

Importing Grades from Blackboard into the AMS Gradebook Fall 2004

Introduction

If you wish to export grades from the Blackboard Gradebook and into the AMS Gradebook, please follow the following instructions:

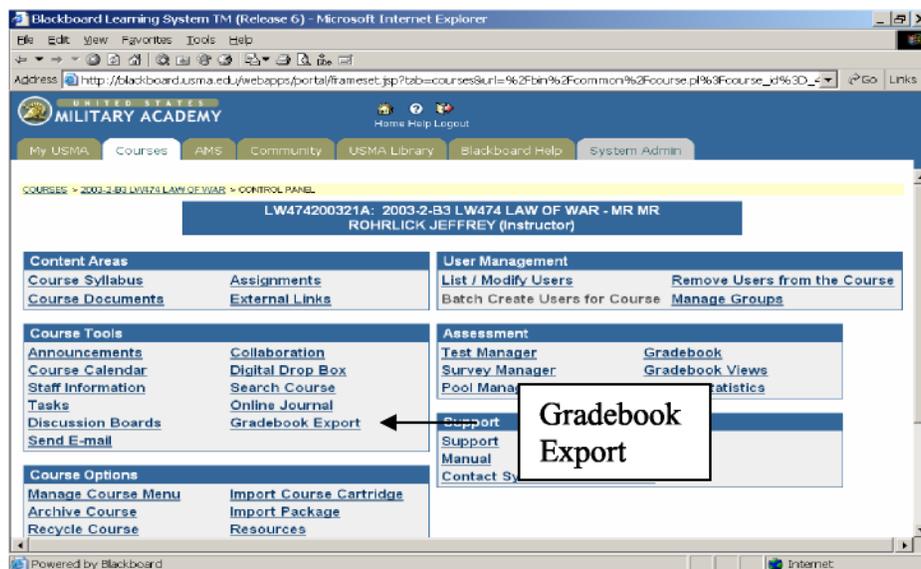
Exporting Grades from Blackboard

Step One: Login to the AMS and click the Blackboard link.

Step Two: Go into the course section which contains your grades

Step Three: Click on the Control Panel Button

Step Four: Click on the Gradebook Export Link



Step Five: Click the Download button and save the .csv file to a place that you will remember.

Note: The graded event description in Blackboard must exactly match the graded event description in the AMS Gradebook. The AMS Gradebook event description has a maximum of six characters. So if your event description in Blackboard is longer than six characters, you must change the event description in Blackboard. To do this, go to the Blackboard Gradebook; click on the Event Description; select Item Information; change the event description title to six characters or

less. (if you prefer not to change Blackboard, you can edit the data in the .csv file directly)

Importing Grades Into the AMS

Step One: Click on the AMS tab from Blackboard or login to the AMS directly.

Step Two: Select your course section and click on the USMA Web Grades Link

AYT	COURSE	ROOM	ACTIVATE	ACTION
2004 1	EX300 A1 .7 CREDIT HR EXCH COURSE		Active	USMA Web Grades
2004 1	EX300 C2 .7 CREDIT HR EXCH COURSE		Active	USMA Web Grades
2004 1	EX300 E3 .7 CREDIT HR EXCH COURSE		Active	USMA Web Grades
2004 1	LS203 C4 SPANISH I (STANDARD)	WH4311	Active	USMA Web Grades

Step Three: Choose your section and click on Section Admin.

Role	Course List	Room Nbr	Action
Course Director Show Sections	EX300 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Course Admin Sections
Asst Course Director Show Sections	EN101 COMPOSITION		Grade Book Class Roster Course Admin Sections
Instructor	EX300 A1 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Section Admin Red Book
Instructor	EX300 C2 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Section Admin Red Book
Instructor	EX300 E3 .7 CREDIT HR EXCH COURSE		Grade Book Class Roster Section Admin Red Book
Instructor	LS203 C4 SPANISH I (STANDARD)	WH4311	Grade Book Class Roster Section Admin Red Book

Step Four: Choose import Grades from Blackboard

Features

Section Administration

Section Administration allows the Instructor to view the Course Grade Scale, grant User Roles. The Instructor can also create and edit the Instructor Graded Events if Instructor points are allocated by the Course Director. The Instructor can also make the results of Instructor Graded Graded Events visible to Cadets.

Functionality Includes:

- [View Grade Scale](#)
- [Graded Event Template](#)
- [User Roles](#)
- [Import Grades from Blackboard](#)

Step Five: Browse for the .csv file your downloaded from Blackboard and then click Import.

[Section Administration](#) | [Course List](#)

LS203 C4 - Import Grades from Blackboard

1. Browse your computer for the Blackboard Gradebook Download (should be on desktop).
2. Press 'Import' button.
3. Grades will be imported into AMS gradebook.

****note:** Your Blackboard event(s) description **MUST** match the AMS event(s) description.

C:\Documents and Se Browse... IMPORT

Step Six: If your import has no errors, you will get a message indicating that your upload was successful. If you have some errors, you will get an error report (see below).

***This data will be loaded into AMS gradebook.

Crse Nbr String	User ID	Earned Pts	Event Descr	Error
LS203200416	x61083	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABASE
LS203200416	x69002	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABASE
LS203200416	x63142	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABASE
LS203200416	x60573	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABASE
LS203200416	x67227	7.5	Chapter 1: Numbers 1-20 23	THE EVENT DOES NOT EXISTS IN THE DATABASE

Step Seven: The process is completed.