Submitting Grades from Blackboard to MyNIU

While Blackboard is an excellent option for tracking, communicating, and calculating student grades, MyNIU is the official system of record for student grade data. At the end of each semester, you must enter and post final grades in MyNIU for each student. The Blackboard Grade Submission tool can help to make that process easier and quicker for you while reducing the possibility of entering the wrong grade.

Step 1: Customize Default Grade Schema

In Blackboard, the Letter grade schema matches the graduate +/- grading scale. For undergraduate courses, or if you use a different grading scale, you will need to customize the schema.

1. In the *Gradebook,* click the **Gear** icon
2. Under *Grading Schemas* click **Letter**
3. Adjust the score percentage values to match the grading scale found on the course syllabus
4. Click **Save**

Step 2: Set Up Overall Grade

The grade schema is assigned to the Overall Grade. The column will show a letter grade instead of a score or percentage, based on the grade schema.

1. In the *Gradebook*, click **Overall Grade**
2. If new panel opens, click **Calculation Details**, or If a menu appears, click **Edit**
3. Select **Item Weights** or **Category Weights**
4. Assign percentages (must total 100)
5. Click **Save**

Note: Item Weights requires you to weight each item. To weight groups of items choose Category Weights

Step 3: Submit Grade to MyNIU

You can only submit grades once per course, per semester. If you find an error in a grade, you can modify it in MyNIU manually before posting the grades.

1. Under *Details and Actions* click **Books & Tools**
2. Click **Grade Submission Ultra**
3. Click **Submit Grades**
4. Review the grades displayed to ensure that they are in agreement, then click the **Submit** button to submit the grades

Note: A confirmation screen appears to confirm that grades have been submitted. It will take approximately 15 minutes for them to be visible in MyNIU. Once the grades are in MyNIU, you will be able to review and post them.

Create Custom Grade Categories

In Blackboard Ultra you can create custom grade categories in the grade book, allowing you greater flexibility in grading. Custom categories must be associated with assessments.

1. In the *Gradebook,* click the **Gear** icon
2. Under *Grading Categories* click **Add New Category**
3. Type a name for the new category in the text box
4. Click outside of the box to save

Create Overall Grade Notation

Grade notations can be used when student performance falls outside defined schema. For example, if a student withdraws from a course, create a notation without assigning a grade

1. In the *Gradebook,* click the **Gear** icon
2. Under *Overall Grade Notations* click **Add Overall Grade Notation**
3. Create notation and give it a description
4. Click outside of the box to save
5. To attach to a student grade click the **Grade Pill** in the *Overall grade* column and select the desired notation

Remember!

After submitting grades from Blackboard to MyNIU, you must review and post grades in MyNIU.

Learn more!

Tips, FAQs, and tutorials at
niu.edu/blackboard

Information about Ultra Course View
niu.edu/blackboard/ultra

Ask a Question form for NIU faculty and staff at
citl.niu.edu/bbq