

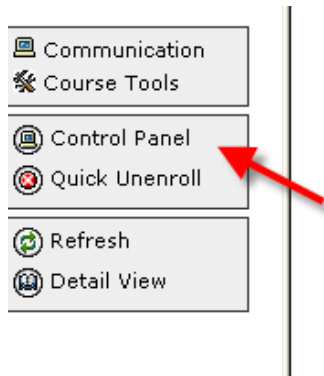
REVISED 10/08
Blackboard/Banner Gradebook Extraction

An automated process has been developed between the Blackboard Gradebook and Banner that will extract both midterm and final grades from Blackboard and import them into Banner. The “Gradebook Extraction” process will run twice daily during the semester.

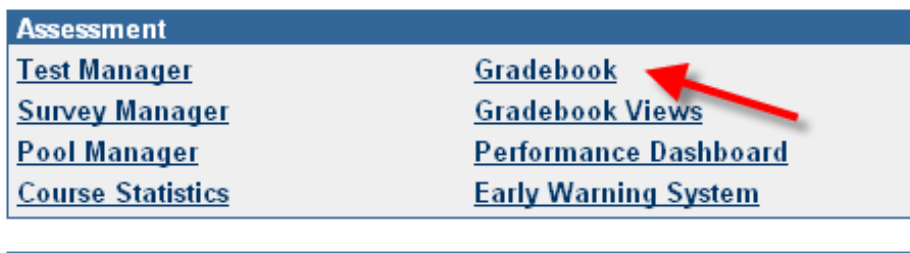
Please check the Registrar’s office site for grade submission deadlines <http://www.unco.edu/regrec/Calendars> . If you cannot meet the posted deadlines contact the Registrar’s Office, Vickie Haywood (970) 351-1846 or Joyce Hays (970) 351-1847 for information on when URSA grade submission will be available.

Faculty can opt into this process and if you wish to participate you need to follow the steps outlined below. You will not have to submit grades through URSA if you use this process.

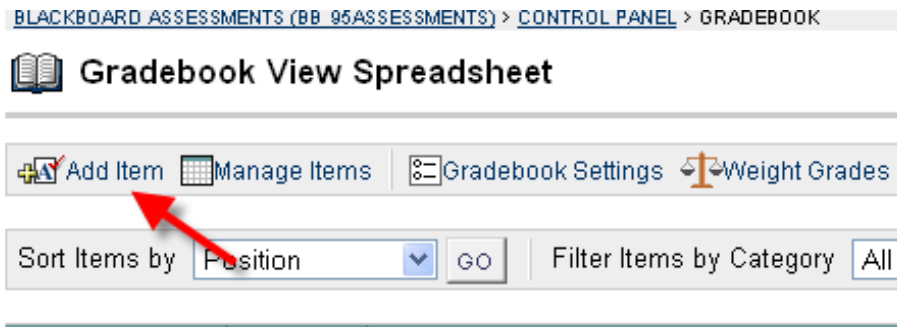
1. Go to the course Control Panel.



2. Under Assessment, click on Gradebook



3. In the Gradebook View Spreadsheet, click on Add Item.



4. You will be adding three new columns to your Gradebook.
 - a. Banner Mid-term Grade
 - b. Banner Final Grade
 - c. Last Attended Date

5. In Add Gradebook Item, complete the information for each column as shown below:

a. Banner Mid-term Grade

Item Information

Item Name: Banner Mid-term Grade

Category: Other

Description:

Creation Date: 7/29/08

Due Date: Sep 27, 2008

Points Possible: 0

Display As: Text

Options

Select No for the first option to make this Gradebook item unavailable in My Grades. Select No for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No

Submit

Click Submit to finish. Click Cancel to quit.

Required Field

Click on Submit to add Banner Mid-term Grade to the Gradebook

Cancel Submit

b. Banner Final Grade


My Blackboard Courses System Admin Home Help Logout

BLACKBOARD ASSESSMENTS > GRADEBOOKS > CONTROL PANEL > GRADEBOOK > ADD GRADEBOOK ITEM

Add Gradebook Item

1 Item Information


* Item Name: **Banner Final Grade**


Category: Other  Use the drop down box to select "Other" for Category

Description:

Creation Date: 9/22/08

Due Date: Sep 21 2008


* Points Possible: 0  Enter zero (0)

Display As: Text  Use the drop down box to select "Text" for Display As

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.


Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No  Select No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Click on **Submit** to add Banner Final Grade to the Gradebook 

c. Last Attendance Date


My Blackboard Courses System Admin Home Help Logout

BLACKBOARD ASSESSMENTS > GRADEBOOKS > CONTROL PANEL > GRADEBOOK > ADD GRADEBOOK ITEM

Add Gradebook Item

1 Item Information


* Item Name: **Last Attendance Date**


Category: Other  Use the drop down box to select "Other" for Category

Description:

Creation Date: 9/22/08

Due Date: Sep 21 2008


* Points Possible: 0  Enter zero (0)

Display As: Text  Use the drop down box to select "Text" for Display As

2 Options

Select **No** for the first option to make this Gradebook item unavailable in My Grades. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.


Make item available to users. Yes No

Include item in Gradebook score calculations. Yes No  Select No for both options.

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Click on **Submit** to add Last Attendance Date to the Gradebook 

The columns have been added to the end of your Gradebook and should look like the example below.

<u>Banner 1</u>	<u>Paper 1</u>	<u>Banner Mid-term Grade</u>	<u>Banner Final Grade</u>	<u>Last Attendance Date*</u>	<u>Total</u>	<u>Weighted Total</u>
Assignment	Assignment	Other	Other	Other	Pts Possible 632	
Pts Possible 0	Pts Possible 10	Pts Possible 0	Pts Possible 0	Pts Possible 0		
Weight 0%	Weight 0%	Weight 0%	Weight 0%	Weight 0%		
-	-	-	-	-	-	-
-	-	-	-	-	2	1.43%
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	20	14.29%
-	-	-	-	-	-	-

- When adding grades to the midterm and final grade columns make certain you are using an alpha character (i.e. A, B, C, D, F, I, UW, S or U). The process will not recognize numbers or percentages.
- If an invalid grade value is entered (i.e. numeric values, NC, IP, W) an error will occur and IT staff will be notified. Instructors will be contacted by the Registrar's Office to make the appropriate change in Blackboard. Once a correction is made in Blackboard, the grade will be processed.
- The correct grade mode for a class must be used; if invalid grades are entered they will not be processed. Instructors will be contacted by the Registrar's Office so correct grades can be entered in Blackboard and processed.
- Once a grade is entered in Blackboard and processed into Banner, it will not be changed in Banner by making a change in Blackboard. You must follow the Registrar's Office grade change procedures to have the grade changed in Banner.
- Enter a date in the "Last Attendance Date" column (use the format mm/dd/yyyy, for example 07/04/2008) **only** when a student stopped attending class during the semester and is receiving a grade of "F" or "UW". If you assign a grade of "UW" and the student did not attend class do not enter a date.