

# Grade Push FAQs

## General Application Use

**Q: Can I edit the Grading Schema/Policy to match what I have in my syllabus?**

**A:** Yes, you can edit or create a new grading schema to match what you use for your course(s). This can be done in the Full Grade Center; Manage; Grading Schema. There you will find a default schema called "Letter", click the gray arrow beside it and click "Edit". There you will find a table you can easily edit. If you need further assistance, please contact Blackboard support.

**Q: How do I access the Grade Push application?**

**A:** Faculty can access this application with a link found in FlashLine by navigating to the Faculty & Advisors category, the Faculty Dashboard page, and the Grading Resources panel.

**Q: When should the Grade Push application be used?**

**A:** The Grade Push application will be active during the final grading window for final grades and the midterm grading window for midterm grades of your course sections. If the Grade Push application is accessed before or after the active grading window of course sections, grades cannot be pushed.

**Q: How many times can the Grade Push application be used for one section?**

**A:** The application is designed to allow for all grades in a section to be pushed from Blackboard Learn to the Final Grades roster, or if applicable the Midterm Grades roster, at once. However, only grades that are ready for transfer will be pushed. As grades are entered additionally into Blackboard Learn, they may be pushed in separate batches. These subsequent grade pushes will not affect previously pushed grades.

**Q: Can the Grade Push application be used on a mobile device?**

**A:** For best results, the Grade Push application should be used on a standard computer or laptop.

**Q: I have a student grade that needs to be changed. How can I modify the grade?**

**A:** Prior to utilizing the Grade Push application, grades can be changed in Blackboard Learn and then pushed using the Grade Push application. If during the prescribed grading window, a grade has been pushed to the Final Grades roster or Midterm Grades roster, any changes must be made in the Final Grades roster or Midterm Grades roster directly.

**Q: Do the Final Grade for Posting or Midterm Grade for Posting columns have to be visible to the students in order for the grades to be pushed?**

**A:** No, the columns do not have to be visible to the students in order for the grades to be pushed.

**Q: The Grade Push application states my column has not been configured in Blackboard, but I know I have it set up in Blackboard. Why is it not working?**

**A:** The column in Blackboard Learn must be set up using the correct title for the column. The column names must be **Final Grade for Posting** or **Midterm Grade for Posting**. Check for correct spelling, capitalizations and no extra spaces between words or at the end.

## Pushing Student Grades

### **Q: Can I push midterm grades to the Midterm Grades roster?**

**A:** Yes, the Grade Push application can be used to push midterm grades to the Midterm Grades roster during the prescribed timeframe for midterm grading.

### **Q: I teach a course with combined sections in Blackboard Learn. Can I push student grades using the Grade Push application?**

**A:** Yes, the Grade Push application can be used to push grades for combined sections. Individual sections will be displayed separately in the Grade Push application with the corresponding students and their grades. Each grade section must be pushed individually. When there are multiple instructors in a combined course, they only need to add one Final Grade for Posting or Midterm Grade for Posting column for the entire course. Once the column is populated with valid grades, each instructor must run the Grade Push application for their section.

### **Q: I would like student grades to display as a percentage, rather than a letter grade, in Blackboard Learn. Can I still push grades using the Grade Push application?**

**A:** The Final Grade for Posting or Midterm Grade for Posting columns in Blackboard can display both a letter grade and a percentage, score, or other display method. When creating or editing the column, select 'Letter' in the Primary Display field and select your other grade display preference in the Secondary Display field. This will ensure that the Grade Push app can still utilize the letter grade in the column.

### **Q: Can I push NF (Never Attended F), SF (Stopped Attending F), or Incomplete Mark grades for my course?**

**A:** No. The SF and Incomplete marks will need to be entered into the Final Grades roster directly. The NF mark will need to be entered using the Academic Presence Verification Roster.

### **Q: I have a Blackboard Learn course that uses the S/U grade schema. Can I push grades using the Grade Push application?**

**A:** Yes, S/U student grades may be pushed from Blackboard Learn to the Final Grades roster or Midterm Grades roster using the Grade Push application.

### **Q: I have a Blackboard Learn course that utilizes both standard letter grades and S/U grades. Can I push grades using the Grade Push application?**

**A:** Courses that utilize both standard letter and S/U grades may be pushed with the Grade Push application, however only one Blackboard Learn grade column with one grade schema may be pushed. It is recommended to push grades with the standard letter grade schema.

### **Q: Why am I receiving an error when trying to input an "F" grade in the "Final Grade for Posting" column?**

**A:** The Blackboard default grading schema was updated recently to include an 'F' grade but if you have copied your course from a previous term the old schema would have been copied as well. To fix this, you will need to add a line in the grading schema. Navigate to Full Grade Center, Manage, Grading Schemas. There you will find a default schema called "Letter", click the gray arrow beside it and click "Edit". In Item 2, Schema Mapping, click the very last arrow on the right to add a row, edit the percentages to reflect your grading syllabus and click Submit.