

Dear COLFA Faculty,

The Office of Online Learning would like to thank each of you for participating in the **Automatic Grade Transfer from Blackboard Learn to ASAP PILOT** Project.

The due date for **Final Grades** is fast approaching. You can start entering grades in ASAP beginning **May 3**. The first automatic transfer of grades from Blackboard Learn to ASAP will start on **May 5**. In order for the automatic transfer to work, **Final Grades** must be entered in a specific way.

1. Ensure the Grading Schema corresponds to your designated Final Grade column.
2. Ensure the designated Final Grade column has the Primary Display set to 'Letter'.
3. Ensure your Final Grades are in standard grade format for ASAP (i.e. A, B, C,... F or A+, A, A-, B+, B, ... F). Notice that these are capital letters.
4. Ensure that the designated Final grade column is selected as the '**External Grade**' (you should see a green check mark). If the column is not selected as the '**External Grade**' your Final Grades will not be transferred.
5. **ONLY** when you are ready to submit the Final Grades to ASAP, RENAME your designated Final Grade column to **ASAPFinal** (no spaces.) Spacing is essential. If the column name does not exactly match the text above, your Final Grades will not be transferred. Please do not rename the column **ASAPFinal** until you are ready for your grades to transfer.

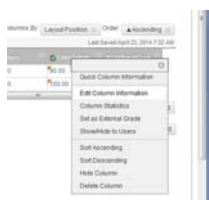
Choose one of the scenarios that apply to your course and follow the steps below:

Scenario 1

If Mid-Term grades successfully transferred (from all your courses) and you are going to use the **same** column to transfer Final Grades to ASAP, your task is easy. Even if you had difficulty transferring Mid-Term grades, we would still ask you to try the process for transferring Final grades. And we are here to help you:

Call: 210-458-5824 | Email: onlinelearning@utsa.edu | Walk-In: MS 1.03.08

1. Ensure that the column's Primary Display is set to Letter

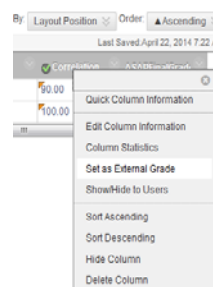


- a. Click dropdown arrow of that column.
- b. Choose **Edit Column Information**.



- c. Choose **Letter** for Primary Display, and **None** for Secondary Display.

2. Ensure that the column is set as External Column



- a. Click dropdown arrow of that column.
- b. Choose **Set as External Grade** [A green Check mark will appear in front of the name of the column]

3. On the day when you finish entering all grades (including Final Exam) and ONLY when you are ready to submit the Final Grades to ASAP, rename that column to ASAPFinal (no spaces).

- a. Click dropdown arrow of the column you want to rename.
- b. Choose **Edit Column Information**.
- c. Enter **ASAPFinal** in the Column Name box.

1. Column Information


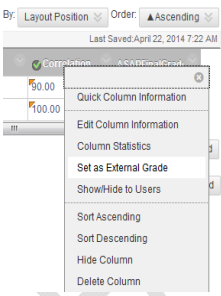
Column Name

Grade Center Name

Displays as the column header in the Grac

Scenario 2

If you keep grades in Excel or a paper notebook and would like to manually enter the Final Letter Grades in Blackboard Learn, follow the steps below:

<p>1. Go to Full Grade Center and Create Column</p> 	<p>2. Enter Column Name as ASAPFinal (no spaces)</p> <p>1. Column Information</p> <p>✱ Column Name <input type="text" value="ASAPFinal"/></p> <p>Grade Center Name <input type="text"/></p> <p><i>Displays as the column header in the Grade Center</i></p>
<p>3. Set the Primary Display as Text and Secondary Display as None, and Points Possible to 0 (zero)</p> <p>Primary Display <input type="text" value="Text"/> <i>Grades must be entered using the selected format. Grade</i></p> <p>Secondary Display <input type="text" value="None"/> <i>This display option is shown in the Grade Center only.</i></p> <p>Category <input type="text" value="No Category"/></p> <p>✱ Points Possible <input type="text" value="0"/></p>	<p>4. Set the column as External Grade</p>  <p>a. Click dropdown arrow of the ASAPFinal column</p> <p>b. Choose Set as External Grade</p> <p>c. A green Check mark will appear in front of the name of the column</p>

IMPORTANT Notes (for Scenarios 1 and 2)

1. If your students have an '**F**' or '**I**', please enter these grades in ASAP manually. This can be done at any time. '**F**'s' and '**I**'s' will not transfer automatically.
2. You will not see the grades immediately in ASAP. Grades transfer from Blackboard Learn to ASAP overnight. The next day, we encourage you to check ASAP to make certain all your grades transferred.
3. If you notice any discrepancies, please contact Online Learning at 210-458-5824 (email: onlinelearning@utsa.edu).

Scenario 3

If you would like to enter your grades **manually in ASAP** you are welcome to do that.

NOTE: The transfer process will NOT replace any existing grades in ASAP that have been entered manually.

If you are not sure if the gradebook is set up correctly and need a staff member from the Office of Online Learning to assist you, please contact us:

Call: 210-458-5824 | Email: onlinelearning@utsa.edu (to make an appointment) | Walk-In: MS 1.03.08

OPEN LAB HOURS for GRADEBOOK SETUP

Walk-In to MS 1.03.08

MAY 8 & 9 (8 am to 5 pm) | MAY 12 (8 am to 7 pm) | MAY 13 (8 am to 2 pm)