Set up Blackboard Grade Centre for Marks Import

*See Notes on NGP course and grades on Hold

All student marks must be entered into Blackboard so that they can be exported into Peoplesoft at the end of semester. All additions and amendments by academics have to be entered into Blackboard, as the import process is ongoing for a period of time after the end of semester and overwrites any marks in Peoplesoft until the process ends for Board of Examiners.

Here is how you can make sure your Grade Centre columns are set up to connect with your Peoplesoft assessments. The guide to setting up your assessments in Peoplesoft can be found here. We go through three cases:

- Case 1: All assessments are created and marked in Blackboard
- Case 2: Some assessments are created and marked in Blackboard and some need to be manually entered
- Case 3: Assessment marks are contained in a range of columns that need to be consolidated

Your situation may be a combination of these scenarios. There are also some additional notes.

Case 1: All Assessments are Created and Marked in Blackboard

Whenever you create any type of assessment item in Blackboar;, a test, a Blackboard Assignment, a Turnitin submission link, a column is automatically created in Grade Centre.
The columns that have been created when you created an assessment item are the columns you want to export to Peoplesoft. In this case, all you need to do is name the columns. Note, **even if your assessments have the correct names, you will have to ADD the Grade Centre name manually**.

Click the arrow next to the column name and choose Edit Column Information

Enter your assessment name in the Grade Centre Name box. **This is the name that will get matched in the Peoplesoft import, so it MUST match the name of the corresponding assessment in Peoplesoft.**

You can add your assessment description in the Description section.
While you've got this section open, you can also determine what students can see.

You may be entering marks to be picked up by Peoplesoft, but only want students to see the UNDA grade. In this case, choose Primary Display "UNDA Schema", Secondary Display "Score", as above. The primary display is what students will see. In brackets, *just academics* will see the secondary display also. So if your assessment column is set up like this and your student scores 20/30, the student will see in this column "C", and the academic will see "C(20.0)".

Once a column exists in Grade Centre, you may choose to hide it from students. You do this by toggling Hide from students:

You can tell that it has worked, because there will be a diagonal red line near the assessment name:

When you want to release the mark or grade to students, you simply toggle it back.

Caveat for Turnitin Assessments

If you've marked an assessment in Turnitin Feedback Studio and entered a numeric mark, then students will be able to see that mark (not a grade) when they open their assessment after the Post Date for feedback EVEN IF you've set up the assessment column to either show only grades or to be hidden altogether. If you only ever want students to see a grade, you will need to enter the marks manually into Grade Centre, or import them from an Excel spreadsheet (instructions for this are here).

Case 2: Assessments are either created and marked in Blackboard and/or are manually entered

In this case, you follow the instructions as above, but need to create a column for manually entered marks. Open Grade Centre and choose Create Column:

Make sure that you enter the correct Assessment name in BOTH the Column Name AND the Grade Centre Name.

Create Mark Column

Mark Columns represent any student effort that is measured. Columns for gradable items c
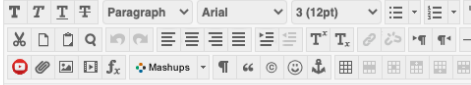Grade Centre by creating a Mark Column. *More Help*

⭐ Indicates a required field.

COLUMN INFORMATION:

⭐ Column Name   Assessment 8

Grade Centre Name   Assessment 8

Description

As in [Case 1](#), you can adjust settings to customise what students can see.

Once the column has been created, you can manually enter marks by clicking into the marks area and typing the mark (pressing Enter to enter the mark and proceed to the next student):

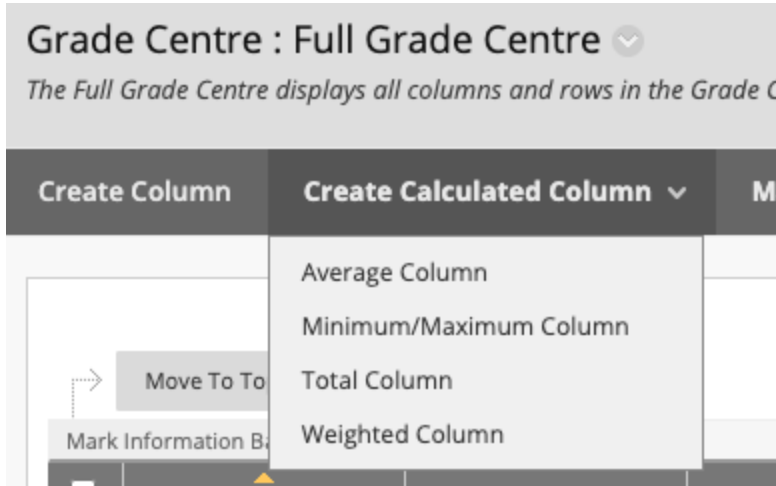Or you can import marks from an Excel spreadsheet. Instructions on how to do that may be found [here](#).

Case 3: Columns need to be Consolidated

Sometimes the mark you enter into Peoplesoft is composed of a selection of Grade Centre columns. You might have a series of tests and the sum of the scores is what is entered into Peoplesoft. Or you might enter in the highest score of the set. You may also have separate columns for late or special provisions submissions into a Turnitin link, or a Blackboard assignment link. In any of these cases, you need to create a Calculated Column.

Choose the option that applies best to your needs. This example will work through a Total Column.

As in the above two cases, you must name the assessment correctly in the Grade Centre Name as well as the Column Name, and you may also want to add a Description of the justification of this column calculation for other academics using the course.

Moving down the column information window, you can customise how students will see their marks, as described in Case 1.

Then you can select which columns to involve in the total. It's unlikely that you'll be using just one column for all of your marks, so choose "selected columns and categories"

Then choose the column, then the right arrow to add it to the Selected area. You could also use a category, such as Turnitin or Test. Once you are happy with the selections, click Submit. You can modify the calculation at any time by clicking next to the assessment name in the Grade Centre and choosing Edit Column Information.

Notes

You can have as many columns as you like in Blackboard, but only those with Grade Centre Names corresponding to your Peoplesoft assessment names will be imported.

Any marks left blank, or zero, in an import column will transfer to Peoplesoft as "0.01" (this may include students with grades on Hold, or an assessment that is non-graded).

Any courses that are Non-Graded may be dealt with in the usual way in Peoplesoft.