# Midterm Grades: Copy from Blackboard to myNKU

\*\*Midterm grades can still be entered directly in myNKU using the same procedure as in previous semesters when midterm grades were reported for only freshmen.

First, you will need to make sure your Blackboard Grade Center is set up correctly in order to copy grades from Blackboard to myNKU. myNKU can only accept letter grades so you will have to create a new column in Blackboard for letter grades and mark it as "External Grade" in order to use this new tool in Blackboard.

# Instructions to set up the Blackboard Grade Center

1. Go to the Grade Center in your Blackboard course. To verify that the NKU Letter Grading Scale matches your course syllabus, go to Manage and click Grading Schemas.

# Grade Center : Full Grade Center O

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use a

olumn	Create Calcula	ted Column 🗸	Manage 🗸	Reports 🗸
			Grading Periods	3
Move To Top	Email 😸		Grading Schem	as 🔶
e Information Bar			Grading Color C	odes
ast Namo	🔗 Eiret Namo	🛞 Total	Categories	
Last Name	Thist Name	Total	Smart Views	
Sec.New	Thomas	100.00	Column Organia	zation
Dailing	Jesisica	95.00	Pow Vicibility	
Busillius	Caillin	90.00	Send Email	
Carponter	Dayon	83.00		17.00

2. Click the drop down arrow after NKU Letter then select Edit from the menu.

Create Grading Schema	
Title 🛆	
NKULetter 🛇	1
Options Menu: Title	
Сору	

- 3. Verify that the NKU Letter Grading Schema matches your course syllabus.
  - 1. Schema Information

<mark>米</mark> Name	NKULetter	
Description		A
		-

#### 2. Schema Mapping

Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the grasymbol into a percentage of points possible must be provided.

Grades	Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
93	% and 100%	A	А	96.5 %	
90	% and Less Than 93%	A-	A-	91.5 %	Delete Row
87	% and Less Than 90%	B+	В+	88.5 %	Delete Row
83	% and Less Than 87%	В	В	85 %	Delete Row
80	% and Less Than 83%	В-	В-	81.5 %	Delete Row
77	% and Less Than 80%	C+	C+	78.5 %	Delete Row
73	% and Less Than 77%	С	с	75 %	Delete Row
70	% and Less Than 73%	C-	C-	71.5 %	Delete Row
67	% and Less Than 70%	D+	D+	68.5 %	Delete Row
60	% and Less Than 67%	D	D	63 %	Delete Row

- 4. Click Submit and then OK to return to the Grade Center.
- 5. Now add a new total column. Under Create Calculated Column, select Total Column.

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orld - NS (Fa 13)	To enter a grade: c	lick the cell, type the	e grade value, a	nd press the Enter	key to submit. Use th	e arrow keys or the	e tab key to navigate	through the
ome Page		,				5	5 0	
art Here 🔳	Create Column	Create Calculate	d Column 🗸	Manage 🗸	Reports 🗸			
nouncements		Average Column						
abus 🔲		Minimum Maximum	Column		Sort	Columna Bir	Order	
ructor Info	Move To Top	Total Column			Sur	Columns By. Layou	t Position 😸 Order.	Ascending
ignments 🗉	Grade Information Bar	Weighted Column						
cussions	Last Name	-		Student ID	Last Access	Availability	Weighted Total	🖉 🍼 Total
Is	Adhims	Christopher	adkimp(2)			Available		
ail	Elerment	Peylon	barnesg/1			Available		
Prodec	Binandiage	Citititie	brundiager:1			Available		
Jaues	Carrol	Jamie	camallyl			Available		
	Ellerman	Thomas	eitermant?			Available		
JRSE MANAGEMENT	Ciandenberger	Katherine	ganderiberit 1			Available		
trol Panel	E Horacelt	Steven	Provencience 1			Available		
tent Collection >	🗖 Juniin	Thomas	Justinet			Available		
rse Tools	T Nerrifield	Ailyn	merrifletia1			Available		
uation 🛛 🕹 🖡	Fielbon	Emily	meltione2			Available		
1. C	Selected Row s: 0							

- 6. On the Create Total Column page, enter a Column Name such as Letter Grade.
- 7. Change the Primary Display option to NKU Letter.

