Contents

Overview

This guide provides instructions for how to post and import students' final grades to the Grade Roster as well as how to request grade changes.

For information regarding ASU grading policies, please visit

http://students.asu.edu/facultycenter.

Post Grades to the Grade Roster

Note: You must have an active ASURITE ID in order to post grades in the ASU system. If you have not already activated your ASURITE ID, please visit https://www.asu.edu/asurite for instructions on how to activate your ID. Contact the UTO Help Desk at 1-855-278-5080 if you any questions or issues.

Step 1: Navigate to **My ASU** at **http://my.asu.edu**. Sign in using your ASURITE User ID and password.

Step 2: On the My ASU page you will see a box labeled **My Classes** which displays a list of the courses you are assigned to teach in a given term. Make sure you have selected the correct term and course for which you will be assigning grades. If you don't see your course(s) listed, contact University Registrar Services at registrar@asu.edu or 480-965-3124.
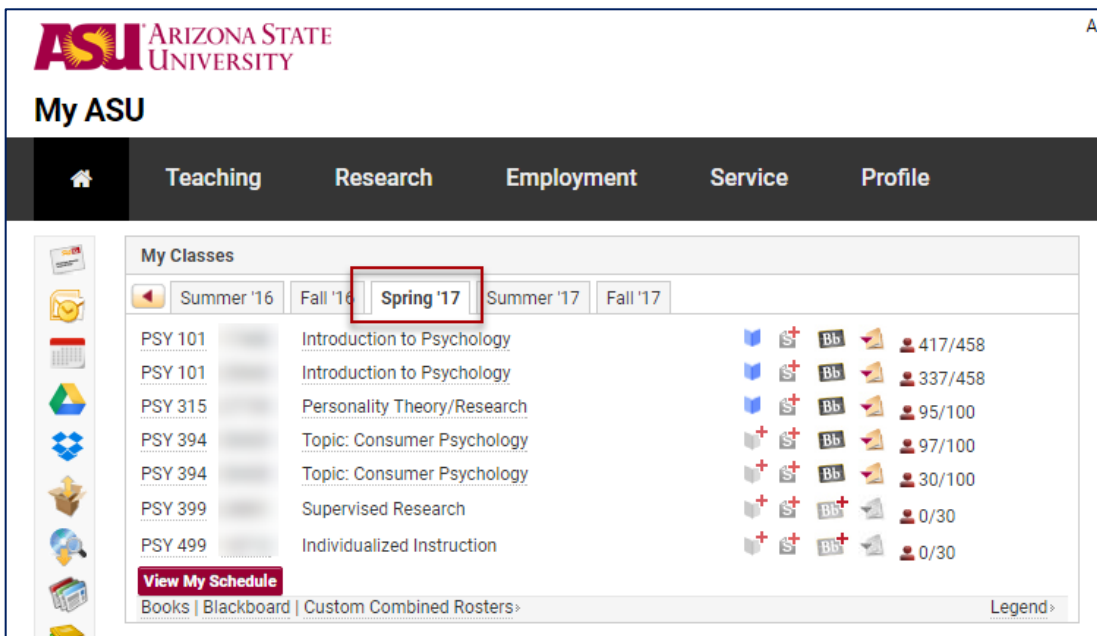
Step 3: Locate the course that you would like to enter grades for and click on the **Class Tools** icon next to the course. Under the Class Tools, click on **Grade Roster**.


Step 4: The Grade Roster will open and you can begin entering grades for the course. Enter grades by selecting the appropriate grade for each student from the drop down list.

Make sure to save frequently. The system will automatically log you out after 10 minutes of inactivity.

Step 5: After you have entered grades, select one of the options (detailed below) from the **Grade Roster Action: Approval Status** menu at the top of the roster. After you change the Approval Status, click the **Save** button.
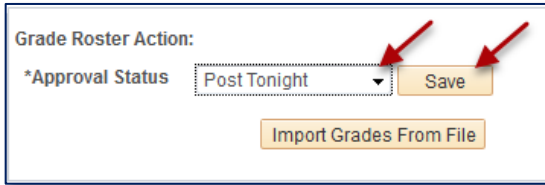
Post Grades Option 1 – NOT REVIEWED

Use this status if you are entering/reviewing grades but you are not ready to post to the student's record. You can change the grades at any time while in this status. Click on the **Save** button to save your entries.

Post Grades Option 2 – POST TONIGHT

Use this status if you are ready to post grades to the student's record. The roster may be partially or completely graded. Grades will be posted to the student's record in a nightly batch process. Click on the **Save** button to save your entries.

Important note: Be sure to leave grades that you do NOT have as blank. Grades that are posted overnight are not editable and can only be changed via the grade change process.

Post Grades Option 3 – COMPLETE

If all the grades for a class are entered, set the status to COMPLETE. A POST button will appear at the bottom of the roster. When you click on **POST**, grades will immediately post to the student's record.

Note that the status is automatically set to COMPLETE in a nightly batch process if grades for all students have been posted. A Grade Roster set to COMPLETE, but not posted immediately, will POST TONIGHT.

Step 6: Remember to click **Save** after entering grades or changing the approval status. If you attempt to exit the course roster without saving your changes you will receive an error message.

Step 7: After grades for a course have been posted, the **Request Grade Change** button will appear on the roster. Click on this button if you need to make a change to a student's posted grade. Please refer to the **Request Grade Changes** section of this document for more information on the grade change process.
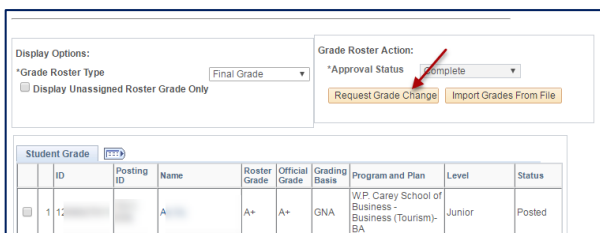
Grade Posting Shortcuts

Enter Same Grade for Multiple Students

To help speed up the grade entry process, if the majority of students in the course received the same grade, you can assign the grade to all students, and then, as necessary, change the grades for those students who earned a different grade.

