



Submitting Grades from Blackboard to MyNIU

While Blackboard is an excellent option for tracking, communicating, and calculating student grades, MyNIU is the official system of record for student grade data. At the end of each semester, you must enter and post final grades in MyNIU for each student. The Blackboard Grade Submission tool can help to make that process easier and quicker for you while reducing the possibility of entering the wrong grade.

Step 1: Customize Default Grade Schema

In Blackboard, the Letter grade schema matches the graduate +/- grading scale. For undergraduate courses, or if you use a different grading scale, you will need to customize the schema.

1. In the *Grade Center*, click **Manage** from the Action Bar and select **Grading Schemas** from the dropdown menu
2. Click the **round drop down arrow** next to the Letter grade schema and select **Edit**
3. Adjust the score percentage values to match the grading scale found on the course syllabus
4. Click the **Submit** button

Step 3: Set the Column with Final Letter Grades as the External Grade Column

The External Grade Column is indicated with a small green check-mark. This is the column that will be used to send grades to MyNIU. Any column can be designated as the external grade column, but by default it is assigned to the Total column.

1. In the *Grade Center*, click the **round drop down arrow** in the header of the column that contains the final letter grades and select **Set as External Grade**
2. The *Grade Center* will reload, and a green check-mark will appear next to the column title, confirming that the selected column is now designated as the external grade

Step 2: Assign Grade Schema to a Column

You will assign the grade schema to whatever column includes the final, calculated grades. This step will change the display of the column to show a letter grade instead of a score or percentage, based on the grade schema.

1. In the *Grade Center*, click the **round drop down arrow** in the *Weighted Total* or *Total* column header and select **Edit Column Information**
2. Change the *Primary Display* to the grade schema you have edited (unless you also changed the name of the schema, you would select **Letter**)
3. Change the *Secondary Display* to **Percentage** (optional)
4. Click the **Submit** button

Step 4: Use the Grade Submission Tool to Send Grades to MyNIU

You can only submit grades once per course, per semester. If you find an error in a grade, you can modify it in MyNIU manually before posting the grades.

1. In the *Control Panel*, click **Course Tools**, and then click **Grade Submission**
2. Click **Submit Grades**
3. Review the grades displayed to ensure that they are in agreement, then click the **Submit** button to submit the grades.

Note: A confirmation screen appears to confirm that grades have been submitted. It will take approximately 15 minutes for them to be visible in MyNIU. Once the grades are in MyNIU, you will be able to review and post them.



Remember!

After submitting grades from Blackboard to MyNIU, you must review and post grades in MyNIU