Download Midterm and Final Grades from Blackboard Learn and Upload to Banner/ASAP

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Important Rules- Before Downloading Grades from Bb Learn

1. In order to upload **Midterm** and **Final** Grades to Banner/ASAP, the Office of the Registrar must turn grade reporting service **ON**.
2. Grades must be exported to Banner/ASAP in a standard grade format (i.e.," A+," "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "D-," "F,").
3. Only faculty who are listed in Banner/ASAP as an Instructor for a course section can import grades to Banner/ASAP.
4. Make sure that the grade column you want to submit to **Banner/ASAP**, contains a **Letter** grade.
5. Make sure that the **Username** column is **downloaded** from Bb Learn Grade Center otherwise you will not be able to upload the grades into **Banner/ASAP**.

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Step 1 **Download Student Records from Blackboard Learn**

- From the **Control Panel**, click on **Grade Center** **link** -> Click **Full Grade Center**

- Click on the **Work Offline** button (far right)
- Select **Download**

- You are able to select what data you would like to download: **Full Grade Center**, **Selected Columns**, or **User Information Only**.
- To Download the Full Grade Center Click **Submit**

- Click the **Download** button

- **Save the file** on your computer

Step 3 Prepare Excel File for Uploading to Banner/ASAP

- In Excel, delete the rows containing special accounts such as: designers, instructors, auditors, teaching assistants.
- Configure the grade book for Banner/ASAP. The Registrar will **NOT** need titles at the top of the columns, so the **first row of data** in your spreadsheet **must be removed**. You should now have just three columns in your spreadsheet: **Username**, **Student Full Name** (use Excel to 'CONCATENATE' (combine) the students' "Last Name", "First Name"), and **Letter Grade**.

- *Please make sure that your columns are in the order from the picture below, otherwise you are not able to upload the grades into ASAP.*

ASAP Format		
abc123	Doe1, Joe	A
abc124	Doe2, Joe	B
abc125	Doe3, Joe	C
abc126	Doe4, Joe	D
abc127	Doe5, Joe	F

- From the *Save as* type drop down menu select **Text (Tab delimited - .txt).** This file is the file that will be uploaded into ASAP. A warning box will pop up asking if the workbook should be saved in a .txt format. Click **Yes**.

Step 4 Upload your "Midterm/Final" Grades from a File
- Login to **ASAP**
- Click the **Faculty Services** menu
- Scroll down to the last menu and pick **Upload your Grades from a File** option.
- From the **File Manager**, select the **correct .txt file** and click **Open**.
- Click **Upload Your Grades** (Select Midterm or Final).
- It may take a few minutes to upload your grades, depending on how large your file is as well as your network connection. In any event, there will be a status button located on the lower left side of your screen that states "**Processing**".
- If you receive errors at this point, review the error message carefully (*Refer to Errors Checklist below*).
- After you have made changes, just click on "**Submit These Grades**" button, to send the grades from your web page worksheet to the Banner database. **NOTE:** You need to type again your User ID and PIN before you click the **Submit** button.
- When you click the **Submit** button, you get a "**Processing**" message.

Errors Checklist - Fix Errors and Submit Grades
IMPORTANT! Please be advised that the columns and fields MUST be in exactly the same order and format as needed for **ASAP** (Username, Full Name, Letter Grade). Check your spreadsheet *VERY CAREFULLY* to make sure all grades are entered correctly for each corresponding student and that the students are listed in the same order as those on the downloaded sheet.

After you have done this, then just click the "**Submit These Grades**" button, to send the grades from your web page worksheet to the Banner system.

When you have changed a grade, you then scroll down to the bottom of the web page where you are required to re-enter your User ID and PIN number (for security purposes), and Submit Grades again.

Important Notes
You can change grades in **Banner/ASAP** and resubmit the grades as long as grade reporting is turned on by the Office of the Registrar.

If you need help exporting your grades from Blackboard Learn, preparing the Excel file for Banner/ASAP and Importing grades to Banner/ASAP please call the Online Learning Office at **210.458.4057** (during business hours, Monday-Friday 8:00 AM – 5:00 PM), drop in at **MS 1.03.08,** or email us at onlinelearning@utsa.edu to make an appointment with your College representative.

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