Step 1: Select a grade from the drop down menu next to the **add this grade to all students** button.

Step 2: Click the **add this grade to all students** button. The grade selected will be assigned to all students in the course.

Step 3: Change grades as necessary for those students who earned a different grade.

Step 4: Select the appropriate status from the **Approval Status** drop down menu.

Step 5: Click Save.

Display Blank Grades Only

If you have entered grades for only some students on the roster and need to go back at another time and continue entering grades, you can filter the course roster to display only those students who do not have a grade assigned.

Step 1: Check the box next to **Display Unassigned Roster Grade Only** to display only those students without a grade assigned.

Step 2: The roster will adjust to list only those students who do not have a grade assigned. Enter grades for students.

Step 3: Select the appropriate status from the **Approval Status** drop down menu (each day the roster will be reset to Not Approved status).

Step 4: Click Save.

Locate a Student on the Roster

The roster is displayed in a web browser, so standard searching techniques will work.

Most browsers will open a "Search" dialogue box when you press CTRL-F on your keyboard.

Import Grades to the Grade Roster from an External File
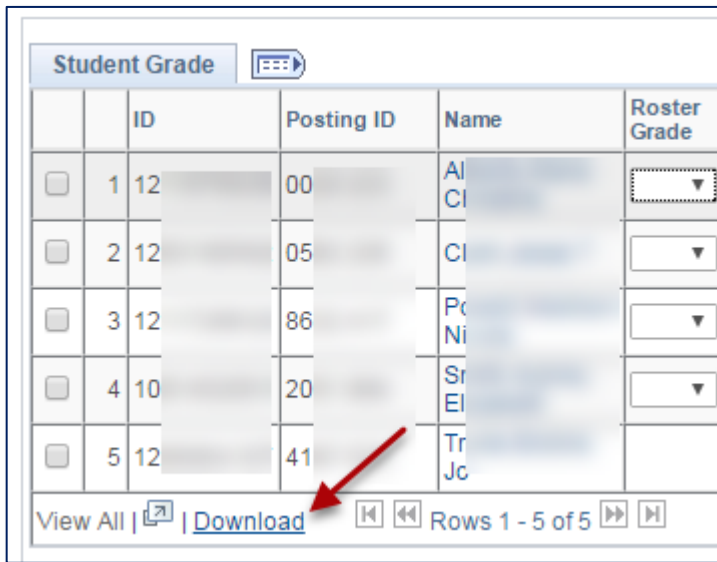
You can opt to export a blank roster from the Grade Roster to an external Excel file and track your grades using the spreadsheet during the semester. At the end of the semester you can import the grades into the Grade Roster for posting.

Export a Blank Grade Roster to an External Excel Grade File

Note: Your browser must be set to allow PeopleSoft to open new windows and download files. Detailed instructions can be found at: https://asu.service-now.com/ess/kb_view.do?sysparm_article=KB0011879

Step 1: From the roster click on the **Download** link.

Step 2: A File Download dialog box will open. Click **Save**, re-name the document as you would like, and select the location where you would like to save the document.
Be sure to save the file as an Excel file (.xls) or as a text file.

Prepare Your External Excel Grade File for Import to the Grade Roster

When it is time for you to post your grades at the end of the semester, you will need to make sure that you format your external Excel grade file correctly to allow for importing the grades into the Grade Roster.

Step 1: Make sure that your import file contains the following required fields:

- 10 digit Student ID (also called the Affiliate ID or ID) – do not include spaces or dashes

- Grade value (letter grade format)

Your import file can have any number of fields or columns; however, the required fields must be somewhere within the first 21 columns for data to import properly into the Grade Roster.

Step 2: Save your prepared file for importing. You can save your file in a tab, space, comma delimited or Excel file format.

Note: If you are using the file you downloaded via the Grade Roster Export option, make sure that the file is saved in Excel file (.xls) or text file format before attempt to import.

Import Your External Excel Grade File to the Grade Roster

Step 1: From the roster click on the **Import Grades From File** link.
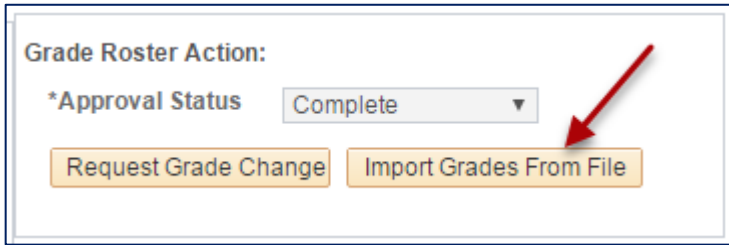
Step 2: Click next.

