Checklist for Blackboard/Peoplesoft Integration

At the end of semester, a process will be run that takes your marks from Blackboard and puts them into Peoplesoft.

To do this, the assessments that you've set up in Peoplesoft must have matching assessments with the same **Grade Centre Names** in Blackboard.

Check Your Assessments in Peoplesoft

Detailed instructions on setting up assessments in Peoplesoft may be found here. Check you have set up every assessment item, *including final exams,* in Peoplesoft.

Note the:

- Assessment name
- Maximum Points and Weight in Points
  - Note: Maximum Points dictates the amount that the assessment is marked out of and Weight in Points dictates the assessment's weight in the whole Course
- Check that all assessments add to 100%

Check Your Assessments in Blackboard

You can have as many columns in Grade Centre as you like, but there must be *one* column per assessment item in Peoplesoft. Detailed information on setting up Grade Centre may be found here.
Go to the Full Grade Centre in Blackboard and check:

- You've identified the same number of Grade Centre columns as there are assessment items in Peoplesoft
- Open Edit Column Information on each column
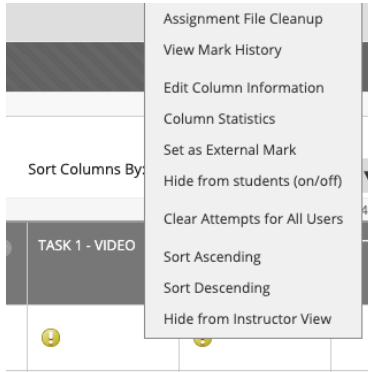
- Make sure the *Grade Centre Name* is the same as the name of the assessment in Peoplesoft. THIS IS NOT THE SAME AS THE ITEM NAME AND NEEDS TO BE MANUALLY ENTERED. It will change the Column Name.
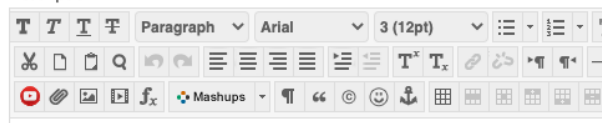

- While you're in this section, check that the Points Possible matches the Maximum Points value for this assessment in Peoplesoft
- Make sure there is a mark for every student, if applicable. Blank entries or entries of zero will import as "0.01" into Peoplesoft and can be dealt with in the usual way after Board of Examiners

Handy Table:

Course Name		
Thing to Check In Peoplesoft	**Checked**	**Notes**
Assessments are all entered		
Assessment weightings add to 100		
Assessment Maximum Points are noted		
Things to Check In Blackboard		
There is ONE column containing the marks per Peoplesoft assessment item		
The Grade Centre Name for each column (check Modify Column) is the same as the Peoplesoft name		
Points Possible matches Peoplesoft Maximum Points for each assessment		
All marks are entered, where applicable		