



Grades Journey

Step 2: Importing myCourses final grades to COIN

Before attempting to import your grades to COIN:

- Make sure the grades and calculations in your myCourses grade center are all correct.
- Make sure you have created a column for letters grades, either manual or calculated.
- Make sure your letter grade column is set as the external grade column. 

1. In COIN navigate to your **Faculty Center, My Schedule** and select the **grade roster** for the class where you want to import letter grades. Make sure that you are viewing the correct term.



The screenshot shows the 'My Schedule' page in COIN. At the top, it displays '2018 Fall' with a 'change term' button and a 'My Exam Schedule' button. Below this, there are radio buttons for 'Show All Classes' and 'Show Enrolled Classes Only'. An 'Icon Key' section includes 'Class Roster', 'Grade Roster', 'Posted Grd Rub', 'Permission List', and 'Click left of the corresponding class'. A blue header bar reads 'My Teaching Schedule > 2018 Fall >'. Below this is a table with columns: Class, Class Title, Enrl Cap, Enrl Tot, Wait, Drop, Days & Times, Room, Class Dates, Instructor, and Perm Req. A red arrow points to the 'Class' column of the first row, which contains 'ENGL 4900-2'. The 'Class Title' for this row is 'Directed Studies in Writing (Independent Study)'. The 'Enrl Cap' is 10, 'Enrl Tot' is 2, 'Wait' is 0, and 'Drop' is 0. The 'Days & Times' is 'TBA'. The 'Room' is 'Faculty assigned TBD'. The 'Class Dates' are 'Sep 5, 2018-' and 'Dec 13, 2018'. The 'Instructor' is '1'. The 'Perm Req' is 'Y'.

2. Make sure **Final Grade** appears under Display Options. Select the button for **Blackboard Import**.

Display Options:

*Grade Roster Type: Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action:

*Approval Status: Not Reviewed save

[Last Date Attended](#)

Name: Primary
Type: Preferred

Blackboard Import

Blackboard Exceptions

Student Grade [Filter]

	ID	Preferred Name	Roster Grade	Official Grade	Program and Plan	Level
<input type="checkbox"/>	1		▼		Fine Arts, Humanities & Soc Sc - English (BA)/French (Minor)	Senior
<input type="checkbox"/>	2		▼		Fine Arts, Humanities & Soc Sc - English (BA)	Senior

Download %1 Table to Excel Rows 1 - 2 of 2

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

 <- add this grade to selected students

notify selected students notify all students

SAVE

This action will overwrite any existing grades that have not been Approved and Submitted. Click **OK** to continue.

Message

Blackboard Grade Import (31013,15)

You are about to import grades for this class. When you save, previous grades entered on this roster will be overwritten. Please be patient while your grades are being imported from Blackboard.

OK Cancel

When complete, a popup will provide the number of successful grades imported and if there were any exceptions to review. Click **OK** to continue.

Message

Complete. Import of 1 student(s) were successful. 1 exception(s) exist. (31013,6)

Be sure to save your grade roster.

Only valid grades were imported. Click on the Exceptions link to see exceptions.

OK

3. Review the exceptions by selecting the **Blackboard Exceptions** link that appears below the import button.

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed save

Last Date Attended
 Name: Primary
 Type: Preferred
Blackboard Import
[Blackboard Exceptions](#)

Student Grade ☰

ID	Preferred Name	Roster Grade	Official Grade	Program and Plan	Level
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The exceptions report will list any students with a blank field and any grades that could not be imported and why.

BBLearn Import Exceptions

Blackboard Import Results

Import Date/Time: 12/14/2018 11:58:29.000000AM

Import Message: Complete. Import of 1 student(s) were successful. 1 exception(s) exist.

- Save your grades:** Importing grades from Blackboard Learn does not save them automatically. If you see a message indicating "you have unsaved data..." when you try to leave the page, you will need to return to the grade roster and click save in order to save the grades that you imported.
- Grade Discrepancies:** Remember that grades displayed on this page are the ones most recently imported from Blackboard Learn. Grades here may differ from those in your Peoplesoft Grade Roster. For example, if you made any changes directly on the roster page or if you re-imported grades from Blackboard Learn and did not save them.

Show All Messages Show Only Exceptions

Exceptions Find | View All | First 1 of 1 | Last

Empl ID	Name	Blackboard Grade	Exception
0		Z	Student's Grade from Blackboard is invalid.

OK Cancel

4. **Review the exceptions** and click **OK** to return to the grade roster. Modify individual grades in COIN, as needed, *including incompletes*. You can also make the changes in Blackboard and run the Import multiple times.
5. ***Note:** Grades can be edited multiple times after import and you can run the import multiple times until you change the Approval Status and submit to the Office of the Registrar.
6. When you have reviewed all grades and are ready to approve, go to Grade Roster Action. In the **Approval Status**, change from Not Reviewed to **Approved**. Click **Save** to send final approval.

Display Options:
 *Grade Roster Type: Final Grade
 Display Unassigned Roster Grade Only

Grade Roster Action:
 *Approval Status: Not Reviewed save

Last Date Attended
 Name: Primary
 Type: Preferred
Blackboard Import
[Blackboard Exceptions](#)

Student Grade ☰

ID	Preferred Name	Roster Grade	Official Grade	Program and Plan	Level
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*Be sure to review all grades before approving them.