

Grades Transfer

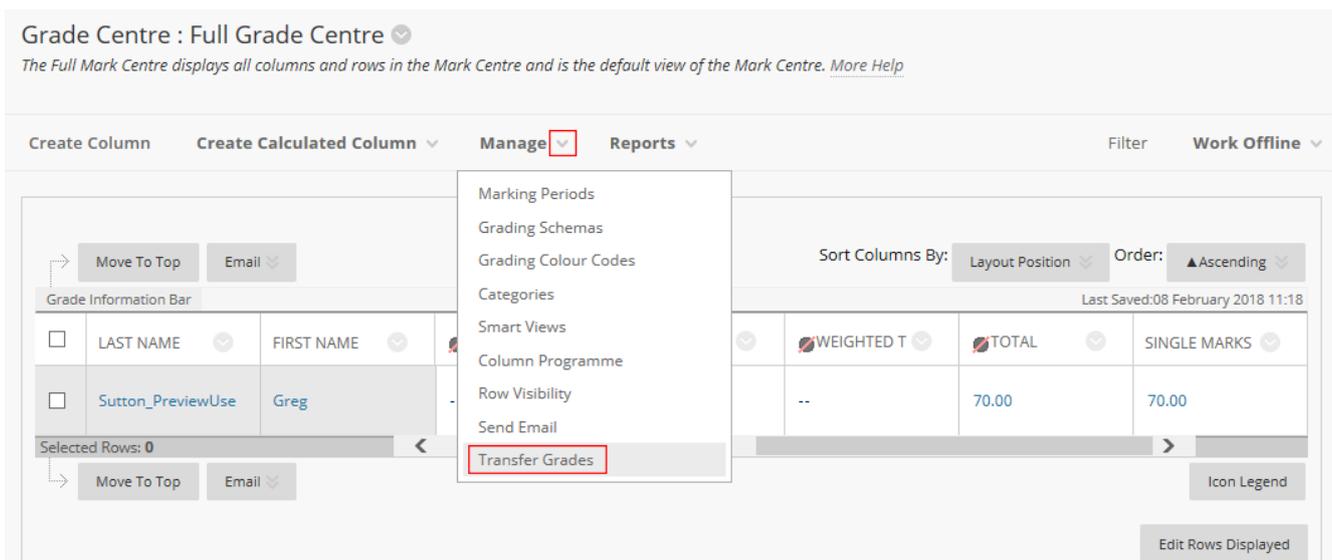
Grade Transfer allows you to copy grades from a grade centre column in blackboard to a grade book column in PeopleSoft in a few clicks.

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 entry 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 transferred:

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
100000001	ALLEN	ALLEN	6.00
100000002	ALLEN	ALLEN	10.00
100000003	ALLEN	ALLEN	10.00
100000004	ALLEN	ALLEN	8.00
100000005	ALLEN	ALLEN	2.00
100000006	ALLEN	ALLEN	8.00
100000007	ALLEN	ALLEN	8.00
100000008	ALLEN	ALLEN	6.00
100000009	ALLEN	ALLEN	6.00
100000010	ALLEN	ALLEN	10.00
100000011	ALLEN	ALLEN	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 transferred.

When you have made the changes click upload data to PeopleSoft

Single Marks Entry Validate for Module 6AM500 America Noir: Dark Tendencies

Empl ID	Module	Assignment	Grade	Ignore Warning
1000000001	6AM500	C1	52	<input type="checkbox"/>
1000000002	6AM500	C1	58	<input type="checkbox"/>
1000000003	6AM500	C1	65	<input type="checkbox"/>
1000000004	6AM500	C1	62	<input type="checkbox"/>
1000000005	6AM500	C1	48	<input type="checkbox"/>
1000000006	6AM500	C1	65	<input type="checkbox"/>
1000000007	6AM500	C1	48	<input type="checkbox"/>
1000000008	6AM500	C1	52	<input type="checkbox"/>
1000000009	6AM500	C1	55	<input type="checkbox"/>
1000000010				<input type="checkbox"/>

Key

Red	Invalid Grade
Yellow	Grade change blocked
Purple	Student not in gradebook
Pink	Student not Enrolled
Light Blue	Line ignored
Blue	Same grade
Orange	Different Grade in Blackboard
Grey	No grade

Notes

This page only lists students for whom there is an error or potential issue with the uploaded grade. Please refer to the colour-coded key above to determine the nature of the problem.

All correctly uploaded grades will appear in Gradebook when you click 'OK' at the foot of the page.

If you have uploaded a grade that is different from one that already exists for a student this will be indicated in the list. To accept the new grade, and overwrite the existing grade, you should tick the 'Ignore Warnings' box for that student.

Upload data to PeopleSoft

Cancel

The above screen shot is subject to changes

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