Step 3: From the Grade Import – File Selection dialog box, select the file delimiter label from the drop down menu that matches the format in which you saved your external file. Click **get file**.
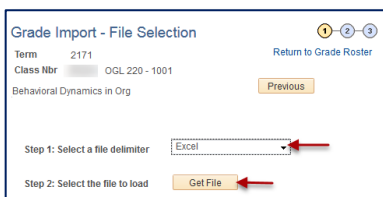
Step 4: Click on the **Browse** button to search your computer for the file that you want to import. One you have located the file click **Upload**.
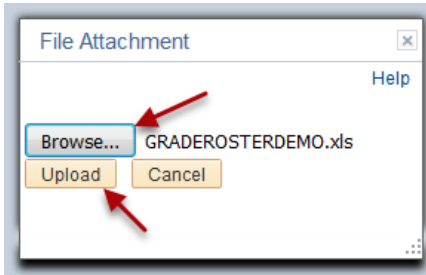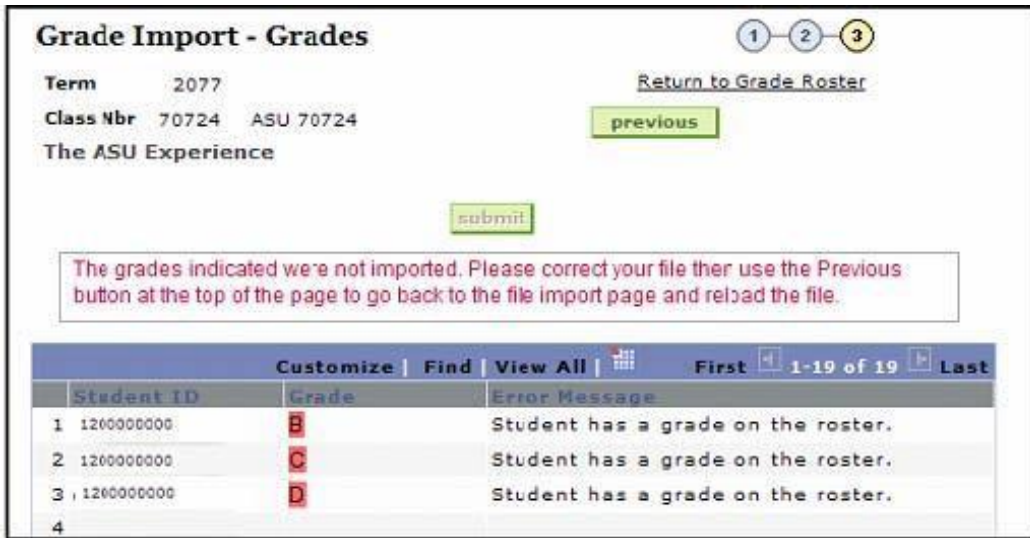
Step 5: The Grade Import – Column Mapping dialog box will open. Per the directions, select the column headings in your import file that map to the **ID** and **ROSTER GRADE** fields. Click **next**. Your grades will import into the roster.
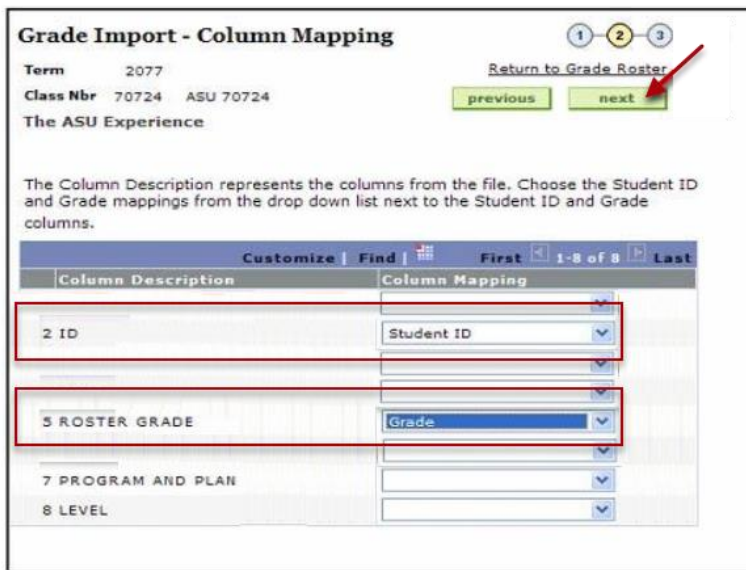
Step 6: Review your import for accuracy. If all of the information is correct click **submit**.

Step 7: If you receive an error message you can correct the import file and re-import the file or fix the grade(s) directly in the Grade Roster.

Common Importing Results

- If the Grade Roster already has a grade posted the import process will not post over this grade. No errors will be reported.

- If the Grade Roster already has a grade posted that is different from the grade on the import roster, the import process will not overwrite this grade. An error message will display.

- If the student is not found in the Grade Roster, or if the grade on the import roster is not a valid grade for the student, an error message will display.

- Grades will be imported into the roster in Not Reviewed status. Be sure to adjust the roster's Approval Status as appropriate and save your roster after the import.

Transfer Final Grades from the Blackboard Grade Center to the Grade Roster

Prepare Blackboard Grade Center for Grade Exporting

You must complete the following steps in order to transfer grades from Blackboard to the Grade Roster.

Step 1: Log in to Blackboard (http://myasucourses.asu.edu) and navigate to the selected course.

Step 2: Under the course **Control Panel** (left side of window) select **Grade Center** and then **Full Grade Center**.
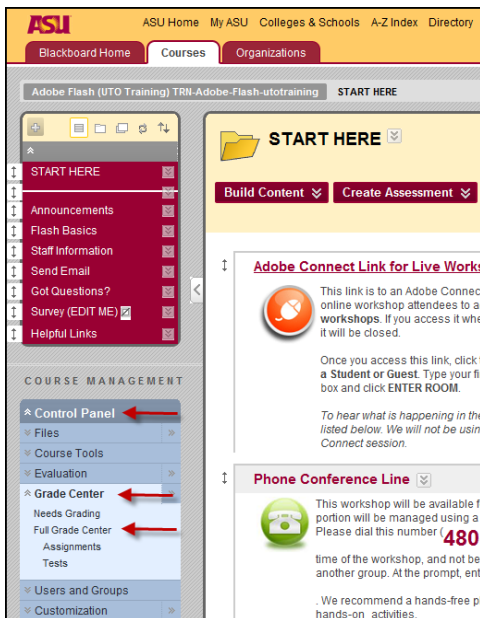
Step 3: In the Blackboard Grade Center, click on the down arrow of the **Final Grade** column header and select **Set as External Grade**.
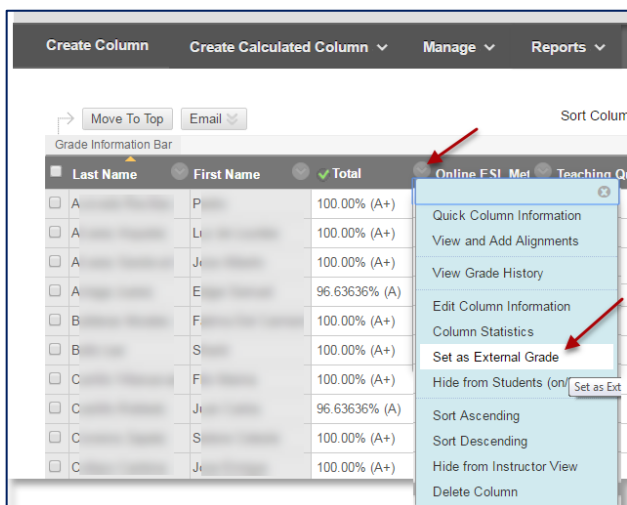
A green checkmark will display next to the Final Grade column.

