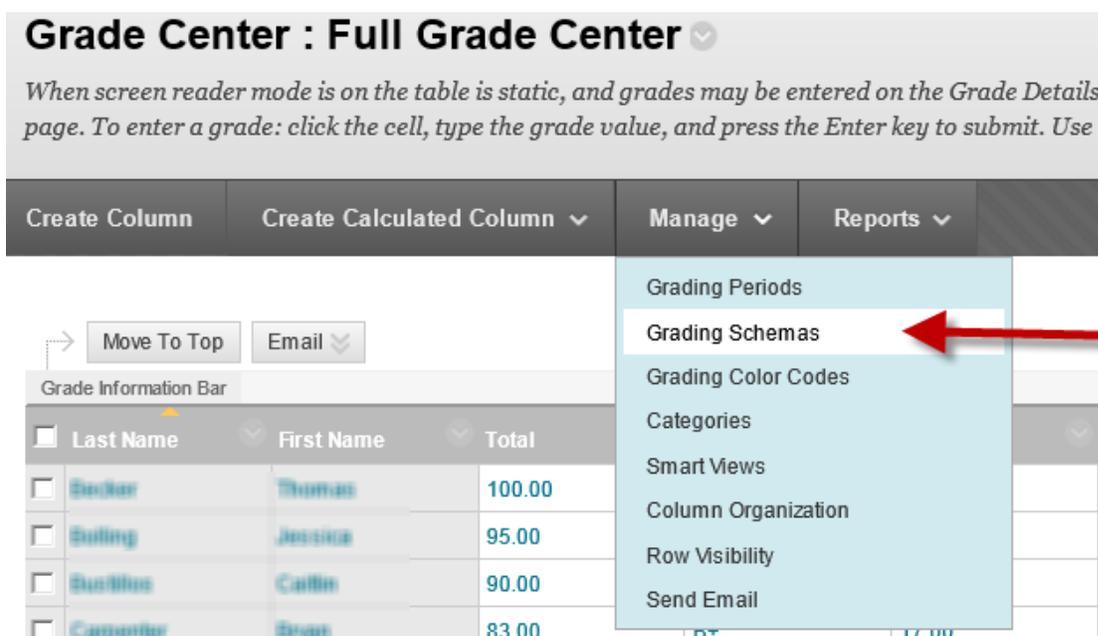# Midterm Grades: Copy from Blackboard to myNKU

**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.

2. Click the drop down arrow after NKU Letter then select Edit from the menu.
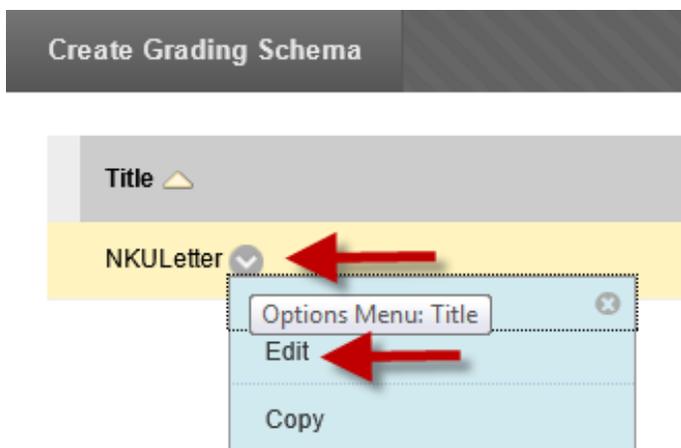
3. Verify that the NKU Letter Grading Schema matches your course syllabus.

1. Schema Information

✳ Name	NKULetter	
Description		

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2. Schema Mapping

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

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	Insert Rows
93 % and 100%	A	A	96.5 %	
90 % and Less Than 93%	A-	A-	91.5 %	Delete Row
87 % and Less Than 90%	B+	B+	88.5 %	Delete Row
83 % and Less Than 87%	B	B	85 %	Delete Row
80 % and Less Than 83%	B-	B-	81.5 %	Delete Row
77 % and Less Than 80%	C+	C+	78.5 %	Delete Row
73 % and Less Than 77%	C	C	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**.

