

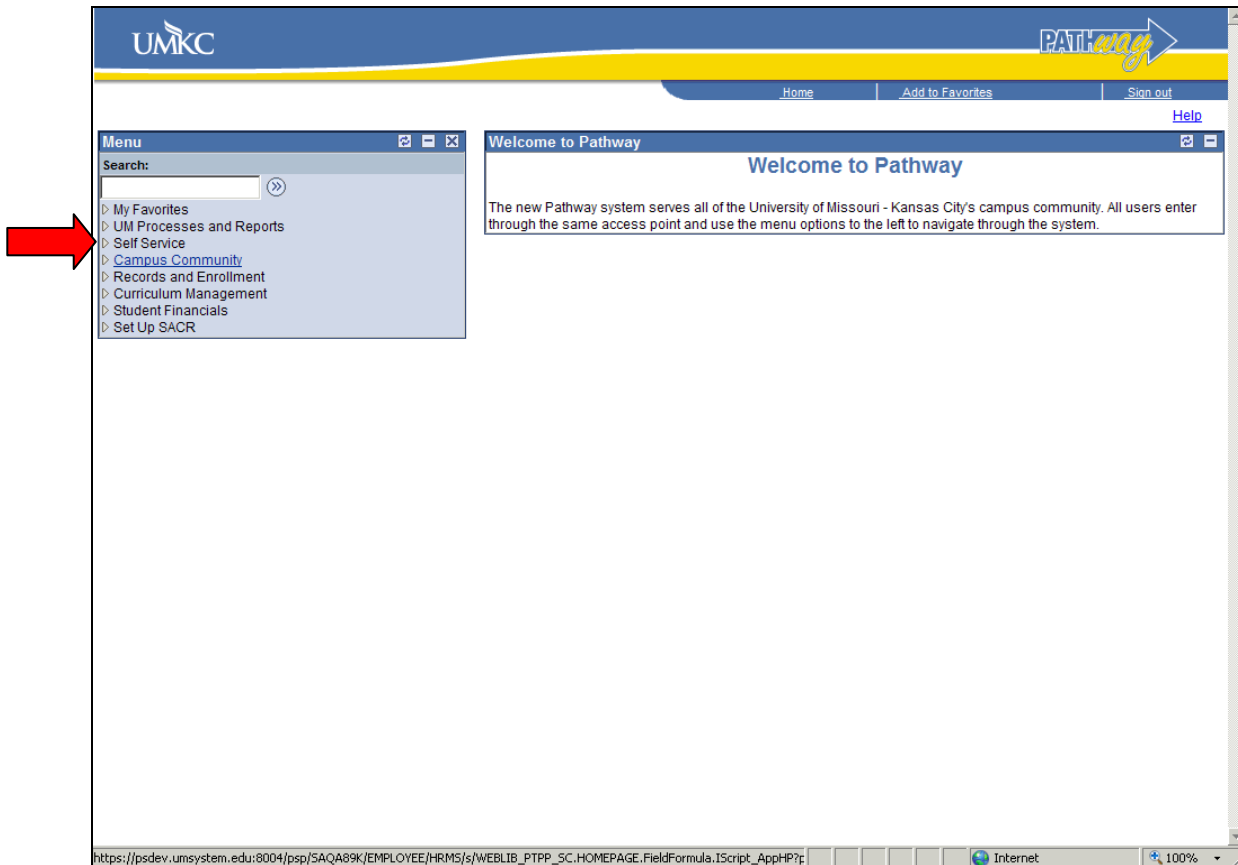


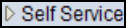

Business Process Document

Faculty Center: Import Grades from Blackboard

Procedure

This tutorial will show you how to enter and submit your grades using the Blackboard Grade Feed into the Pathway system



Step	Action
1.	Click the Self Service link. 
2.	Click the Faculty Center link. 
3.	Depending on the access you have been granted, your menu may look different and have more or fewer options.

