Transferring Grades from Blackboard to LEO

User Process Documentation for Transferring Student Grades from the Blackboard Grade Book to LEO

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Transferring Grades from the Blackboard Grade Book to Banner

Beginning with fall 2014, the capability to transfer grade files directly from the Blackboard course Grade Book to Banner (LEO Online) is available to all faculty. The overall process to accomplish this consists of:

1. Selecting or creating a column from your course Grade Book that will indicate the students’ grades to be transferred
   a. This column can be a column where grades are entered manually, and YOU ensure the grading scheme complies with what is allowed at ODU.
   b. This column can have an automated grade schema applied that will convert grades from numeric to letter grades.
2. Setting the column you have selected as External Grade
3. Uploading the grade file to LEO.
4. Logging into LEO and submitting grades (aka Processing Grade File).

The following documentation provides information on each of these steps to help you work your way through this process.

To successfully submit your grades:

1. You must be instructor of record in Banner.
2. The Blackboard Grade Book column to be submitted must be marked as External Grade. See the section on Marking Column as External Grade below for additional information.
3. The Blackboard Grade Book column to be submitted must be submitted as Letter Grade or Pass/Fail, else it will not upload to LEO. See the section on Grading Schemas below for information about acceptable grading schemas.
4. Before uploading your grades, you can override certain individual student grades that have been automatically entered based on your grading schema to “Incomplete,” “Audit” or “Withdraw Failing.” See the section on Overriding Grades below for additional information.
5. Carefully double check and verify the grades are accurate. Once grades are rolled to academic history by the Registrar, you will not be able to make additional changes in Blackboard or LEO unless you are using the online grade change process in LEO or the formal, written process.
6. Students who do not have a grade in the specific column will not be included in the submission file. You can report these grades by direct entry into LEO or by resubmitting the grade file. Only previously unreported and unrolled grades will be updated in LEO.
7. You will need to work with the Registrar’s Office to process any subsequent grade change or to address omissions.

8. Grades for students who have been added to the course manually in Blackboard (i.e., not officially registered in the course) will be ignored by Banner. You will need to work with the Registrar’s Office to submit the grades for these students.
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Logging into Blackboard and Preparing Your Grade Book

Log into Blackboard at https://www.blackboard.odu.edu. You will be asked for your Monarch Key Login (Midas ID and password). After you are logged in select the course for uploading grades.

Preparing the Blackboard Grade Book

While in the course you wish to submit grades for, go to the Control Panel, click on Grade Center, and then click on Full Grade Center.
Although Blackboard will allow you to create and maintain a wide variety of different grading schemas, when uploading grades to LEO, it will ONLY accept valid letter grades or Pass/Fail. Anything else will be ignored and not processed. Within the Grade Book you can create/define the grading schema to be used for that course. Only valid letter grades will transfer from Blackboard to LEO. Valid letter grades are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WF, I. **Overriding the schema to apply a WF or I grade to a student will be available in the final step before uploading the grade file to LEO** (refer to documentation section on Overriding Grades). Validation of letter grades will occur during the processing of grades in LEO.

Blackboard automatically applies a default-grading schema to every column in the grade book. Each type of schema applied is defined by how the column is created and used. To correctly manage the grading schema for the column that you will be exporting to LEO, click on the Manage option from the Grade Center menu, then click on Grading Schema.
When you go in to manage the Grading Schema, you will see the default schema called **Letter**. It is recommended that you do not edit the default schema in case you need to use it later. Instead, make a copy of the default schema before editing it. Click on the options menu next to **Letter** and select **Copy**. This will copy the default Grading Schema to a new grading schema named **Letter(2)**.

Once the copy has completed, click on the context menu next to the new Grading Schema named **Letter(2)** and select **Edit**. This will bring up the grading schema to be edited. You will have the opportunity to rename the new schema and edit the values used.
The **default schema** contains all the letter grades and the percentages that are available in the default context. New rows can be added by clicking the **left facing arrow** next to the schema where you want a row inserted. Existing rows can be deleted by clicking on the menu item **Delete Row**.

