# Grades Transfer

Grade Transfer allows you to copy grades from a grade centre column in blackboard to a grade book column in PeopleSoft in a few clicks.

This does not work with referrals and there may be some content in blackboard that is not allowed to be entered in PeopleSoft.

How to Transfer Grades

To transfer grades from blackboard to PeopleSoft start by going to full grade centre in blackboard

Click on the Manage to bring up the menu then click on Transfer Grades
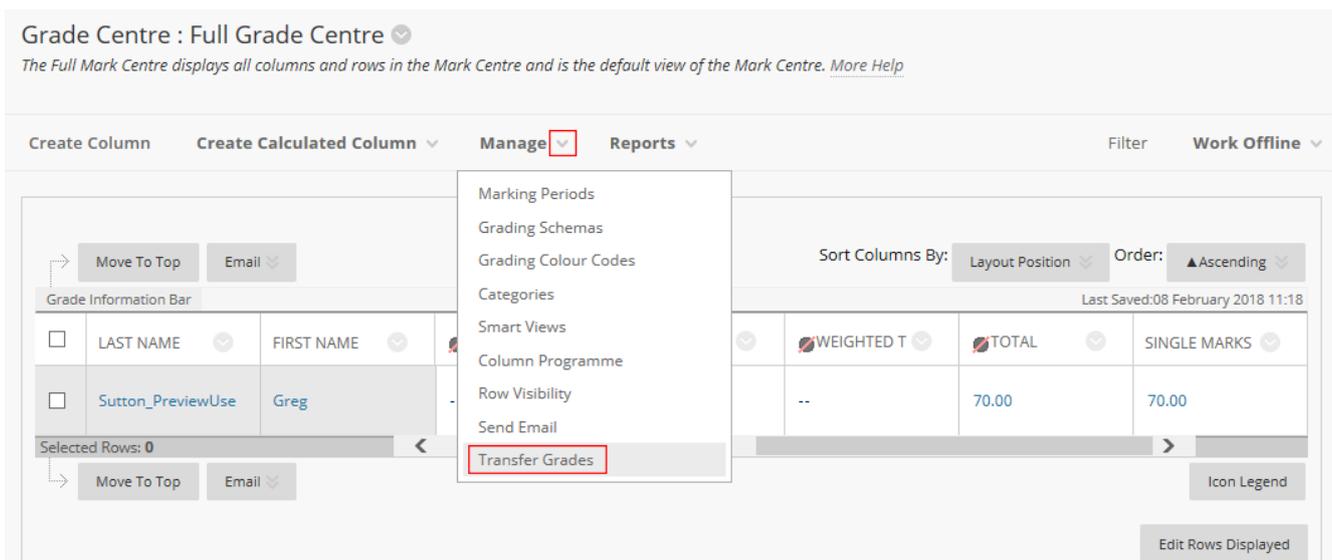
This will bring up the option page

In the top box select the grade centre column from blackboard you want to copy to PeopleSoft.

Select if you want to pass the grade (this may not be out of 100) or the percentage which will be out of 100.

Select the PeopleSoft column where you want the grades placing.

Then click on submit

INSTRUCTIONS

Please identify the assignment grades you want to transfer and the Peoplesoft target columns.

1: Select Course Resources Column to transfer grades from:

single marks entery test ☑

⦿ Pass assignment grade figure.
◯ Pass grade percentage figure.

2: Select PeopleSoft Campus Solutions Column to transfer grades to:

Coursework 1 ☑

WHY ARE SOME COLUMNS MISSING?

Using this process, you cannot transfer grades to a referral column. You will need to go to Peoplesoft Campus Solutions and enter the grades manually.

Click the Submit button.   Cancel   Submit

You will then see a page of the results that will be transferred. Check that they are the grades you were expecting then click on the Transfer Grades button.

Transfer Grades

Course Resources STUDENT GRADES to be transfered:

You have selected Course Resources Grade Column: **2 CG Rubric**, assignment grades here will be moved to the Peoplesoft Grade Column: **Coursework 1**

Student Number	Surname	First Name	Grade
			6.00
			10.00
			10.00
			8.00
			2.00
			8.00
			8.00
			6.00
			6.00
			10.00
			4.00

Transfer Grades

Back to Column Selection

Thursday, 19 January 2017 14:57:33 o'clock GMT

Cancel   OK

There may be some grades that PeopleSoft can't accept or some of the people on the list may already have a grades in PeopleSoft in the selected column. If there is you will get a list of anomalies and you will be asked to fix them or ignore them.

PeopleSoft grade book has a different set of limitations to Grade centre as to what can be entered on the column, these have to be resolved before grades can be transferred. Grades that are not integers (whole numbers) can't be entered into PeopleSoft, also Zero (0) can't be entered. You will have to manually edit these grades before they can be transfered.

When you have made the changes click upload data to PeopleSoft

The above screen shot is subject to changes

When you have done this go to PeopleSoft and check that the grades have transferred