Business Process Document

Faculty Center: Import Grades from Blackboard



UMKC

Home Add to Favorites Sign out

Jewel Allers My Info Go to...

faculty center class search

Faculty Center

2008 Spring Semester | Univ of Missouri - Kansas City **change term**

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster

My Teaching Schedule > 2008 Spring Semester > Univ of Missouri - Kansas City

Class	Class Name	Days and Time	Location	Class Dates	Enrolled
AS 210-0001 LEC 10237	Cross-Cul Inter:Exp&Unde (Lecture)	MWF 9:00AM - 9:50AM	Royal Hall-Rm 00213	Jan 14, 2008-May 9, 2008	0
AS 310-0001 LEC 10238	Cross-Cul In II:Soc Rel (Lecture)	TuTh 9:30AM - 10:45AM	Flarsheim Hall-Rm 00304	Jan 14, 2008-May 9, 2008	0

Faculty Center Class Search

Done Internet 100%

Step	Action
4.	Your faculty center defaults to the newest term available. In this example, that is Spring 2008. You can see the term displayed across the top of your faculty center page.
5.	To switch to a different term for grading, click the Change Term button. change term



Business Process Document

Faculty Center: Import Grades from Blackboard

The screenshot shows the UMKC Faculty Center interface. On the left is a navigation menu with options like 'My Favorites', 'UM Processes and Reports', 'Self Service', 'Enrollment', 'Academic Records', 'Degree', 'Progress/Graduation', 'Advisement', 'Student Center', 'Faculty Center', 'Class Search/Browse Catalog', 'Campus Community', 'Records and Enrollment', 'Curriculum Management', 'Student Financials', and 'Set Up SACR'. The main content area is titled 'Jewel Allers' and 'My Info'. Below this, there are buttons for 'faculty center' and 'class search'. The 'Faculty Center' section is active, showing a 'Select Term' step. A table lists two terms: '2008 Spring Semester' and '2007 Fall Semester', both at 'Univ of Missouri - Kansas City'. The '2007 Fall Semester' is selected with a radio button. A yellow 'CONTINUE' button is visible below the table. At the bottom of the page, there are links for 'Faculty Center' and 'Class Search'.

Step	Action
6.	To change to a different term, click the Radial button for the term you want. <input type="radio"/>
7.	Click the Continue button. <input type="button" value="CONTINUE"/>
8.	Your teaching schedule for the term is displayed. If you do NOT see the classes you are teaching, the scheduler from your department needs to contact umkcroomscheduling@umkc.edu to request that your name is added as the official instructor or grader for the class.

Business Process Document

Faculty Center: Import Grades from Blackboard



Casey Roo My Info Go to...

faculty center class search

Faculty Center


2008 Spring Semester | Univ of Missouri - Kansas City

Show all classes Only classes with enrollment View My Weekly Schedule

Class Roster Grade Roster

My Teaching Schedule > 2008 Spring Semester > Univ of Missouri - Kansas City

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
PHYSICS 220-010L LAB 18689	General Physics II (Laboratory)	5	TBA	Arranged	Jan 14, 2008-May 9, 2008

Step	Action
9.	<p>To enter your grades, click the Grade Roster icon next to the class you want to grade.</p> <p>If the grade roster icon is not displayed, the grade rosters may not have been generated for the term yet. Grade rosters are generated near the end of each term so that they reflect the most up-to-date status of each student.</p> <p>If some of your grade rosters are displayed but others are not, you may not have permission to enter grades for that particular class.</p> 

Faculty Center

Grade Roster [View FERPA Statement](#)

PHYSICS 220 - General Physics II
010L
Laboratory (18689)
 2008 Spring Semester | Regular Academic | Univ of Missouri - Kansas City | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Casey Roo, Douglas Swink	1/14/2008 - 5/9/2008

*Grade Roster Type: Display Unassigned Roster Grade Only
 *Approval Status:

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
<input type="checkbox"/>	02250824	Roo,Casey	<input type="text"/>		GRD	Economics BA/Communication Studies BA/Art History Minor/Secondary Education BA	Senior
<input type="checkbox"/>	02250818	Test,Diane	<input type="text"/>	W	WWF	Medicine-Md MD	Professional Year 1
<input type="checkbox"/>	02250816	Test,Josh Law	<input type="text"/>		GRD	Oral Biology MS	Graduate
<input type="checkbox"/>	02250823	Test,Student	<input type="text"/>		WWF	Medicine MD-Six Year Program	Freshman
<input type="checkbox"/>	02250819	Test,Student	<input type="text"/>		GRD	Elementary Education BA/Art BA	Freshman

Step	Action
10.	<p>All students officially enrolled in your class should be displayed on the grade roster.</p> <p>If there was a student who attended your class, but is not listed, it is because they are not officially enrolled. The student needs to petition to the Dean's office to become officially enrolled. Then, you will need to complete a green grade change card (available in your Dean's office) to get that student enrolled and assign a grade.</p>
11.	<p>To upload your grades from Blackboard, click on the yellow Retrieve Grades From Blackboard button located in the top right hand corner of your grade roster.</p> <p style="text-align: center;"><input type="button" value="Retrieve Grades from Blackboard"/></p>
12.	<p>Please note: All grades in Blackboard must be entered with capitol letters in the following format A, B, etc. in order for the upload process to work.</p>