Adjust the Grading Schema to remove the A+ grade and to correctly reflect the scoring percentage you wish to apply to this Grading Schema. Click the **Submit** button to save your changes.

When you make changes by adding or deleting rows to the Grading Schema, you will notice that the remaining rows automatically adjust the percentages to address the changes being made at each level of the schema.

If you need to create a Pass/Fail schema to use in your class, click on the **Create Grading Schema** from the Grading Schemas menu. When the new schema opens, add a new name (Pass/Fail) and description, adjust the schema mapping for the scores to equal Pass and Fail then click **Submit** to save the schema.
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Applying a Grading Schema

If you have already created and/or defined a column in your Blackboard Grade Book for the final grade, you can apply this grading schema to that column by clicking on the context menu next to the column and selecting Edit Column Information.

When the column information page comes up, scroll down below the description and find the Primary Display selection. Click on that pull down menu and select Letter(2) which is the grading schema that you previously modified. Setting the primary display is where the grading schema is applied to the grade column.

For clarity, you can set the secondary display to whatever schema you choose. The secondary display will be shown in the same column in parentheses following the primary display. Secondary display is shown only in your Grade Book and will not be transferred to LEO. Using the secondary display can be helpful if you prefer to see the numerical grade as it is being translated into a letter grade by the schema. This could be useful if you intend to manually override grades based on performance.

You can then click Submit to save the change.
Preparing a Grade Book Column for Midterm or Final Grades (optional)

This section is offered optionally for those who have not created or defined a column in their Grade Book that can be used to export grades to LEO. If you do not have a column already prepared to use for a Midterm or Final grade, you can create one or more columns for calculating and storing Midterm or Final grade information. How many you need and how they are used depends on how you want the grade calculated.

The simplest option would be to create a new column in your grade book by clicking on Create Column from the menu, adding a Name, then applying a primary display (grading schema) and / or secondary display, then clicking Submit. Once the column is created you can manually type in an appropriate letter grade, set the column to External and submit your grades.

Another option is to create a calculated column that can be used to store Midterm or Final grades. To accomplish this, click on the Create Calculated Column menu in the Grade Center. There are four options for types of columns that you can select from: an Average column, a Minimum/Maximum column, a Weighted column and a Total column. Select the one that best fits how you will be calculating this grade column.

When choosing a type of column to configure, bear in mind this information on how grades will be calculated:

**An Average Column** will average the scores found across the columns selected.

**A Minimum/Maximum Column** will select the minimum or maximum grade from those columns selected. You can also define grading periods.

**A Total Column** will total the grades in all the columns selected.

**Using a Weighted Column** allows you to apply weights to specific grade columns selected to be used in the grade process. Using the Weighted Column and creating and using categories also allows you to drop lowest/highest grades or use specific values to calculate the grade.
All four types of columns have several components in common. These include:

**Column Name** – The name you are calling this column.

**Grade Center Name** – The column header that you and students will see in the Grade Center.

**Description** – Any information you want to describe the column.

**Primary Display** – This defines the calculated grade column display format. The options include Score, Text, Letter, Percentage and Complete/Incomplete. To submit grades to LEO you MUST select Letter or an edited grading schema that you saved. This is the option that is displayed in the grade book.

**Secondary Display** – This display option is for viewing in the Grade Center ONLY. This selection will show up in parentheses next to the primary display.

**Calculate as a Running Total** – A running total only includes items that have grades or attempts. Selecting “No” includes all items in the calculation, using a value of 0 for an item if there is no grade.

**Include in Total** – This radial selection lets you choose All Grade Columns or Selected Columns and Categories. If you choose All Grade Columns, all scores in the grade center will be used to calculate the grade in this column. If you choose Selected Columns and Categories, you will be presented a selection menu to select the specific columns you want to include in the grade calculation.

**Include this Column in Grade Center Calculations** – Yes or no.

**Show this Column to Students** – Your choice will determine whether or not students can see this column in their view under My Grades.

**Show Statistics (average and median) for the Column to Students in My Grades** – This will define whether students see statistical information about the grade column in their view under My Grades.