Every blackboard class created at ASU has the ASU Grading Schema already installed. This schema translates the numerical final score to a letter grade. If you wish to edit the schema, follow steps 4 – 7. If you wish to use the ASU schema, skip to step 8.

Step 4: Locate the **Manage** tab. Click the down arrow next to Manage and select **Grading Schemas**.
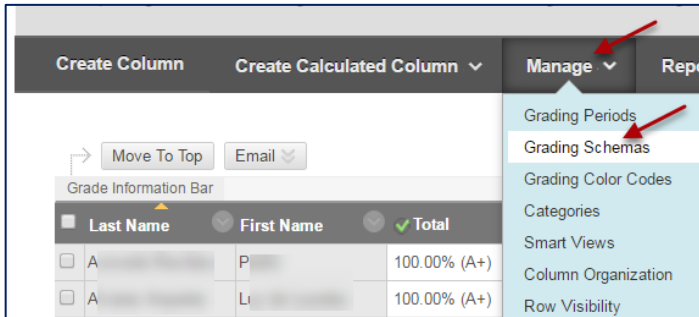
Step 5: Click on the down arrow next to **Letter**. Select **Edit**.
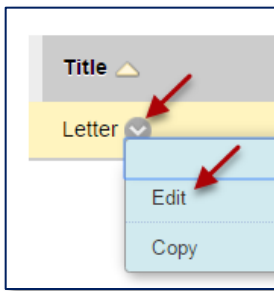
Step 6: The ASU grading schema will display. On the left side of the window is a table that shows how percentage grades translate to letter grades. On the right side of the window are the percentages that will be applied if you type a letter grade into the column. Grades range from A+ to E. If desired, you can modify the "Grades scored between" values and the corresponding letter grades as needed. The scores are set at the instructor's discretion but the letters assigned have to correspond to those used by ASU's grading system.   The ONLY grades accepted in the Grade Roster are: A+, A, A-, B+, B, B- C+, C, D and E. Use the Remove Row button to delete a row if you use fewer letter grade options.

❷ Schema Mapping

Grade Center columns that are automatically graded (such as assessments) will be converted to this display option according to the translations provided below. In order to enter grades in the Grade Center manually using this display option, translations from each symbol into a percentage of points possible must also be provided.

| Grades scored between	will equal	Grades manually entered as	will calculate as	Insert Rows
97 % and 100%	A+	A+	98.5 %	
94 % and less than 97%	A	A	95 %	Remove Row
90 % and less than 94%	A-	A-	91.5 %	Remove Row
87 % and less than 90%	B+	B+	88.5 %	Remove Row
84 % and less than 87%	B	B	85 %	Remove Row
80 % and less than 84%	B-	B-	81.5 %	Remove Row
76 % and less than 80%	C+	C+	78.5 %	Remove Row
70 % and less than 76%	C	C	75 %	Remove Row
60 % and less than 70%	D	D	65 %	Remove Row
0 % and less than 60%	E	E	55 %	Remove Row

Note: Blackboard only allows for calculated letters. There is no way to assign a Pass/Fail or Audit letter in Blackboard. To assign those grades, you will have to manually add them after importing grades into the Grade Roster.

Step 7: Click **Submit** to save any changes.

Whether you are using the ASU "Letter" schema, or your own, edited schema, next you must make your Total column use the schema to display the letter grade.

