Importing Grades to Catalyst

*This guide will cover how to import students’ final grades from Blackboard into Catalyst.*

*Note: Please refer to the guide, “Entering Finals Grades” if you will be not be importing grades from Blackboard.*

1) Log into Blackboard at [canopy.uc.edu](http://canopy.uc.edu) using your username and password.

2) Under *My Courses*, select the Blackboard course you want to post grades.

3) On the bottom left of the screen, select *Grade Center* under the Blackboard Course Management menu. Then choose *Full Grade Center*.

4) On the Full Grade Center page, indicate the column you would like to export to Catalyst as your students’ final grade.

   Select the gray arrow to the right of the column’s name then choose *Set as External Grade*. You’ll see a green checkmark appear by the column name.
5) Select the same gray arrow next to the external grade column. Next, choose **Edit Column Information**.

You will need to ensure the column has the right settings to import into Catalyst.

6) Under the column information page, select **Primary Display** and choose **Letter**. Catalyst will only support letter grades.

Select **Submit**

![Primary Display Settings](image)

7) Navigate to [catalyst.uc.edu](http://catalyst.uc.edu) to submit student’s final grades. Enter your username and password to access your Catalyst Faculty Homepage.

8) From the Catalyst Faculty Homepage, select the **Faculty Center** Tile. You will be directed to the **My Schedule** page that will display a list of classes you are currently teaching for the term.

**ACCESSING HOMEPAGE:** You will have to switch your Homepage view if your default screen reads Staff, Student or Parent homepage. To access faculty homepage, select homepage at the top of the screen and select Faculty.

[catalyst.uc.edu](http://catalyst.uc.edu)

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9) Under My Schedule, select the faculty grade roster for the specific class you would like to grade.

10) A last date of attendance may appear if you have students who have withdrawn from your class. You will not be able to access your grade roster until you have recorded a participation grade for all students who have withdrawn from your class.

No Students Withdrawn: Go to Step 13 if you did not have students withdraw from your class and are directed to the Grade Roster page.
11) For withdrawn students, enter a participation value into the Participation Grade field.
   - “W” = Official Withdrawal with Academic Attendance. You must record the last date of attendance to the best of your recollection or personal records.
   - “F” = Official Withdrawal Failure
   - “WX” = Official Withdrawal without Academic Attendance

12) At the bottom of the page, select Submit Grade Change when all the students have been entered a participation grade and last date of attendance (if applicable).

13) Select Grade Roster link located at the top of the page. Ensure the grade roster type reads Final Grade in the display options area.

14) In the Grade Import section, select the import grades button to begin the process of importing the grades from Blackboard.

Once the import is complete you’ll see the grades in the roster grade column. Review the grades for accuracy. You can change the grade by selecting the pull down menu.

VIEW ALL HYPERLINK: If you have a large grade roster select the view all hyperlink to view all your students on one page. This will help ensure that all your students will receive their final grade.
15) Under the Grade Roster Action section, change the Approval Status to Approved once all students have received a grade.

Next, select the Save button to capture the new approval status.

EDITING A GRADE: if you need to edit a grade you’ll have to change the approval status back to “not review” before editing the student’s grade.

16) Scroll to the bottom of the page and select Post.

This action will move the grade to the student’s permanent academic record and viewable to students through their Catalyst home page. You must post the grades to complete the grading process for that class.

NOTE: If you can’t select post, contact your class scheduled if you are unable to select the post button.

17) Scroll up to the page and you should see the class will be marked as POSTED under the Grade Roster Action section. This is your confirmation that your grades have successfully been posted in Catalyst.

Remember, you will not receive an email once grades are officially posted.