can also be sent over; however, a new grading schema must be created. **Do not use *Score, Text, Percentage or Complete/Incomplete* in the *Primary Display*. Numeric grades are not accepted in Uconnect. It will produce an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

- 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.

STEP 2 (OPTIONAL): Grade Approval and Transfer: INDIVIDUAL students

- C. If you do not want to send all of your student's grades, you can approve them one at a time. Click the **(term) Uconnect FINAL GRADE checkbox**. Instead of clicking on the *Approve Grades* button, click on the **Grade Approval and Transfer** button.

(INDIVIDUAL students will 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	BA3320202SP16			Unapproved
<input checked="" type="checkbox"/> SP16 UConnect FINAL GRADE	BA3320202SP16	3/10/17 11:32 AM	tonyramz_admin	Unapproved

Back Refresh Extract Grades Approve Grades Unapprove Grades **Grade Approval and Transfer**

- D. Select the students' names whose grade you want to send over by **clicking on the checkbox next to their name** and then clicking on the **Approve Grades** button on the bottom of the page.

<input type="checkbox"/> Grade Column Name ▲	Course ID	Username	First Name	Last Name	Student Id	Action Date	Last Updated By	Approval Status
<input checked="" type="checkbox"/> UConnect FINAL GRADE	BA3320202SP16					5/25/16 8:04 AM	tonyramz_admin	Unapproved
<input checked="" type="checkbox"/> UConnect FINAL GRADE	BA3320202SP16					5/25/16 8:04 AM	tonyramz_admin	Unapproved
<input type="checkbox"/> UConnect FINAL GRADE	BA3320202SP16					5/25/16 8:04 AM	tonyramz_admin	Unapproved
<input checked="" type="checkbox"/> UConnect FINAL GRADE	BA3320202SP16					5/25/16 8:04 AM	tonyramz_admin	Unapproved
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<input checked="" type="checkbox"/> UConnect FINAL GRADE	BA3320202SP16					5/25/16 8:04 AM	tonyramz_admin	Unapproved
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<input type="checkbox"/> UConnect FINAL GRADE	BA3320202SP16					5/25/16 8:04 AM	tonyramz_admin	Unapproved

Back Refresh Extract Grades **Approve Grades** Unapprove Grades

NOTE: Sending INDIVIDUAL grades, will not generate a transfer/extract email. However, you will receive an email when grades are posted to Uconnect.

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.). *Sending INDIVIDUAL grades, will not generate a transfer/extract email.* However, you will receive an email when grades are posted in Uconnect.

Scenario 1: If you approve grades at 7:05 AM, they will be transferred/extracted at 7:30 AM. By approximately 7:45 AM, the grades will be posted to Uconnect/Banner, and you will receive an email.

Scenario 2: If you approve grades at 7:57 AM, they will be transferred/extracted at 8:00 AM. By approximately 8:15 AM, the grades will be posted to Uconnect/Banner, and you will receive an email.

Email – After approving grades through Blackboard for INDIVIDUAL Students, you will receive an email when grades are posted to 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: [REDACTED]

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	Roll	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	[REDACTED]	[REDACTED]	3.000	**Registered** Oct 22, 2015	B	N			3	
2	[REDACTED]	[REDACTED]	3.000	**Web Registered** Jan 05, 2016	D	N			21	
3	[REDACTED]	[REDACTED]	3.000	**Web Registered** Nov 17, 2015	B	N			16	
4	[REDACTED]	[REDACTED]	3.000	**Web Registered** Oct 21, 2015	C	N			1	
5	[REDACTED]	[REDACTED]	3.000	**Web Registered** Dec 15, 2015	C	N			19	
6	[REDACTED]	[REDACTED]	3.000	**Web Registered** Jan 08, 2016	C	N			22	
7	[REDACTED]	[REDACTED]	3.000	**Web Registered** Nov 01, 2015	C	N			10	
8	[REDACTED]	[REDACTED]	3.000	**Web Registered** Nov 15, 2015	C	N			15	
9	[REDACTED]	[REDACTED]	3.000	**Web Registered** Oct 28, 2015	C	N			8	
10	[REDACTED]	[REDACTED]	3.000	**Web Registered** 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 or call 956-326-2792.

For questions on UConnect, email the Office of the Registrar at registrar@tamiu.edu or call 956-326-2250.