To use a grade column for transferring grades to LEO, the Primary Display must be set to either LETTER or PASS/FAIL. You can set the secondary display to any other value you would like to see in the grade column. The secondary display will be shown in parentheses next to and in the same cell as the primary display.
Setting Letter Grade as the Grade to be Reported

Select the column to be exported and using the drop-down arrow to the right of the heading, select “Edit Column Information”

A new screen will display that will permit you, if you wish, to rename the column heading, add a description, select the primary display (here you select “Letter(2)” for the final grade export), select the secondary display (your selection from multiple options).

When done, click “Submit.”

Marking a Column as External Grade

Within the Blackboard Grade Center, you can designate only one column as an External Grade. This can be changed at any time and can be a column you create manually but manage automatically (calculated column). To designate a column as the External Grade, click on the options pull down menu next to the column name and select Set as External Grade.

You can quickly identify which column has been set to the External Grade as it will have a green check mark next to the name. The system will only let you configure ONE external grade column.
Submitting Your Grades to LEO

Submit Grades Tool
Once you have completed preparing your grades for submission to LEO, go to the Control Panel on the left side of the screen in the course, click on Course Tools, then click the Submit Grades tool.

Once you click on the Submit Grade tool you will see a page that contains a list of reminders of the things that must be accomplished for you to submit your grades to LEO.

The list contains information on the following items:

- Are you the faculty of record for this course?
- Do you have the correct Grade Book Column marked as an External Grade?
- Is the grade format set to a Letter Grade?
- Have you validated there is a valid grade for all students?

If you need to override grades for students, you will be able to do that in the next step (refer to the section on Preparing the Blackboard Grade Book).

Remember:

- Students manually added to this class in Blackboard cannot be reported using this process.
- Until grades have been rolled to academic history, changes can be made on the roster in LEO Online Faculty Grade Entry.
- After grades have been rolled to academic history, changes can ONLY be made through the online grade change process (Report a Change of Grade menu item in LEO Online) or directly through the Registrar, using the paper grade change form.

Click Proceed when you have reviewed this information.
Reviewing Grades for Submission to LEO

The system will provide you with a list of all students that are currently enrolled in your course, along with their Username, Grade and the Enrollment Type.

The system will give you the opportunity to page through the list one page at a time, display all the students/sections on one continuous page, or you can specify exactly how many students per page you wish to view.
Overriding Grades

The Submit Grade tool provides the ability to override the grades assigned within the Blackboard Grade Book. To do this, click on the context menu arrow next to the grade. This will give you the option to assign an “I” (Incomplete), “WF” (Withdraw Fail), or to Reset Grade to the previous grade assigned.

Grades being assigned to students who are auditing a course must manually be reported directly in LEO by the faculty member.

This is your opportunity to review the grades you have assigned in Blackboard and change them if necessary.

** Note – If the enrollment type is Manual – the grade will be ignored in LEO. Only the enrollment type SIS will process in LEO. If your student is completing an incomplete grade, you must use the “Report a change of grade” link in LEO or submit a grade change form directly to the Registrar’s Office to update the grade.

If you realize you have made a number of mistakes you can click on the Reset Grades/Start Over button to undo any changes made to the grades and return the view to the original grades specified in the Grade Book Column you used, or you can click on Cancel to return to the Blackboard Grade Book.
Once you have reviewed all the grades, overridden those that were necessary and confirmed the information is correct, you can click on Submit Grades to LEO. The system will prompt you one last time to confirm you want to send the grade file. Click OK to proceed.

Upload Confirmation

You will get a confirmation from the system that the file(s) have been successfully sent to Banner (LEO).
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Processing Uploaded Grades in Banner (LEO)

Log Into Banner (LEO)
If you have not already logged into Banner (LEO) you can go to https://www.leoonline.odu.edu and log in using your Midas ID and password.

Navigate to the Web Grade Menu

On the Main Menu click on the link for Faculty & Advisors

Then select the Web Grade Menu to proceed to process your Blackboard grades.

Find your Grade File

Once on the Web Grade Menu click on Select a File to Process to retrieve the file sent over from Blackboard.
Grade files have specifically formatted file names. These are in the format of UIN_Term_CRN.csv where UIN is the UIN of the faculty of record for the course, the term is the semester term of the grade file and the CRN is specific to that course section. The Blackboard grade submission process automatically formats the file name and content to upload properly to LEO.