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
Text
Percentage
Complete/Incomplete
NKULetter

...lay in this format in both the Grade Center and My Grades.

Secondary Display

This display option is shown 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 Grad* 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 0 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

Include this Column in Grade Center Calculations
◯ Yes ◉ No

Show this Column to Students
◯ Yes ◉ No

Show Statistics (average and median) for this column to Students in My Grades
◯ Yes ◉ No

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.

✔ Total		⊘ Letter Grade	
--	--	Quick Column Information
--	--	
--	--	Edit Column Information
--	--	Column Statistics
--	--	Set as External Grade
--	--	Show/Hide to Users
--	--	
--	--	Sort Ascending
--	--	Sort Descending
--	--	Hide Column
--	--	
--	--	Delete Column
--	--	

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	Test 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	C	75.00	80.00	75.00	75.00	75.00
290.00	C-	60.00	80.00	--	75.00	75.00
477.00	A	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	B	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	A	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.
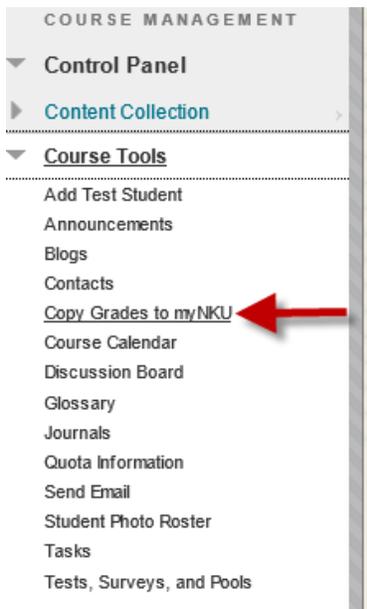
2. A new window opens if you are not already logged into myNKU. It asks for your username and password. Enter your NKU username and password.

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.

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

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 [Save] at the bottom of the myNKU window to save the grades to myNKU. A confirmation window will appear.

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	Subsession	Grading Start Date	Grading End Date	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 (08/19/2013 - 12/06/2013)	08/29/2013	10/15/2013	▣

ACC 202-003: Accounting Lab

View: [Standard View] ▼ | Print Version | Export ▲   Copy BB Grades | Refresh | Filter Settings

Student Number	Student Name	BB Grade	Grade	Scale
100026403	Eger, Elliott	A	A	UREG
100023012	Hynes, Nicholas	D+	D+	UREG
100031940	Korb, Chelsey	A	A	UREG
100027019	McDaniel, Ryan	B	B	UREG
100054208	Ross, Alana	A	A	UREG
100011230	Stubbelo, Aaron	C	C	UREG
100004420	Whiles, Nathan	A	A	UREG

Save

Possible error messages:

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

myNKU: Mid-Term Grading   2013-2014 Fall

👤 Mary C Dawn

Course List

Course	Section Title	Section ID	Subsession	Grading Start 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	✕

🛇 Midterm grading is for courses 400 level or below. Midterm grades cannot be entered for this course.

> Midterm grading is for courses 400 level or below. Midterm grades cannot be entered for this course.

If the grading window is closed.

myNKU: Mid-Term Grading   2012-2013 Summer

👤 Mary C Dawn

Course List

Course	Section Title	Section ID	Subsession	Grading Start Date	Grading End Date	Grading Window
ENG 101-002	College Writing - WC	61008514	Summer 8 Week (06/03/2013 - 07/27/2013)	06/25/2013	07/15/2013	✕

🛇 Midterm grading window is not open for this class. Check the academic calendar for midterm reporting dates for this session.

> 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 Office of the University Registrar for assistance.