

# Importing Grades Into myBama from Blackboard

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In order to import grades into myBama/Banner from Blackboard Learn, follow the steps given here. For assistance, contact 348-3532 or [frc@ua.edu](mailto:frc@ua.edu).

## ENTERING MIDTERM OR FINAL GRADES IN BLACKBOARD LEARN GRADE CENTER

1. Enter the Blackboard Learn course for which grades will be submitted.
2. Open Grade Center
3. Select the Full Grade Center.
4. If the Grade Center does not have a column called Midterm or Final, create a Calculated or regular column using one of the options at the top of the grade center. Use a regular (non-calculated) column if entering the letter grades manually.

*Note: The midterm column MUST be called Midterm with an upper case M and no space or dash in order to be recognized by Banner/myBama. The name is case-sensitive. The final column MUST be called Final with an uppercase F in order to be recognized by Banner/myBama. The name is case-sensitive.*

5. The column must have primary display type of Letter or Text. Confirm this by clicking on the action link to the right of the column title. Click on Edit Column Information. Set the Primary Display to Letter or Text and choose Submit.
6. In order to use Blackboard's automatic conversion to letter grade, the primary display must be Letter. The default letter grade scheme in Blackboard Learn is shown below and can be edited in the Grade Center from Manage select Grading Schemas.

97	% and 100%	A+
94	% and Less Than 97%	A
90	% and Less Than 94%	A-
87	% and Less Than 90%	B+
84	% and Less Than 87%	B
80	% and Less Than 84%	B-
77	% and Less Than 80%	C+
74	% and Less Than 77%	C
70	% and Less Than 74%	C-
67	% and Less Than 70%	D+
64	% and Less Than 67%	D
60	% and Less Than 64%	D-
0	% and Less Than 60%	F

Once the grades are in the Midterm or Final column in Blackboard Learn, they can be imported into myBama/Banner by following these steps:

1. Login to myBama.
2. On the Faculty Tab go to the Banner Self-Service Area, click on the Faculty and Advisors folder.
3. Click on Midterm Grades or Final Grades.
4. Choose the appropriate academic term.
5. From the drop-down menu, select a course for which grades will be submitted. The course roster will appear (25 students per page).
6. To import grades from Blackboard Learn, click on the button "Import Grades from Blackboard Learn".

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RETURN TO MENU SITE MAP HELP EXIT

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**Final Grades**
10335604 Rachel S. Thompson  
Summer 2012  
Jun 20, 2012 11:28 am

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Enter final grades. If Confidential appears next to a student's name, the personal information is to be kept confidential.  
 Click [here](#) for a dictionary of UA Grade Terminology.

**Course Information**  
**Intro to Underwater Basketweaving - UB 100-001**  
**CRN:** 34356  
**Students Registered:** 25

Please submit the grades often. There is a 20 minute time limit starting at 11:28 am on Jun 20, 2012 for this page.

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Aardvark, Allan A.	11222222	3.000	**Web Registered** Apr 01, 2012	None ▾ N		<input type="text"/>	<input type="text"/>	21	
2	Bass, Barnabus (Big Mouth)	11122222	3.000	**Web Registered** Apr 03, 2012	None ▾ N		<input type="text"/>	<input type="text"/>	27	
3	Cougar, Cathy	11112222	3.000	**Web Registered** Mar 22, 2012	None ▾ N		<input type="text"/>	<input type="text"/>	4	
4	Dolphin, Daniel	11111222	3.000	**Web Registered** Apr 05, 2012	None ▾ N		<input type="text"/>	<input type="text"/>	31	
5	Eel, Electric (Ellie)	11111122	3.000	**Web Registered** Apr 20, 2012	None ▾ N		<input type="text"/>	<input type="text"/>	38	

A message will appear: "Loading Blackboard Learn Grades" and, if appropriate midterm or final grade data can be found in Blackboard Learn, it will populate the grade selection dropdowns for each student in myBama.

**Course Information**

**Intro to Underwater Basketweaving - UB 100-001**

**CRN:** 34356

**Students Registered:** 25

**Please submit the grades often. There is a 20 minute time limit starting at 11:28**

Loading Blackboard Learn Grades

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled
1	Aardvark, Allan A.	11222222	3.000	**Web Registered** Apr 01, 2012	A+ ▾	N
2	Bass, Barnabus (Big Mouth)	11122222	3.000	**Web Registered** Apr 03, 2012	D- ▾	N
3	Cougar, Cathy	11112222	3.000	**Web Registered** Mar 22, 2012	F ▾	N
4	Dolphin, Daniel	11111222	3.000	**Web Registered** Apr 05, 2012	B+ ▾	N
5	Eel, Electric (Ellie)	11111122	3.000	**Web Registered** Apr 20, 2012	B ▾	N

If no Blackboard Learn course exists matching the CRN or if no Midterm or Final grade column is found in the Blackboard Learn course, an error message will appear.

**Course Information**

**Intro to Underwater Basketweaving - UB 100-001**

**CRN:** 34356

**Students Registered:** 25

**Please submit the grades often. There is a 20 minute time limit starting at 10:32 pm on Jun 25, 2012 for this page.**

Import Blackboard Learn Grades

**There are no Blackboard Learn grades found for this course. For assistance, please contact us at [blackboard.learn@ua.edu](mailto:blackboard.learn@ua.edu) or at 205-348-3532.**

Only letter grades can be imported into myBama. Plus/minus grades are allowed for undergraduate courses and A,B,C,D,F for graduate. I, and NC grades will need to be selected from the dropdown in myBama when needed. The UA Office of the Registrar gives the following guidance on permissible grade types: <https://registrar.ua.edu/faculty-staff/grade-reporting/>

When a grade of F is assigned, instructors are now required to select a reason for the grade. See the FRC tutorial "[Non-Attendance Grading in myBama](#)" for more information.

Once midterm or final grades have been imported from Blackboard Learn and checked for accuracy, and any necessary adjustments have been made, click the **Submit** button below the list of student names to complete the grade submission process.

*Note: You cannot import Blackboard Learn grades again after you click the Submit button. Make sure the grades that appear in the Grade column are correct before clicking Submit.*

If an invalid grade is in the Midterm or Final column in Blackboard Learn, Banner will set that student's grade to NONE. All other grades will be imported and submitted as normal. Please confirm that all grades are in the appropriate format and that they are submitted successfully in Banner by checking the grade submission channel in myBama under the Faculty tab.

For more information, contact the Faculty Resource Center at 205.348.3532  
or [frc@ua.edu](mailto:frc@ua.edu)  
or visit our website at <http://frc.ua.edu>.

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