

## Uploading Grades from Blackboard to UAConnect

This optional process allows faculty to approve grades in Blackboard Grade Center and then transfer those grades to UAConnect.

The grade transfer process is straightforward. First, indicate in Blackboard, which grade column to transfer, and then extract those grades. Next, in UAConnect, select the grades as usual and then complete the transfer by clicking the **Upload from Bb** button. The final step is to submit and save.

**Important:** Only the *Instructor of Record* is able to transfer grades from Blackboard to UAConnect. Teaching Assistants are not permitted to use this process.

Please contact Blackboard Support at [bbhelp@uark.edu](mailto:bbhelp@uark.edu) if you experience any problems.

### Blackboard Process:

#### Set the Primary display of the desired grade column to show as a letter grade

A letter grade is required to transfer grades. If the column is set to display a number, such as a score or percentage, those grades will not transfer

For the grade column, use one of the following column settings:

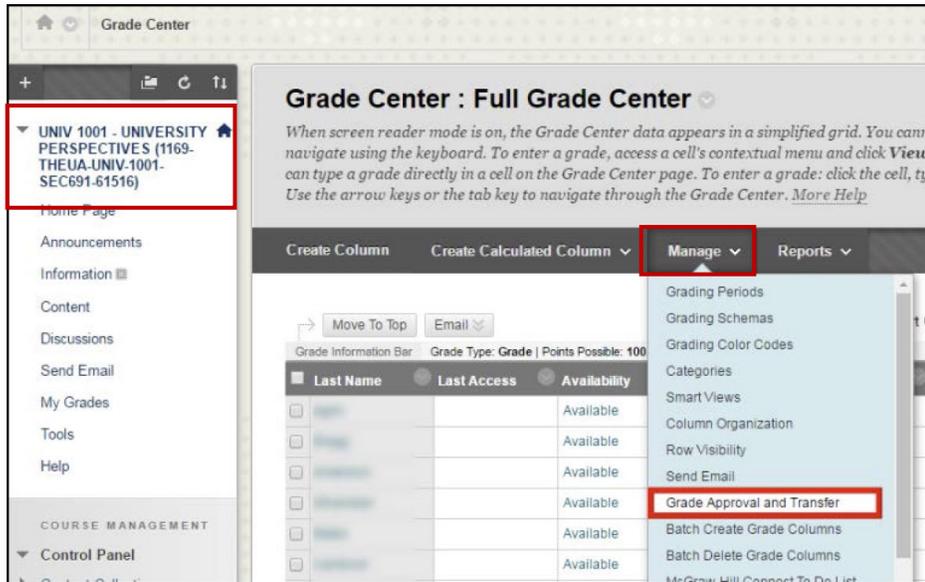
- A calculated column type with Primary Display set to **Letter**.
- A text column type with Primary Display set to **Text**.

**Tip:** Name the column you want to transfer so that it is easy to identify in the full list of **Grade Center** columns in a future step (e.g. Final Grade, Mid-Term Grade, UAConnect Grade)

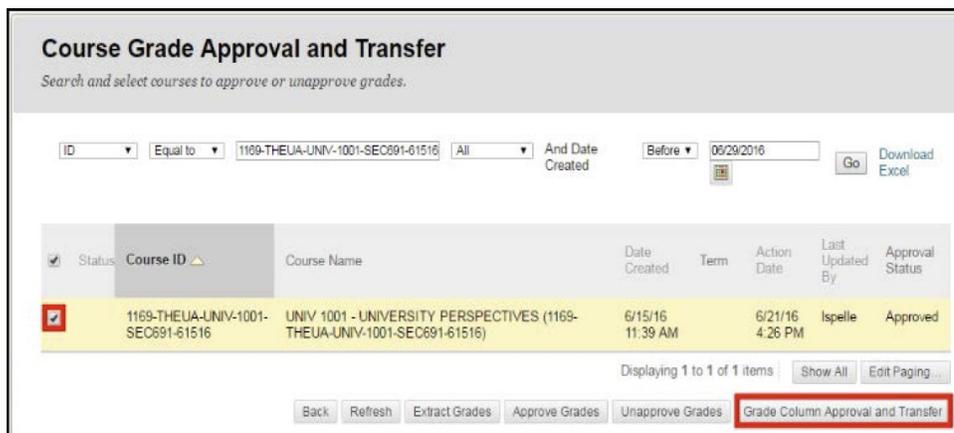
**Note:** Only those courses listed in AFLS, ARCH, and LAWW can have +/- in the grade column for official grades in UAConnect.

**Complete the Grade Approval and Transfer:**

1. Access the desired course located on the **Full Grade Center** in Blackboard.
2. Click **Manage** from the top menu.
3. Select **Grade Approval and Transfer** from the drop-down list.



4. Look for the list of courses under the **Course ID**, **Course Name** and **Approval Status** columns in the new window.
5. Select the **Status** check box of the course.
6. Click the **Grade Column Approval and Transfer** button.



- Look for the course grade columns in the new window and select the check box for the letter grade column you want to transfer to UAConnect. *This example shows **Weighted Total (Before Extra Credit)** selected.*
- Click the **Extract Grades** button.

