

The university has a standing requirement that mid-term grades be entered into ASAP for ALL undergraduate students. It also requires that final grades be entered into ASAP for ALL undergraduates and graduate students. All faculty are required to keep their gradebook in Blackboard Learn that has the capability of automatically transferring ALL passing grades to ASAP.

During the 6th week of class and the beginning of final exams, you will receive a notification from Office of Vice Provost stating midterm or final grades can be entered into ASAP.

Grade Transfer from Blackboard Learn to ASAP

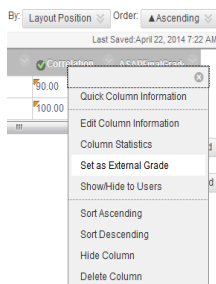
If you keep all grades in Blackboard Learn and use Grading Schema to figure the Letter grade:

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.

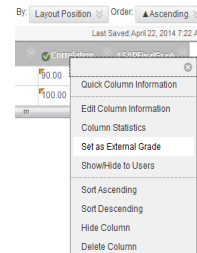
If you keep all grades in an external document (eg., Excel):

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.