Grade Transfer from Blackboard Learn to ASAP

If you keep all grades in Blackboard Learn and use Grading Schema to figure the Letter grade:

Locate the column that has midterm or final grades. Use the drop-down menu of the column title and choose Edit Column Information. In Edit Column Information screen:

1. Change the Column Name ASAPMidterm for midterm grades and ASAPFinal for final grades (Leave Grade Center Name blank).

2. Set Primary Display to ‘Letter’ and Secondary Display to ‘None’

3. ONLY when you have letter grades finalized and are ready to transfer grades to ASAP, set the grade column as an External Grade Column. To do so, click drop-down menu of the column title and choose Set as External Grade.

4. “F” and “I” grades do not automatically transfer from Blackboard Learn to ASAP. Enter them manually in ASAP.

If you keep all grades in an external document (eg., Excel):

Create a column to designate it as midterm or final grade column. In Create Grade Column screen:

1. Enter ASAPMidterm for midterm grades and ASAPFinal for final grades as the Column Name (Leave Grade Center Name blank).

2. Set Primary Display to ‘Text’ Secondary Display to ‘None’, and Points Possible to 0.

3. Click Submit and enter your grades in the ASAPMidterm or ASAPFinal column.

4. ONLY when you have letter grades finalized and are ready to transfer grades to ASAP, set the grade column as an External Grade Column. To do so, click drop-down menu of the column title and choose Set as External Grade.

5. “F” and “I” grades do not automatically transfer from Blackboard Learn to ASAP. Enter them manually in ASAP.

PLEASE NOTE:
1. If you wish to enter grades manually in ASAP, you are welcome to do so (when ASAP is open for recording grades).
2. If grades already exist in ASAP, the automatic grade transfer will not overwrite the existing grades in ASAP.
PLEASE make sure that you check ASAP on the following day (after you entered your Final Grades in Blackboard Learn) to make sure that the Final Grades transferred correctly.