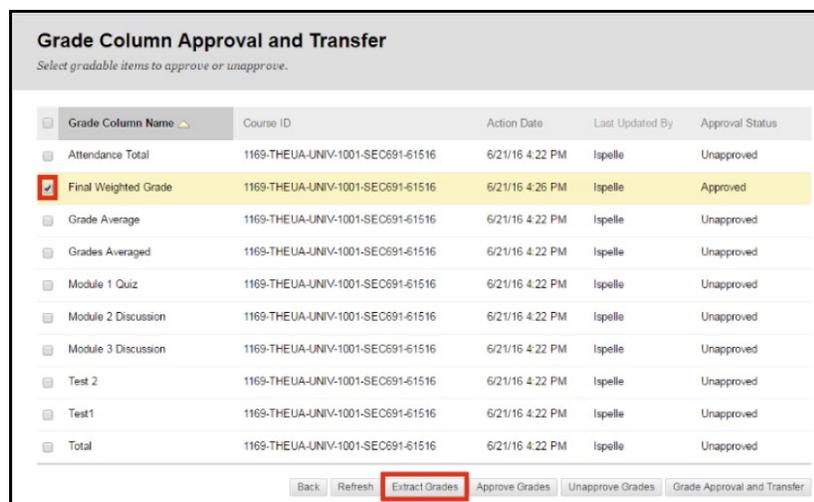


- If you see a popup box, click OK.

*A purple banner at the top of the page indicates that grades have been approved successfully. The approval status now indicates that column as **Approved**.*

**NOTE:** if the wrong column is approved, select the check box next to the column and click the **Unapprove Grades** button to remove that approval. Finally, select the check box for the grade column again, and click the **Extract Grades** button.

**IMPORTANT:** You must complete the process in UAConnect before final grades are due. The extracted grades will expire after 15 days.



*A purple banner at the top of the page indicates that the **Extract Successfully Ran** and the **Approval Status** now shows that column as **Extracted**.*

## UAConnect:

The final step in this process is in UAConnect. **IMPORTANT:** You will need to repeat step 3 for each class listed as a combined section in Blackboard.

Upload and Submit Grades to UAConnect

1. Log in to your UAConnect Faculty Homepage.
2. Click the **Grade Roster** link to open that roster.

My Teaching Schedule > Spring 2019 > The University of Arkansas							
Personalize   View All   First 1-10 of 10 Last							
Class	Class Title	EP Approval Status	Final Approval Status	Enrolled	Manage Syllabus		
BENG 451VH-001 (1932)	HONORS THESIS (Thesis Research)	Blank		1		<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>
BENG 452V-001 (4839)	SPEC TOPICS IN BIOL ENGR (Special Topics)	Blank		5		<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>
BENG 452V-001 (13658)	SPEC TOPICS IN BIOL ENGR (Special Topics)	Blank		6		<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>
BENG 4823-007 (10304)	SENIOR BIOLOGICAL ENGR II (Lecture/Laboratory)	Blank		4		<a href="#">Class Roster</a>	<a href="#">Grade Roster</a>

3. Select **Final Grade** in the **Grade Roster Type** drop-down menu in **Display Options**.
4. Click the **Upload from Bb** button to upload the grades extracted from Blackboard.

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BENG 4823 - 007 (10304) Change Class Upload from Bb

Senior Biological Engineering Design II (Lect/Lab)

Days and Times	Room	Instructor	Dates
TBA	TBA		01/14/2019 - 05/02/2019

**Display Options**

\*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

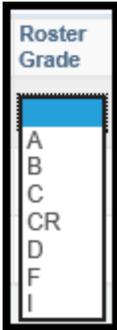
**Grade Roster Action**

\*Approval Status: Blank Save

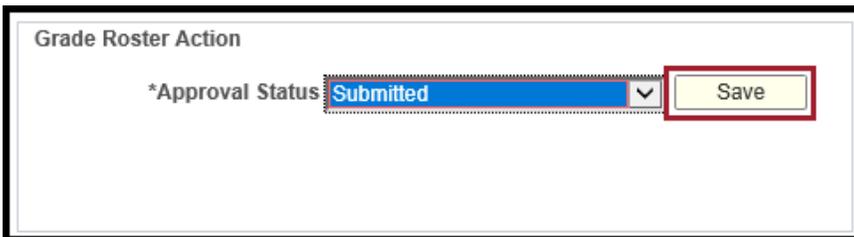
5. Review the results page that shows the number of grades that were successfully uploaded.

<b>Grades processed for 1193-THEUA-BENG-4823-SEC007-10304 by cstst49</b>	
<b>Grades successfully uploaded:</b>	<b>34</b>
<b>Invalid grade values that were not processed:</b>	<b>10</b>
<b>Bb students with grades already on the UAConnect roster:</b>	<b>0</b>
<b>Bb students not found on the UAConnect roster:</b>	<b>7</b>

6. If *all* the grades were not successfully added with the upload, you will need to manually input the grades on the grade roster in UAConnect. Select the Final Grade roster type to enter those grades. Grade boxes will be available in the **Roster Grade** column.



7. When all grades have been successfully entered, click the **Approval Status** drop-down menu and select **Submitted**.



8. Click **Save**. **Important:** You *must* click **Save** or the grades won't be submitted!