Step 8: Locate the **Final Grade** column. Click on the down arrow next to the column and select **Edit Column Information**.
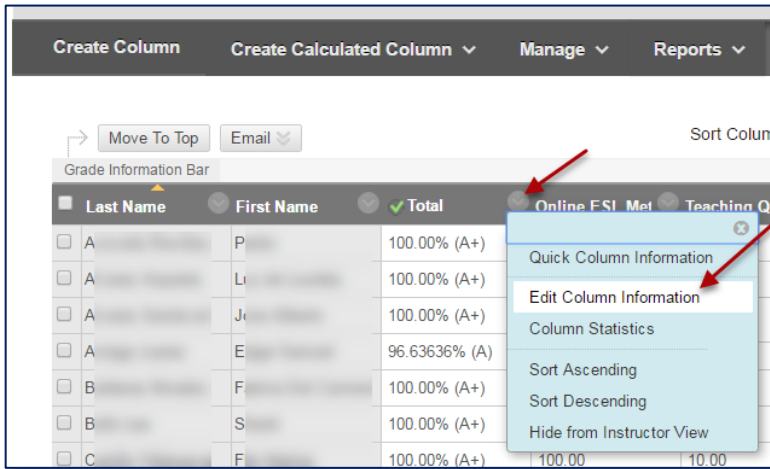
Step 9: The Modify Total Column window will open. Change the **Primary Display** option to the schema of your choice (most likely, "**Letter**").
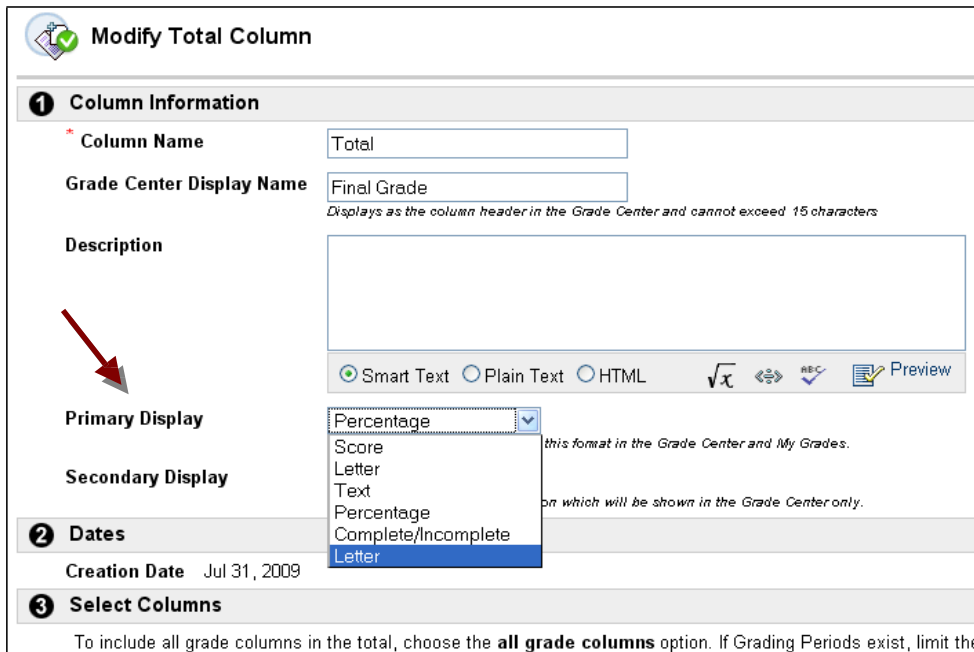
Step 10: Click **Submit** to save changes.

Export Grades from Blackboard Grade Center to Grade Roster

Step 1: Log in to Blackboard (http://myasucourses.asu.edu) and navigate to the selected course.

Step 2: Under the course Control Panel (left side of window) select Course Tools and then Export Final Grades to PeopleSoft Grade Center.

COURSE MANAGEMENT

Control Panel

> Files

▼ **Course Tools**   ←

Achievements
Announcements
Blogs
Cengage Learning MindLinks¿
Collaboration
Contacts
Content Market Tools
Course Calendar
Course Messages
Date Management
Digication
Discussion Board
Export Final Grades to PeopleSoft
Grade Roster   ←
Glossary
Goals
Journals
McGraw-Hill Higher Education
Mobile Compatible Test List
Pearson's MyLab & Mastering
Respondus LockDown Browser
Rubrics
SafeAssign
Self and Peer Assessment
Send Email
Tasks

Step 3: A window will open reminding the instructor to ensure proper configuration of the Blackboard Grade Center for grade exporting. Make sure that you have followed all of the steps in the previous section of this document before proceeding. Once you have confirmed proper configuration click on the **Continue the grade export process now** link.

ARIZONA STATE UNIVERSITY

Home Help Logout

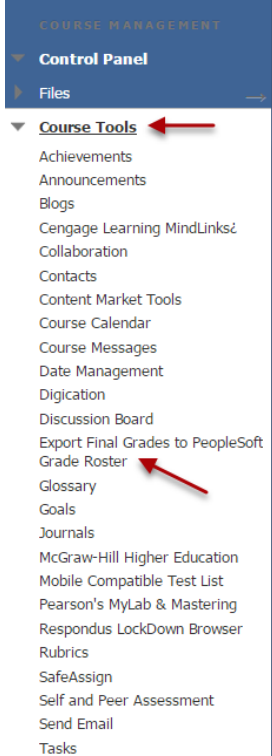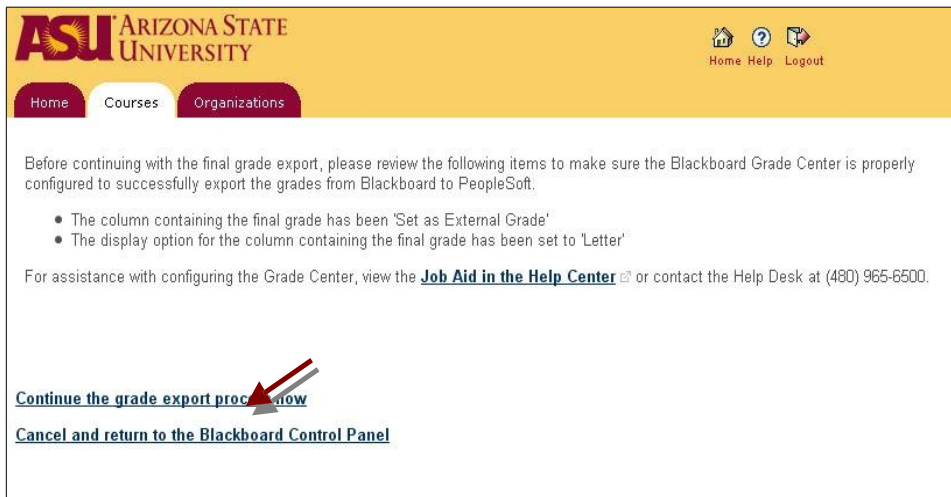Home   Courses   Organizations

Before continuing with the final grade export, please review the following items to make sure the Blackboard Grade Center is properly configured to successfully export the grades from Blackboard to PeopleSoft.

