Import Grades to Catalyst from Blackboard

Log in to Catalyst at catalyst.uc.edu
Log in to Blackboard at canopy.uc.edu

This guide will cover:

- How faculty will export final grades by importing them from Blackboard.

Here are a couple helpful hints to assist you:

- Utilizing the “Import Grades” functionality in Catalyst will require you have set up your Grade Center correctly in Blackboard. You will need to add a column to your Grade Center that will store the Official Grade you wish to record in Catalyst. Be sure to identify edit this new column and “Set as External Grade.” Click on the pulldown next to the header name to make this identification.

- You may only record final grades for those classes that have the Grade Roster icon next to them.
- Only letter grades can be imported into Catalyst. Numeric totals or percentages will not be accepted in the import process.
- You can only add/change a grade when the Approval Status is set to “Not Reviewed.”
- You can only Post your grades after the Approval Status is set to Approved and you have saved your grades in that status. The “Post” button will appear at the bottom of your roster.
- Students that have withdrawn from your class will continue to exist in your Grade Center. After clicking the IMPORT GRADES button, you will be prompted to record an official withdrawal grade and last date of attendance for each student that has withdrawn from your class before you will be able to proceed into your Catalyst grade roster. (These students will be identified in the Grade Import Error Log after you have imported your grades.)
- Some students may appear out of alphabetical order on your grade roster. Students may have provided their name to us in all lowercase letters and will be found at the end of your
grade roster. Students who wish to correct this should be directed to the Catalyst portal to change their Preferred Name.

- Be patient! Although the system will process final grades very quickly, please remember that processing times could take a little longer during busy times on Catalyst and/or when processing larger classes.
- Don’t have the ability to Approve or Post grades? The Grade Roster Action’s Approval Status pulldown will display what access you’ve been given to grade this class. If you expect to be able to Approve and subsequently Post a grade list – and you don’t see Approve as an option for you, check in your college/department with the staff who order classes like yours. They will have the ability to update this status and you will immediately be able to resume grading.

**Note:** As in our legacy system, you will only be able to import your final, official grades from Blackboard. You will not be able to import a change a grade by using Blackboard’s Grade Center. You will not be able to re-import your grades after you have clicked the Post button.

**Step One**

Click on the Faculty Center and select **My Schedule** to view your teaching schedule for the semester.
Step Two

If you’re scheduled to teach classes for more than one semester, be sure you’re viewing the schedule for the correct term. All historical terms in which you were assigned to a class are available for your viewing using the change term button.

Click on the Grade Roster icon next to the class to begin grading.

You will only be able to record grades when a grade roster has been generated for your class. If the icon is missing, you will not be able to enter grades for this class.

Note: Some courses have multiple component offerings in the semester. Only one of the components has been assigned to accept grades for the course. If you do not see a Grade Roster icon next to a course, it is not the component identified for grading. This cannot be changed for this term. Contact your department/college office staff who ordered your class to guide you in identifying the correct component for final grading and to make adjustments as necessary for future terms.

Step Three

Click on the Grade Roster link at the top of the page.

Before you can access the Grade Roster, you will need to record a Participation Grade and Last Date of Attendance (LDA) for all students who have withdrawn from your class. Work instructions on Capturing Attendance for Withdrawal Grading are available at http://www.uc.edu/catalyst/resources/faculty.html. You must click on the Grade Roster link at the top of the page to enter your Grade Roster after recording a Participation Grade and LDA.

Students who have had Participation Grades recorded will continue to appear on your Grade Roster but cannot be graded on this roster. Selected changes are to be made by clicking on the Last Date of Attendance link to the left of the Grade Roster link.
1. The Grade Roster Type should be identified as Final Grade. Note that a box exists under the Grade Roster Type that would allow us to select for display only those students for whom a Roster Grade has not been entered. This may be helpful to instructors of very large classes.

2. The Approval Status will initially display to you as Not Reviewed. Grades may be entered or edited only when the Grade Roster Approval Status is Not Reviewed.

3. Immediately below the Grade Roster Action you will see the red “import grades” button. Click on this button to import the grades you have saved in your Grade Center identified as the “External Grade” column.
4. Review the Roster Grades that have been imported to ensure that the student is going to receive the final grade anticipated. While the grade appears in the white box with the pulldown arrow you may change this grade to any of the values found in the pulldown. If you choose to enter your grades by tabbing between students, be aware that your tab strike may not take you directly into the next student’s grade box.

5. After importing the grades, a Grade Import Error Log may appear next to the red import grades button. Information on the log may be helpful to you in identifying potential issues as you review imported grades.

6. A yellow warning box will pop up at the top of the page. This box is to alert you to save your work frequently so as to not lose the grades entered.

7. If your course has more than 20 students in it, you will need to click View All or arrow through to ensure that all of your students have received a final grade.

8. If you wish to grade all of the students in the class with the same grade, you may click Select All and enter the grade in the box at the bottom of the page. Click the button to add this grade to selected students. You may also select a smaller population of the class to receive the same grade by clicking on the box to the left of the student’s name.

Caution! While this feature can assist you in entering grades quickly, you must take care that the assignment of the grade entered is appropriate for all students selected.
9. After all of the grades have been entered, click the save button at the bottom of the Grade Roster or the red save button immediately above the first student on your roster.

10. After you have saved your grades, you may be ready to submit them to the Registrar’s Office. To do this, change the Approval Status to Ready for Review or Approved. And, click save again.

11. After you have successfully saved your grades in an Approved status, a Post button will appear at the very bottom of the Grade Roster. Click that button to Post your grades.

12. A copy of your Grade Roster is always available to you during this process and can be retrieved either by clicking the Download button or the Printer Friendly Version at the bottom of the page.

Congratulations! You have successfully entered your grades into Catalyst!

Instructions on how to Request a Grade Change can be found at http://www.uc.edu/catalyst/resources/faculty.html.