Business Process Document

Faculty Center: Import Grades from Blackboard



UMKC PATHway

Home Add to Favorites Sign out

Menu

Search: []

*Grade Roster Type: Final Grade [v] Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed [v]

Retrieve Grades from Blackboard

< - add this grade to all students

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
1	02250824	Roo,Casey	[8+ v]		GRD	Economics BA/Communication Studies BA/Art History Minor/Secondary Education BA	Senior
2	02250818	Test,Diana		W	WWF	Medicine-Md MD	Professional Year 1
3	02250816	Test,Josef Laws	[A v]		GRD	Oral Biology MS	Graduate
4	02250823	Test,Student			WWF	Medicine MD-Six Year Program	Freshman
5	02250819	Test,Student	[Inv v]		GRD	Elementary Education BA/Art BA	Freshman

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

RETURN SAVE

Step	Action
13.	<p>Once the upload process from Blackboard is complete, verify the grades were uploaded correctly. If you see grades listed with “Invalid” make sure to correct these grades. Invalid grades occur because a student may have dropped after the assessment period, enrolled as an auditor, or took the class with a credit/no credit option. You, as the instructor, may have issued a different grade in Blackboard for the student than was allowed to be assigned in Pathway.</p> <p>Only the grades that are valid for that student will be displayed in the drop-down menu.</p>
14.	<p>If a student is on your grade roll but never attended or stopped attending, you should assign them an "NR" grade instead of an "F."</p> <p>The NR stands for "Not Reported" and signifies to the Registrar's office and the Financial Aid office that the student did not attend. NR's calculate in a student's GPA just like an F.</p>
15.	<p>If a student is taking a class Credit/No Credit you will still need to assign them a letter grade and the Pathway system will automatically convert the assigned letter grade to the correct Credit or No Credit option.</p> <p>You can tell if the student has officially selected this option by checking the "Grading Basis" for that student on the Class Roster.</p>
16.	<p>It is recommended that you click "Save" at the bottom of the page often to make sure the data you have entered is saved.</p> <p>Clicking "save" as you are entering grades does not submit them to the Registrar's office unless the approval status has been changed to "approved."</p>



Business Process Document Faculty Center: Import Grades from Blackboard

Step	Action
17.	<p>If a student dropped their class after the Census date, but before the 1/2 way point of the class, they automatically receive a W in the class. Note that the third student on the grade roster has already been assigned a W and you cannot change it.</p> <p>If a student drops after the 1/2 point, you, as the instructor, have the option of assigning a W or WF. When this happens, these are the only two grades you will see in the drop-down list. WF's calculate in a student's GPA just like an F.</p> <p>If you do not have the option of assigning a W or WF it means the student has not officially withdrawn from the course and you must assign a grade.</p>

The screenshot shows the UMKC Faculty Center interface. On the left is a navigation menu with options like 'My Favorites', 'UM Processes and Reports', 'Self Service', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Degree', 'Progress/Graduation', 'Transfer Credit', 'Student Admission', 'Residential Life', 'Student Center', 'Faculty Center', 'Class Search/Browse', 'Catalog', 'Set Up SACR', and 'UM E-Consent'. The main content area has a search bar and a 'Menu' button. Below that are two dropdown menus: '*Grade Roster Type' set to 'Final Grade' and '*Approval Status' set to 'Not Reviewed'. There is a checkbox for 'Display Unassigned Roster Grade Only' and a 'Retrieve Grades from Blackboard' button. A yellow button says '<- add this grade to all students'. Below that is a table with the following data:

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
1	02250824	Roo,Casey	B+		GRD	Economics BA/Communication Studies BA/Art History Minor/Secondary Education BA	Senior
2	02250818	Test,Diane		W	WWF	Medicine-Md MD	Professional Year 1
3	02250816	Test,Josia	A		GRD	Oral Biology MS	Graduate
4	02250823	Test,Student			WWF	Medicine MD-Six Year Program	Freshman
5	02250819	Test,Student	(Inv)		GRD	Elementary Education BA/Art BA	Freshman


Below the table are buttons for 'NOTIFY SELECTED STUDENTS', 'NOTIFY ALL STUDENTS', and 'PRINTER FRIENDLY VERSION'. At the bottom are 'RETURN' and 'SAVE' buttons.

