Set up your Assessments in Peoplesoft
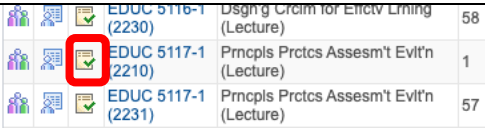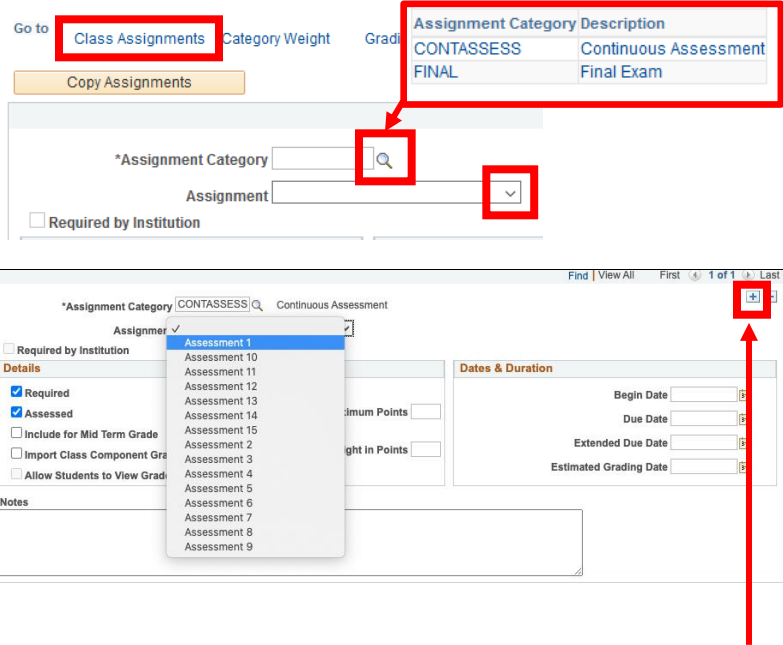
The setting up your assessments in Peoplesoft can occur at any time up until the end of semester, but must be set up before the process is run to integrate Blackboard marks into Peoplesoft. First, identify all of your assessment items (including exams), the weighting each has, and what the maximum mark possible for the assessment will be in Blackboard.

Log onto the [Faculty Centre](#) in Peoplesoft (click on the link provided, or via Staff Portals – Peoplesoft – Faculty Centre)	**Faculty Center**
Click on the **Class Assignments** icon.	EDUC 5116-1 (2230) Dsgn'g Crclm for Effctv Lrning (Lecture) — 58 EDUC 5117-1 (2210) Prncpls Prctcs Assesm't Evlt'n (Lecture) — 1 EDUC 5117-1 (2231) Prncpls Prctcs Assesm't Evlt'n (Lecture) — 57
Add the assessments: For each assessment, first add **Assignment Category** by selecting either CONTASSESS or FINAL from the menu that pops up when you click on the magnifying glass icon. Once selected, click on the drop-down arrow in the **Assignment** bar and choose the assessment name. Assessment names are limited to those on the list. Descriptions of the assessment items can be added in the Notes section. Add in the Dates and Duration as normal. The "Weight in Points" is the percentage weight of the assessment in your course. The "Maximum Points" is the *maximum mark this assessment can be given in Blackboard*. This is generally *either* the same as the "Weight in Points" or 100. **This number must be the same as the "Points Possible" in the same assessment in Blackboard Grade Centre.** Click on Save.	Go to Class Assignments Category Weight Gradi Copy Assignments Assignment Category / Description CONTASSESS — Continuous Assessment FINAL — Final Exam *Assignment Category [ ] 🔍 Assignment [ ] ⌄ ☐ Required by Institution Find | View All First ◁ 1 of 1 ▷ Last *Assignment Category CONTASSESS 🔍 Continuous Assessment Assignment ⌄ ☐ Required by Institution **Details** ☑ Required ☑ Assessed — Assessment 1 / Assessment 10 / Assessment 11 / Assessment 12 / Assessment 13 / Assessment 14 / Assessment 15 / Assessment 2 / Assessment 3 / Assessment 4 / Assessment 5 / Assessment 6 / Assessment 7 / Assessment 8 / Assessment 9 ☐ Include for Mid Term Grade ximum Points [ ] ☐ Import Class Component Gra ght in Points [ ] ☐ Allow Students to View Grad Notes **Dates & Duration** Begin Date [ ] Due Date [ ] Extended Due Date [ ] Estimated Grading Date [ ] **Click on the "+" symbol to add your next assessment until all of them are recorded. You can move between assessment tasks by using "+" and "-" symbols.**

The system will then ask you to set up **Category Weight.** To do it, click on the on the magnifying glass icon and choose Category Weight to allocate the marks balance between Continuous Assessment and Final Exam. Save once finished.	Go to Class Assignments Category Weight Grading Scale

A Quick Guide on preparing the Grade Centre in Blackboard for the marks integration is available in the LTO Resources/ Assessment web page.