Primary Display	Score	
	Score	lay in this format in both the Grade Center and My Grades
	Text	
	Percentage	
Secondary Display	Complete/Incomplete	
Secondary Display	NKULetter This display option is a	shows in the Grade Center only.

- 8. Be sure to change the following options:
  - a. Include this Column in Grade Center Calculations change to NO
  - b. Show this Column to Students change to NO

#### 3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grac choose Selected Columns and Categories.

Include in Total	All Grade Columns
	Selected Columns and Categories
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 o for an

#### 4. Options

Select No for the first option to exclude this Grade Center column from calculations. Select No for the second option to hide this column from Students in My



- 9. Click Submit.
- 10. Your new Letter Grade Column should now appear in the Grade Center.

## 11. Click the down arrow next to the title of the Letter Grade Column and select Set as External Grade

from the drop down menu.



12. The Letter Grade column should now have a green check mark.

Weighted Total 🔗	Total 🔗	💋 🕑 Letter Gra 🔌	

13. Be sure to enter zeros (0) for all missing assignments that were due prior to midterm so the Total Points column is calculated correctly.

Total	🛞 💋 🕑 Letter	Gra 🕙 Hwk 1		Assignment 1	Homework2	🕙 Test 2	
457.00	A-	90.00	90.00	92.00	95.00	90.00	
442.00	B+	85.00	90.00	92.00	90.00	85.00	
380.00	С	75.00	80.00	75.00	75.00	75.00	
290.00	C-	60.00	80.00	$\sim$	75.00	75.00	
477.00	А	100.00	95.00	95.00	95.00	92.00	
405.00	B-	80.00	85.00	80.00	80.00	80.00	
462.00	A-	95.00	98.00	94.00	95.00	80.00	
425.00	В	85.00	85.00	85.00	85.00	85.00	
462.00	A-	90.00	95.00	92.00	90.00	95.00	
480.00	А	95.00	95.00	95.00	100.00	95.00	

# **Copy Grades to myNKU**

Now that the Grade Center is set up correctly, you can use a new Course Tool to Copy Grades to myNKU.

1. Expand the Course Tools menu and select Copy Grades to myNKU.



2. A new window opens if you are not already logged into myNKU. It asks for your username and password. Enter your NKU username and password.

SAP NetWeaver	
User * Passw ord * Log On	
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3. After logging in to myNKU, the **myNKU: Mid-Term Grading** window appears with a column called BB Grade which is a copy of the grades from your Bb Grade Center.

myNKU: Mid-Term Grading 2013-2014 Fall								
A Sarah Lynn Mann								
Course List								
Course 5	Section Title	Section ID	Subsess	sion		Grading Start Date	Grading End Date	Grading Window
io 136-862 U	Indensitiending the Living World - 16	CHIPHDEDE	Fall (08/	19/2013 - 12/06/2013	5)	08/29/2013	10/15/2013	
Wew: [Standard View]     Print Version     Export a								
Student Number	Student Name	BB Grade	Grade	Scale				
10001794670	Adkins, Christopher	A-		UREG				
1000200548907	Sames, Peyton	B+		UREG				
100022371(27	Brundage, Connie	с		UREG				
100185412	Carrolt, Janie	C-		UREG				
1100222000027	Stoman, Thomas	A		UREG				
1002210200	Candenberger, Katherine	В-		UREG				
1120222022284	Manacoli, Steven	A-		UREG				
100022004200	Justin, Thomas	в		UREG				
HDDHESSED	Merriffald, Avilyn	A-		UREG				
1001075405	Nations, Endy	A		UREG				

4. Verify that the grades are correct and then click the **Copy Bb Grades** button to copy those grades into the **Grade** column.

View : [Standard Vie	w]   Print Version Export				Filter Settings		
Student Number	Student Name	BB Grade	Grade	Scale	Conv BB Grades		
1000107546750	Adlans, Christopher	A-	A-	UREG			
10002054817	Earnes, Peyton	B+	B+	UREG			
10002371(2)7	Brundiage, Comie	С	С	UREG			
100185412	Carroll, Jamie	с-	C-	UREG			
10002200067	Elemen, Thones	A	A	UREG			
100231286	Gandenberger, Katherine	В-	В-	UREG			
1000220204	Heracali, Steven	A-	A-	UREG			
10022004200	Justilin, Thomas	В	В	UREG			
100211033360	Nerrifield, Aulgen	A-	A-	UREG			
100011754005	Nation, Enly	A	А	UREG			
	Save Save						

- 5. At this point, you can change a grade in the **Grade** column that will be saved to myNKU but it **will not** change the grade in the Bb Grade Center.
- 6. When you are finished, click the Save button at the bottom of the myNKU window to save the grades to myNKU. A confirmation window will appear.