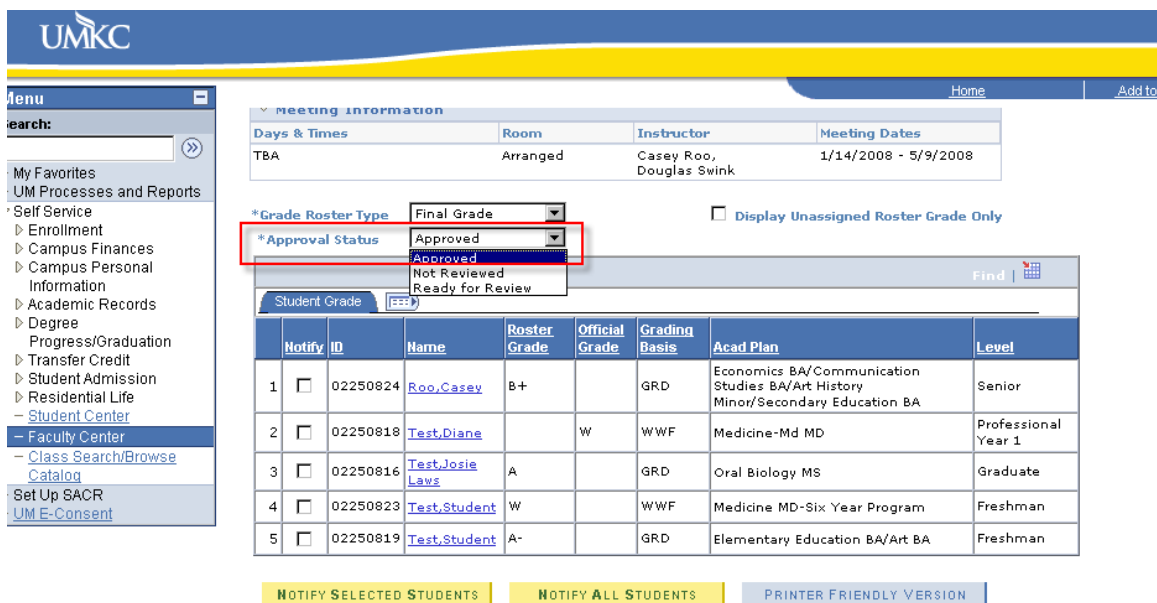
Step	Action
18.	<p>If you need to take a break from entering grades, you can click the Save button at any time and return to finish entering or edit your grades later.</p> <p style="text-align: center;">SAVE</p>

Business Process Document

Faculty Center: Import Grades from Blackboard



Step	Action
19.	<p>When you have finished entering/editing your grades, you need to mark your grade roster as "approved" so the grades can be posted to the students' record.</p> <p>*You will be unable to select the "approved" option unless you have entered a grade for EVERY student on your grade roster. No blank grades are allowed.</p> <p>**Once you have approved your grade roster, you will not be able to go back and make any changes. Grade changes after you approve your grade roster must be submitted via a green grade change card.</p> <p>Approved grades will not be posted to student records until after the last scheduled final exam. At that time, students can log-in to Pathway to view their grades.</p> <p>Click the Approval Status scrollbar.</p> 



meeting information

Days & Times	Room	Instructor	Meeting Dates
TBA	Arranged	Casey Roo, Douglas Swink	1/14/2008 - 5/9/2008


*Grade Roster Type: Final Grade

*Approval Status: Approved

Display Unassigned Roster Grade Only:

Notify	ID	Name	Roster Grade	Official Grade	Grading Basis	Acad Plan	Level
<input type="checkbox"/>	02250824	Roo,Casey	B+		GRD	Economics BA/Communication Studies BA/Art History Minor/Secondary Education BA	Senior
<input type="checkbox"/>	02250818	Test,Diane		W	WWF	Medicine-Md MD	Professional Year 1
<input type="checkbox"/>	02250816	Test,Josie	A		GRD	Oral Biology MS	Graduate
<input type="checkbox"/>	02250823	Test,Student	W		WWF	Medicine MD-Six Year Program	Freshman
<input type="checkbox"/>	02250819	Test,Student	A-		GRD	Elementary Education BA/Art BA	Freshman

NOTIFY SELECTED STUDENTS NOTIFY ALL STUDENTS PRINTER FRIENDLY VERSION

Step	Action
20.	<p>Select Approved from the list.</p> 
21.	<p>Click the Save button at the bottom of the page.</p> 