

# End of Semester: Reporting Grades and Closing a Course

## Blackboard Ultra Grades Integration

### Step 1: Finalize Grades in Blackboard

1. **Review the Grading Schema.** Ensure the grading schema used in Blackboard matches the letter grade schema required in Campus Connection.
2. **Review Final Grades in Blackboard.** Confirm the accuracy of the final grades in Blackboard before beginning the import process.
  - a. In Blackboard Ultra courses, grades are imported using the **Overall Grade column**. This column must be set to show the letter grade.

 **NOTE:** After importing grades, you can still review and update them before submitting.

### Step 2: Import Grades into Campus Connection

1. **Navigate to the Grade Roster.** Go to Self-Service > Faculty Center > Grade Roster.
2. **Import Grades.** Click the Import Grades button to transfer grades from Blackboard into Campus Connection.
  - For merged Blackboard courses (one Blackboard course containing multiple Campus Connection sections), each section must be imported separately.
  - Grades for the current section will populate correctly, while students from the other sections will appear in the Grade Import Error Log with the error: “Student does not exist on Roster.”
3. **Review and Adjust Grades.** After importing grades, review the results.
  - To correct a grade, use the drop-down menu to select a new grade.
4. **Repeat these steps** for additional sections of the course as needed.

IMPORTANT: If the Grade Import Error Log link displays as shown here, you need to click it to review errors.

If necessary, instructors can override the imported grade by choosing the drop-down arrow and selecting a different grade.

## FN, UN, FNN, and UNN GRADES

When grading in Blackboard, remember to use FN, UN, FNN, UNN in the following situations:

- **FN, UN:** Use these grades when a student stops attending class, and earned an F or U. You will need to enter the last date of attendance in the Grade Roster in Campus Connection. The grade center in Blackboard shows the last date the student logged into the course.
- **FNN, UNN:** Use these grades when a student never attended your class.

These grades are used by Financial Aid in determining if disbursed funds are required to be sent back.

## Closing the Course

### Making a Course Unavailable to Students

1. Click 'Course Settings' located at the upper right corner of the page.
2. On the Course Settings page, locate the Course Access section
3. Under 'Course Status', click the CLOSED radio button
4. Click the exit button  to close the page. The **CLOSED** indicator should now be displayed in the upper right corner of the page. Students can see the course on the Courses page of Blackboard, but they can't access it.