



Preparing for PeopleSoft Integration

Each of your course assessments must be marked in Blackboard.

At the end of each teaching period the School's SAOs will run the process whereby all marks from Blackboard assessments will be imported into PeopleSoft, which then will produce the official final results that will be passed onto students and used for reporting and analytics.

For this process to go ahead, each academic will have to set up both Blackboard and PeopleSoft so that the assessments set up in Blackboard match the information in Peoplesoft. It is very straightforward and does not take long: [this short video](#) explains how to do it.

The video covers the three points below (the additional point simply lists the links):

- **How to prepare Blackboard Grade Centre**
 - https://www.notredame.edu.au/_data/assets/pdf_file/0016/150703/Set-up-Blackboard-Grade-Centre-for-the-Marks-Import.pdf

- **How to set up your course assessments in PeopleSoft**
 - https://www.notredame.edu.au/_data/assets/pdf_file/0017/150353/Set-up-your-Assessments-in-Peoplesoft.pdf
NOTE: there are two categories of assessments in PeopleSoft – continuous assessment (CONTASSESS in PS) and Final exam (FINAL). If your course does NOT have a “formal” final exam, 100% of your assessments will be continuous (e.g., in the Category Weight section CONTASSESS will be 100% and you do NOT need FINAL category at all).

- **Scenarios and examples**
 - National Course: your SAO and IT are taking care of this
 - No submission: simply use Create Column and add grades manually
 - Parent-Child:
https://www.notredame.edu.au/_data/assets/pdf_file/0029/158843/Set-Parent-Child-Courses-for-Integration.pdf
 - One NPG Assessment:
https://www.notredame.edu.au/_data/assets/pdf_file/0023/161564/Marks-Integration-NGP-Assessment.pdf
 - Multiple Grade Centre Columns for One Assessment:
https://www.notredame.edu.au/_data/assets/pdf_file/0021/222483/Dealing-with-Multiple-GC-Columns-for-One-Assessment.pdf

- **More useful links:**
 - Checklist for Blackboard-PeopleSoft Integration:
https://www.notredame.edu.au/_data/assets/pdf_file/0026/150749/Checklist-for-Blackboard-Peoplesoft-Integration.pdf

 - Weighted Column:
https://www.notredame.edu.au/_data/assets/pdf_file/0033/184749/Weighted-Columns.pdf
NOTE: you do NOT need to have the final results column in Blackboard as PeopleSoft does its own calculations – but it's very useful if you'd like to keep an eye on your students' final results and also for [Blackboard analytics and grade distribution info](#)