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PART I: THE GRADING SCHEMA

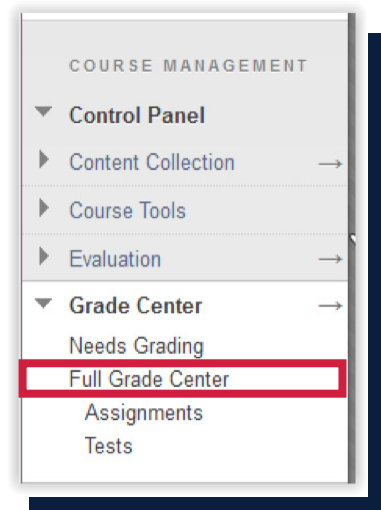
If you are going to change the default "Grading Schema" (letter grade schema) continue to the first step. If you are not changing the default go to **Part II**.

STEP 1:

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

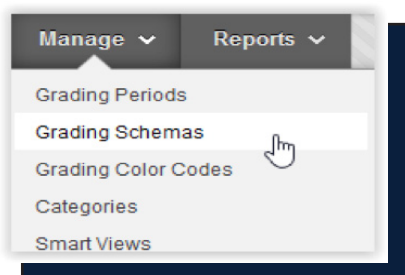
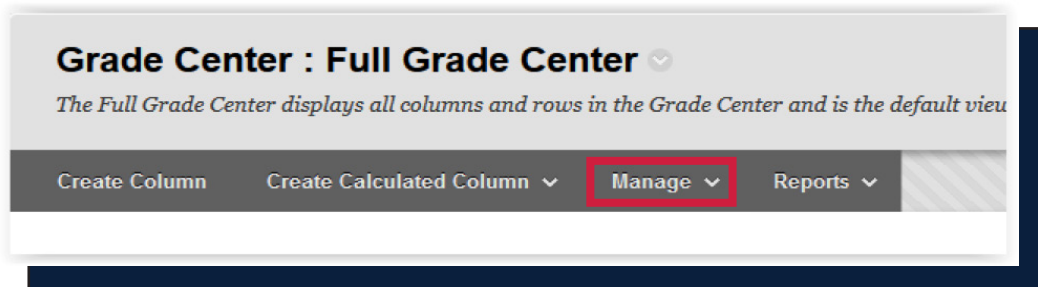
STEP 2:

Go to the "Full Grade Center."s



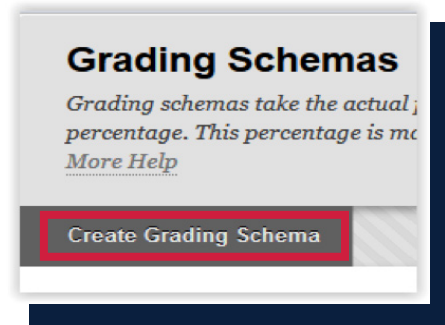
STEP 3:

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)

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as	
70 % and 100 %	P	P	85 %	Insert Rows Delete Row
0 % and Less Than 70%	F	F	25 %	

STEP 7:

Click on "Submit."

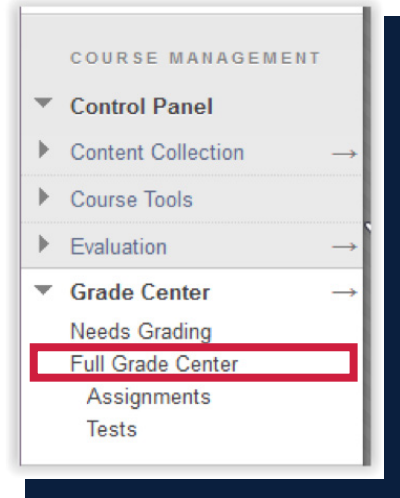
PART II: FULL GRADE CENTER (SETTING THE EXTERNAL GRADE)

STEP 1:

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

STEP 2:

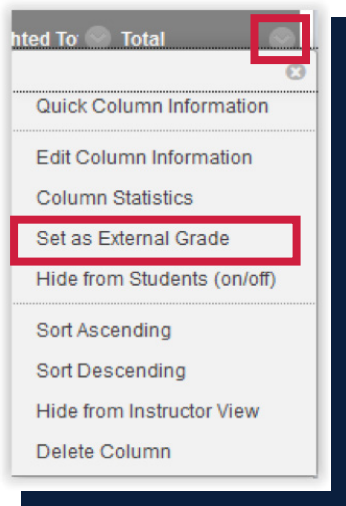
Go to the Full Grade Center.



STEP 3:

Click on the down arrow next to the column name you want to transfer the grades and select "Set as External Grade."

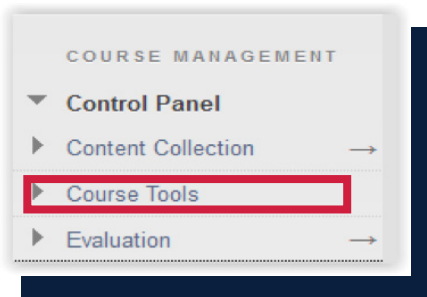
Once done this will show a green arrow next to the column selected.



PART III: ILP INTEGRATION (SUBMITTING GRADE TO GOLDMINE/BANNER)

STEP 1:

Go to "Course Tools" under "Control Panel."



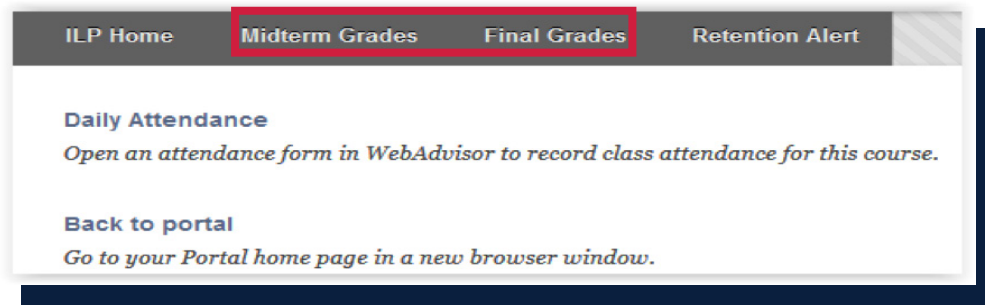
STEP 2:

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.

FINAL GRADES

Visible Groups All Participants ▾

Populate final grade from current grade --Select the column to populate-- ▾

Click "Clear Grades on form" to start over. --Select the column to populate--

Final Grade

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.

First Name	Surname	Current Grade	Final Grade	Expire Date	Retention Alert
Michael	Morales	95.00 (A)	A		

Full Grade Center

STEP 6:

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