Student Number	Student Name	Grade		
1000(75070)	Adline, Ornitigher	A-	Successfully saved.	
112122223-41217	Barrana, Phylion	B+	Successfully saved.	
11240223711227	Brundinge, Connie	С	Successfully saved.	
100105412	Carrolt, Jamie	C-	V Successfully saved.	
11002228067	Ellerman, Thomas	А	V Successfully saved.	
1134812/511(21888)	Candenberger, Katherine	В-	Successfully saved.	
112121212121212121	Horpcoli, Steven	A-	Successfully saved.	
1131312121346,213	Justin, Thomas	В	Successfully saved.	
1000100303680	Warriffaild, Avillan	A-	Successfully saved.	
100175455	Nelleon, Emily	А	Successfully saved.	

7. Click OK button to continue the save.

# **Important Notes and Tips:**

After clicking "Copy BB Grades" button the grades will not copy for the following students:

- If the student is auditing a course, midterm grades cannot be entered.
- If the student's record is locked, contact the University Office of the Registrar.
- If the student's record is marked complete, contact the University Office of the Registrar.

To copy grades from a Merged Blackboard Course, you will see each section that you are teaching at the top of the myNKU: Mid-Term Grading window. Click on each section to display the students for that section and then click the **Copy BB Grades** button.

Course List								
Course	Section Title	Section ID	Subsess	Subsession		Grading Start Date Grading End Dat		Grading Window
ACC 202-001	Accounting Lab	61006924	Fall (08/19/2013 - 12/06/2013)		08/29/2013	10/15/2013		
ACC 202-002	Accounting Lab	61007000	Fall (08/19/2013 - 12/06/2013)		08/29/2013	10/15/2013		
ACC 202-003	Accounting Lab	74000060	Fall (08/1	Fall (08/19/2013 - 12/06/2013)		08/29/2013	10/15/2013	
ACC 202-003: Acc	ounting Lab							
View: Standard	/iew]  Print Version Export					Сору	BB Grades 🚯 Re	fresh Filter Settings
Student Number	Student Name	BB Grade	Grade	Scale				
100026493	Eger, Elet	A	A	UREG				
110022082102	Hyrnes, Hichsias	D+	D+	UREG				
100021540	Korb, Chalany	А	А	UREG				
11202112/721120	WitDeniel, Byen	В	В	UREG				
100034208	Ross, Alama	A	A	UREG				
112122115238	Stateda, Aaron	С	С	UREG				
1000304(20)	Withins, Wattham	А	А	UREG				
Save								

### Possible error messages:

Mid-Term Grades is only for courses under 500 level.

myNKU	myNKU: Mid-Term Grading 2013-2014 Fall						
A Mary C I	Dawn						
Course List							
Course	Section Title	Section ID	Subsession	Grading Sta	rt Date Grading End Date	Grading Window	
ACC 520-001	Tax Planning         61014752         Fall (08/19/2013 - 12/06/2013)         08/29/2013         10/15/2013         Igg						
	Midterm grading is for courses 400 level or below. Midterm grades cannot be entered for this course.  Midterm gra Midterm gra						

#### If the grading window is closed.

myNKU:	: Mid-Term Grading					2012-201	13 Summer
A Mary C D	awn						
Course List							
Course	Section Title	Section ID	Subsession	Grading Start Date	Grading End Date	Grading	g Window
ENG 101-002	College Writing - WC	61008514	Summer 8 Week (06/03/2013 - 07/27/2013)	06/25/2013	07/15/2013	3	Ø.
Midterm grading window is not open for this class. Check the academic calendar for midterm reporting dates for this session.							

Course is locked in myNKU (Someone else has the course open).

		Save	
This course is currently locked by DAWNM, please try again	later. If lock persist, please call the Off	fice of the University Registrar for assistance.	