- The column containing the final grade has been 'Set as External Grade'
- The display option for the column containing the final grade has been set to 'Letter'

For assistance with configuring the Grade Center, view the **Job Aid in the Help Center** or contact the Help Desk at (480) 965-6500.

Continue the grade export process now

Cancel and return to the Blackboard Control Panel

Step 4: One of two PeopleSoft windows will open:

Scenario 1: If the Blackboard course is mapped to only one ASU course in the Course Enrollment Management (CEM) software you will be taken directly to the **Grade Import – Preview Grades to Import** page for the course. Review the grade entries. If the information is correct, click on **Import**.

If there are errors, click on the **Cancel and Return to Blackboard** link and make any necessary updates to the grade information in the Blackboard Grade Center.

Scenario 2: If the Blackboard course is mapped to more than one ASU course in CEM you will be taken to the **Grade Import – Class Selection** page. Below is an example of a Blackboard course that is tied to three ASU courses in CEM. Select the class to import grades to and click **next**.

You will be taken to the **Grade Import – Preview Grades to Import** page. Review the grade entries. If the information is correct, click on **Import**.

If there are errors, click on the **Cancel and Return to Blackboard** link and make any necessary updates to the grade information in the Blackboard Grade Center.
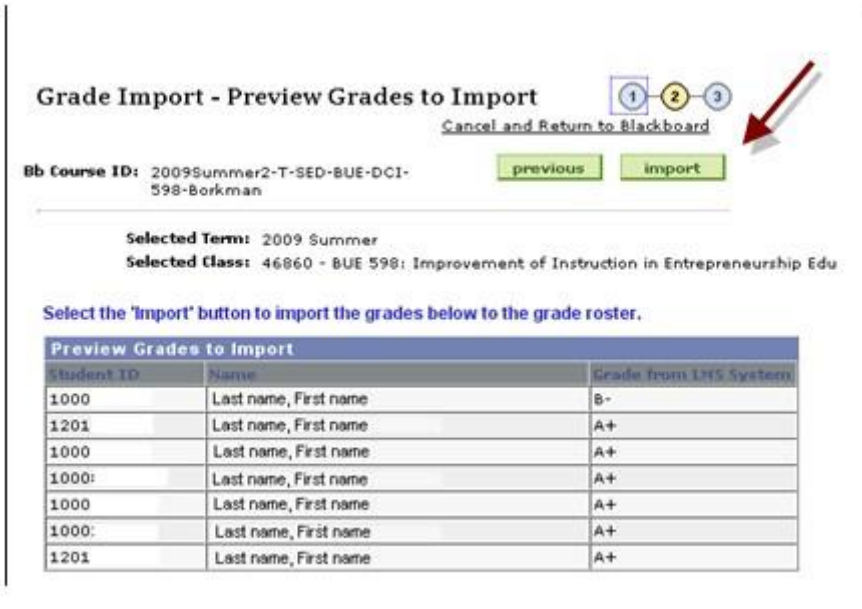
Follow these steps as many times as necessary until each ASU course listed in the Grade Import – Class Selection window has been selected for grade importing.

Step 5: The **Grade Import – Import to Grade Roster** window will open and display the results of the import. Grades without an error message were successfully imported to the Grade Roster. Grades that did not successfully import will be highlighted in red and will indicate the reason in the Error Message column.
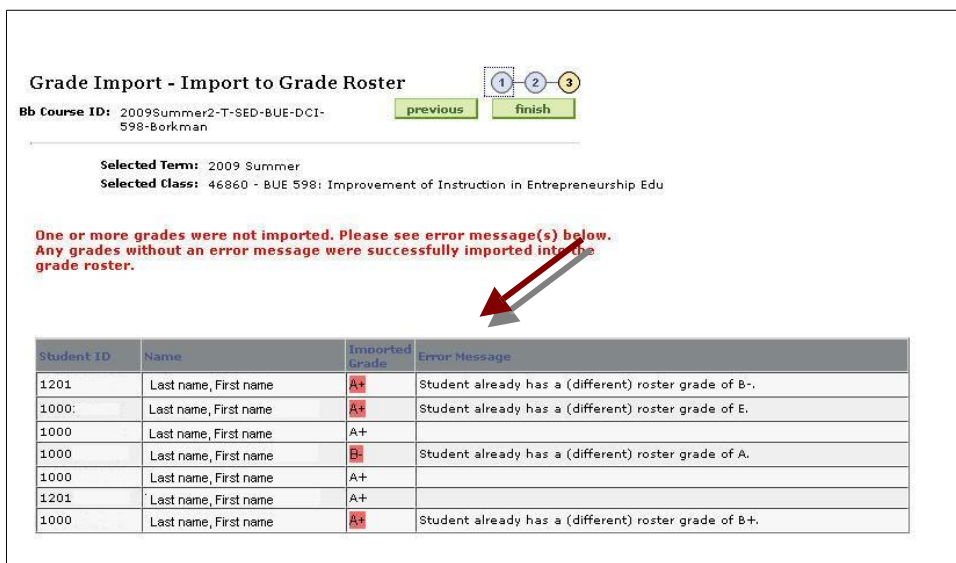
Step 6: Click on the **Finish** button to return to Blackboard. If you received an error message indicating that a grade did not import into the Grade Roster you can opt to follow the export from Blackboard steps again or you can opt to log in to the Grade Roster and make grade changes as necessary.
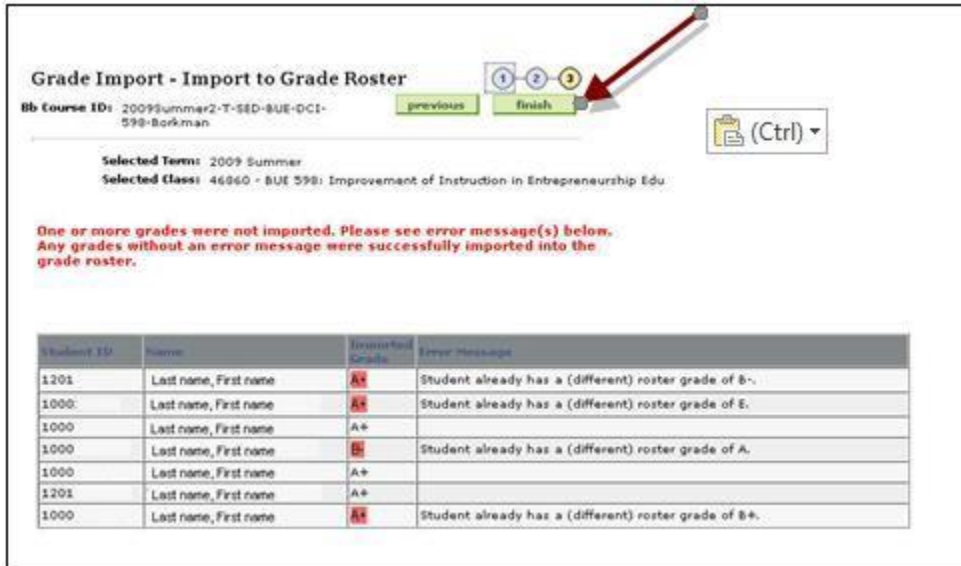
Step 7: After you have exported grades from Blackboard into the Grade Roster be sure to log in to the Grade Roster and update the **Grade Roster Action: Approval Status** to ensure that grades post to students' records. Steps for updating the Grade Roster Approval Status can be found in this document under **Post Grades to the Grade Roster**.

