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PART I: THE GRADING SCHEMA

If you are going to change the default “Grading Schema” (letter grade schema) continue to the first step. If you are not changing the default go to Part II.

STEP 1:
Go to the course you want to transfer the grades from Blackboard to Goldmine/Banner.

STEP 2:
Go to the “Full Grade Center.”

STEP 3:
Mouse over the “Manage” button and select “Grading Schemas.”
STEP 4:
Click on “Create Grading Schemas.”

STEP 5:
Give it a new name.

OPTIONAL: Enter a description, this is mainly used for your course’s documentation.

STEP 6:
Enter the schema as needed for your course (ex. Pass/Fail)

STEP 7:
Click on “Submit.”
PART II: FULL GRADE CENTER
(SETTING THE EXTERNAL GRADE)

STEP 1:
Go to the course you want to transfer the grades from Blackboard to Goldmine/Banner.

STEP 2:
Go to the Full Grade Center.

STEP 3:
Click on the down arrow next to the column name you want to transfer the grades and select “Set as External Grade.”

Once done this will show a green arrow next to the column selected.
PART III: ILP INTEGRATION
(SUBMITTING GRADE TO GOLDMINE/BANNER)

STEP 1:
Go to “Course Tools” under “Control Panel.”

STEP 2:
Select “ILP Integration”

STEP 3:
Click on either “Midterm Grades” or “Final Grades”
STEP 4:
Click in the box stating “-Select the column to populate-” and you should see and select the column in Goldmine/Banner you are about to populate.

STEP 5:
At the bottom you should see your student list with the alpha grade filled out in a box under “Midterm” or “Final” depending on which grade you are transferring.

STEP 6:
Click “Submit Grades.” You should see “Grades Submitted” at the top of the screen if the transfer was successful.