From the Select a Grade File to Load screen use the pull down menu and select the grade file you wish to process. Once you have selected the correct file click on Process Grades to process those grades into Banner (LEO).

If you DO NOT see the file for the CRN you have uploaded from Blackboard and intend to process, contact the Registrar’s Office to report the issue. The Registrar and ITS will work to promptly identify and resolve the problem.

Once you click on Process Grades, the grades have been recorded to each student’s academic history in Banner (LEO).
Manually Correcting Grades (prior to rolling to Academic History)

If you notice an error, you can still correct a grade entry by going to the Faculty & Advisor screen, clicking on Faculty Grade Entry, locating the CRN and roster, and manually adjusting the grade entries until the grade is rolled.

**Note: The Registrar rolls grade data to academic history three times per day. Once a grade has been rolled to academic history it cannot be changed through this upload process. If an error has been made and the grade has been rolled to academic history, the grade can be corrected ONE time using the “Report a Change of Grade” link in LEO; otherwise it should be changed by submitting a grade change form to the Registrar’s Office.**

This new process does not remove the responsibility of faculty to load all grades to Banner (LEO) by the required deadline. If you encounter problems with this new process that cannot be resolved in a reasonable timeframe, use the Faculty Grade Entry system to enter grades individually, or export a roster, add grades and dates of last attendance (where needed), and import the roster back into FGE. For instructions on using the Faculty Grade Entry system, refer to https://www.odu.edu/facultystaff/teaching/course-administration/entering-grades.
**Addressing Process Errors**

After you have processed your grade file, you will get a Grade Upload Confirmation and Verification. This screen documents the grade file that was used and errors and specific actions that have been taken or need to be reviewed.

![Grade Upload Confirmation and Verification](image)

**Grade Rolled to History**

This message indicates that the grade has previously been rolled to academic history by the Registrar and the grade in this file was ignored. If this grade is different than previously submitted, use the “Report a Change of Grade” menu item on the Faculty & Advisor menu to update the grade, or submit a paper grade change form (available from your department) to the Registrar’s Office.

![Grade Rolled to History](image)

**Learner Enrollment Does Not Exist**

This message indicates that the student listed in the file was NOT enrolled in that course. You should refer the student to follow up with the Registrar.

![Learner Enrollment Does Not Exist](image)
Grade Not Valid for Section

This message indicates that the grade assigned to that student was not a valid grade and was not processed. You will need to revisit the assigned Grading Schema and correct this error.
Frequently Asked Questions:

How long do grade files stay in LEO?

Uploaded grade files will remain as long as the grading period is “open”. Once you see the message “Grade already rolled to history” you will not be able to change the grade for that student or class by uploading a new grade. If you need to correct or change a grade, use the “Report a Change of Grade” link in LEO to update the originally reported grade. Otherwise, you must complete the change of grade form available from your academic department, including justification, your signature and your department chair’s signature.

What should I do if I see the message “Invalid Grade”?

Check the following:

- Student’s registration status (pass/fail, audit)
- Grade of A+ is not valid for any course
- Grades of D+, D and D- are not valid for graduate level courses
- Other typographical errors made when entering grades. Make corrections as necessary.

What if my file doesn’t seem to upload?

If you go into Find File to Process and do not see the file for the CRN that you have uploaded from Blackboard, you should contact the Registrar to help determine the problem.

Can I type my grades in lower case?

Yes. Grades will be converted to uppercase when processed into Banner.

Where can I verify that my uploaded grades were processed?

You can check your grades by going into the Faculty Grade Entry system and check the Grading Status indicator for each CRN. “Completed” means all grades have been loaded for that CRN; “In Progress” means one or more grades are still missing; “Not Started” means no grades exist for that CRN. The Rolled Status indicator shows whether the Registrar has rolled the grades to academic history. The student roster for each CRN will display the grades you have loaded, and dates of last attendance for F and WF grades.

Whom do I call with questions?

Office of the University Registrar, 683-5792 or 683-6530 or email register@odu.edu