Troubleshooting Transfer of Grades from Blackboard Grade Center to Grade Roster

Scenario 1: You initiate the export in the Blackboard Control Panel and receive this message:

Possible causes for the error message:

a. The course exists in Blackboard, but it does not correspond to an actual class in the Grade Center. Verify that the Blackboard course is linked to a Grade Center course in Course Enrollment Management (CEM) via Blackboard Support. See instructions for contacting Blackboard Support under Scenario 2.

b. You are not listed as an instructor or teaching assistant with grade or post access on the schedule of classes. The instructor of the class should contact the department's class scheduler to have the instructor/teaching assistant information updated.

c. A Grade Roster has not been generated for the class that is being graded.

If the error is caused by issues b or c, contact their department Roster Contact via email to alert them of the issue.

Scenario 2: You receive an error that indicates a communication problem between Blackboard and CEM.

Possible causes for the error message:

a. If the text of the error indicates "Failed to invoke method list Grades in…" as shown in the green highlighted text, you have not set the display option for the column containing the final grade as "Letter" In Blackboard. Please review the ***Prepare Blackboard Grade Center for Grade Exporting*** section of this document for instructions for setting this option correctly.

b. If you receive an error message other than the one referenced above, the issue will need to be researched by Blackboard support. Log in to My ASU and click on **Service**. Click on **New Ticket**.
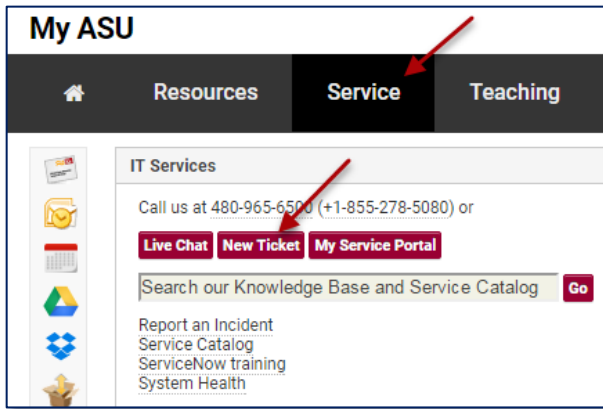
Fill out the form and click **Submit**. Someone from the ASU blackboard team will contact you shortly.
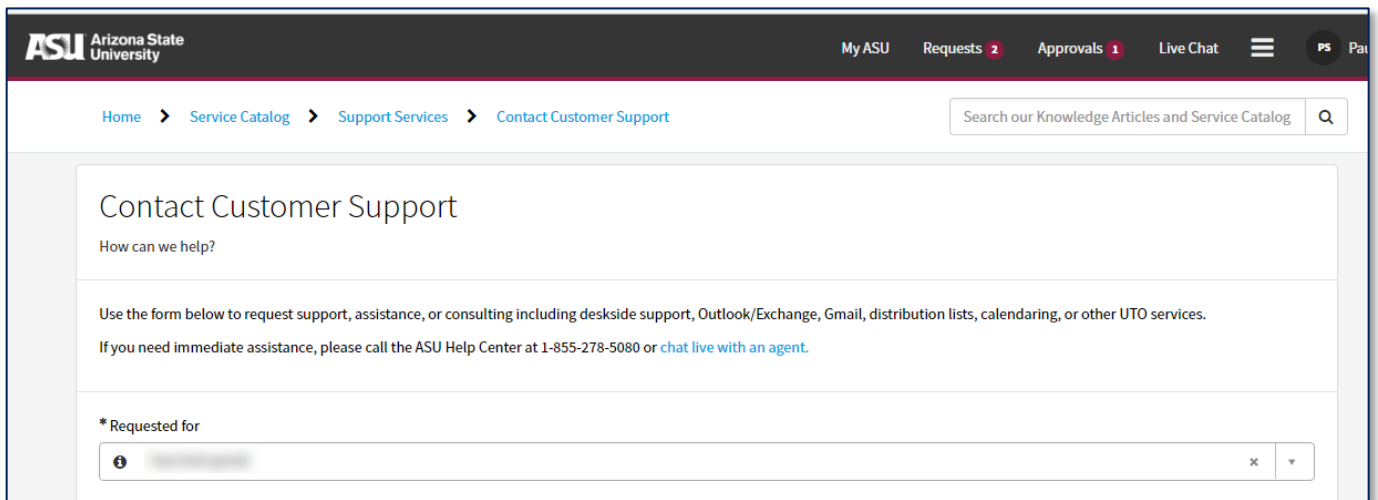
Request Grade Changes

Use this method when all of the grades have been posted and the roster status is "complete".

