Uploading Grades from Blackboard Learn into the SIS

Table of Contents

Uploading Grades from Blackboard Learn into the SIS ...................................................1

Upload Grades from Blackboard Learn...............................................................................1

Approving Grades Uploaded from Blackboard Learn..............................................................4
Uploading Grades from Blackboard Learn into the SIS

This guidebook demonstrates how to upload midterm and final grades from Blackboard Learn into the SIS. There are two processes described in this guidebook; both must be followed completely in order to submit grades into the SIS.

Upload Grades from Blackboard Learn

These directions will enable you to upload midterm and final grades that were entered into Blackboard Learn into the SIS.

It is advised that you consider the following before using this tool:

1. In order to upload grades from Blackboard Learn to SIS, you must already have your midterm and/or final grades entered in your Blackboard Learn Grade Center.
2. The Primary display option for your midterm or final grades should be set to "Letter." You can change your grade display option by going to the column header and selecting "Modify Column."
3. It is recommended that you review the values assigned to letter grades in your Blackboard Learn Grade Center. You can do so by going to the Manage menu, selecting Grade Schemas and clicking "Modify" next to "Letter."
4. If you are using + or - grades in Blackboard Learn, the grade upload tool will convert them to standard letter grade values for the SIS when needed. You can modify the suggested values at any point.

Procedure

Begin by logging in to blackboard.case.edu
### Uploading Grades from Blackboard Learn into the SIS

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Community</strong> tab or locate the My Organizations module and click the <strong>Case Blackboard Instructors</strong> link.</td>
</tr>
<tr>
<td></td>
<td><strong>Case Blackboard Instructors</strong></td>
</tr>
<tr>
<td>2.</td>
<td>The <strong>Resources</strong> page appears.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Blackboard Wizard</strong> link.</td>
</tr>
<tr>
<td></td>
<td><strong>Blackboard Wizard</strong></td>
</tr>
</tbody>
</table>

---

**Case Western Reserve University - Think beyond the possible**
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 3.   | The **Blackboard Wizard** appears.  
      | Click the **Upload grades to SIS** link.  
      | ![Upload grades to SIS](link) |
| 4.   | Click the **Continue** button.  
      | ![Continue](link) |
| 5.   | Follow the onscreen directions to continue the process of uploading grades from Blackboard Learn into the SIS. Repeat the process for each class that utilized the Blackboard Learn Grade Center.  
      | When the upload is complete, you must enter the SIS to approve the grades for each class that utilized the upload process.  
      | You are given the option to open the SIS from within the Blackboard Wizard. Use the link or enter `case.edu/sis` to approve grades at a later time.  
      | **End of Procedure.** |
Uploading Grades from Blackboard Learn into the SIS

Approving Grades Uploaded from Blackboard Learn

Once you have performed the process of uploading midterm or final grades from Blackboard Learn into the SIS, you must enter the SIS and approve the grades. This process will submit the students' grades to the University Registrar. Midterm grades can be seen in the SIS by students immediately; final grades can be seen in the SIS by students after an over-night process.

Procedure

Begin by logging into the SIS from within the Blackboard wizard or at case.edu/sis

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Your teaching schedule is in the center of the page. Locate the class for which you want to approve grades. Click the Grade Roster icon that is immediately to the left of the class.  

Please note: The icons at the top of the table are used as a legend only and are inactive. |
Uploading Grades from Blackboard Learn into the SIS

Step | Action
--- | ---
2. | The **Grade Roster** screen appears.

The **Grade Roster Type** dropdown displays either **Midterm Grade** or **Final Grade**.

![Grade Roster Screen]

3. | Review the grade roster for accuracy and missing grades. Make corrections as necessary. Corrections made in the Grade Roster will not be reflected in Blackboard Learn.

4. | **Decision:** What types of grades are being entered?
   - Final Grades
     Go to step 5 on page 5
   - Midterm Grades
     Go to step 11 on page 7

5. | When you are finished reviewing grades, click on the **Approval Status** dropdown list.
   ![Approval Status Dropdown]

6. | Click the **Approved** list item.
   ![Approved List Item]
Uploading Grades from Blackboard Learn into the SIS

Grades can be saved without being submitted at any point in the grade entry process by clicking the Save button when the Approval Status dropdown list is set to Not Reviewed or Ready for Review. It is also possible to submit a partially-entered grade roster when in Approved status.

Step | Action
--- | ---
7. | If the roster is not fully graded, a warning message will appear. It states:

Warning - There are some students in the roster who do not have grades recorded.

This grade roster can be saved even though it is incomplete at this time, but you will need to return later, reset your roster status to Not Reviewed, and record the missing grades. Please click "OK" and then click "Save" if you are done recording grades at this time.

Click the OK button.

8. | Click the OK button to submit the grades.

9. | If you clicked OK, the grade roster screen reappears and a notification window appears to let you know that your grade roster has been saved.

Click the OK button.

10. | This completes the process of approving grades in the Grade Roster. The students' grades for the class are now submitted and will be posted to their student records within 24 hours.

End of Procedure. Remaining steps apply to other paths.
### Step 11
Click the **Save** button.

### Step 12
A notification window appears to let you know that your grade roster has been saved.

Click the **OK** button.

### Step 13
This completes the process of approving grades in the Grade Roster. The students' grades for the class can now be viewed in the SIS.  
**End of Procedure.**