Step 1: Click on the Request Grade Change button.

Step 2: The **Grade Change Request** window will open. To submit a new grade change, select the new grade from the **Change Grade To** drop down list and enter a reason for the grade change. All grade changes must have a reason entered.

Step 3: After all grade changes have been entered, click the **Submit** button at the bottom of the page. After you have clicked Submit, your grade change(s) will be labeled with a Grade Change Status of Requested.
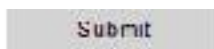
Step 4: Once grade changes are requested, they go to the Level 1 Approver for the Academic Org associated with the clas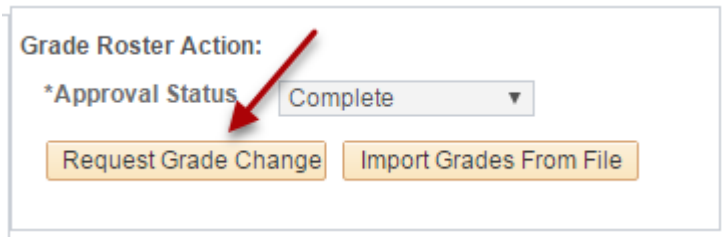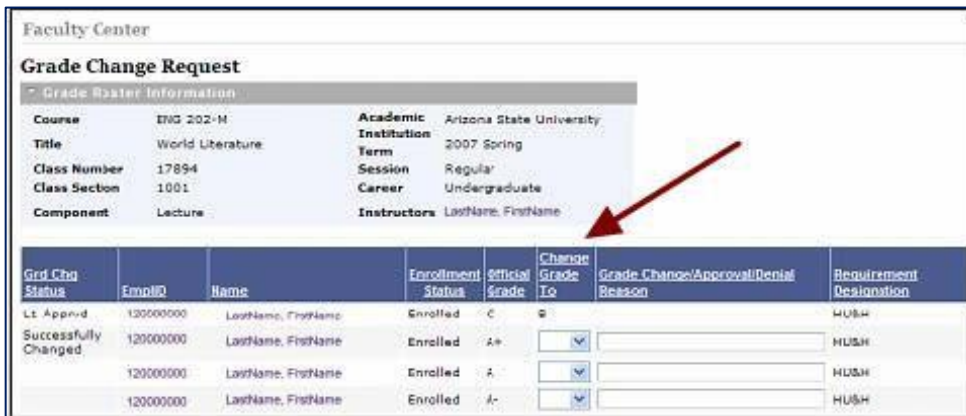s (generally the department office). If approved, the grade change then moves to a Level 2 Approver (generally the college office). If approved by Level 2, the grade changes are posted to students' records and students receive an email notifying them to check their records.

A grade change may be denied at Level 1 or Level 2 status. At that time email notifications are sent back to the requestor and/or the Level 1 Approver. Denied grade changes may be re-requested.

Multiple grade changes may be submitted for a single student; however, each change request must be processed through to completion before a new request may be submitted.

The Grade Change Request page may be viewed at any time to see the status of a grade change.

Grading Options & Definitions

Below is additional information on grade options that faculty most frequently have questions about. Please visit the Grades and Grading Policies website if you have questions about a grading option not listed here.

Incomplete (I)

A grade of "I" (Incomplete) should be assigned when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond his/her control. Students are required to arrange with the instructor for the completion of the course requirements. The arrangement should be recorded on the Request for Grade of Incomplete form. The completion date is determined by the instructor, but may not exceed one calendar year from the date the grade of "I" is recorded. When a student completes the course, the instructor must submit an online grade change request to assign the earned grade.

Pass (P)

A "P" grade should only be assigned when an individual student receives permission from both the class instructor and his/her college to take the course as Pass/Fail. Permission is recorded on the Pass/Fail Enrollment form. If the course only awards Pass/Fail grades, the "Y" grade should be utilized to indicate successful completion of the course.

Audit (X)

A mark of "X" is recorded for completion of an audited course, unless the instructor determines that the student's participation or attendance has been inadequate, in which case the mark of "W" (Withdrawal) may be recorded. This grading option may not be changed after the close of the drop/add period. The "X" is not included in earned hours and is not computed in the GPA.

Satisfactory (Y)

A "Y" grade is used for courses in which the instructor assigns only grades of "Y" or "E". The "Y" grade is generally used for successfully completed internships, projects, readings and conference, research, seminars, theses, dissertations, and workshops. If a course utilizes only the letter grades of A+, A, A-, B+, B, B-, C+, C, D, and E, but a student receives permission to take the course for Pass/Fail credit, the "P" (Pass) or "E" (Fail) grade should be assigned to the student.

Course in Progress (Z)

The "Z" grade is typically used for courses where work will not be completed within one semester's time, such as research, thesis, and dissertation. Once coursework is complete, the instructor must submit a grade change to assign an appropriate grade.

Academic Dishonesty (XE)

The grade of "XE" denotes failure due to academic dishonesty and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade of XE.

Failing Never Participated (EN)

The grade of "EN" denotes failure due to the student never participating in a course and is treated the same as an "E" for the purposes of GPA, course repeatability, and academic standing determination. The "EN" grade assists ASU in determining a student's financial aid eligibility. For federal aid purposes, we must determine if a student participated in all courses for which they received federal aid. When a student does not participate, the financial aid office must recalculate the student's eligibility. A grade of "EN" will display on the student's transcript beginning fall 2016. Please review the "Grades and Grade Selection" section of the Grade Posting FAQs page for more information about the "EN" grade.