



Grade Push User Guide

September 2016

Table of Contents

About Grade Push	3
Overview	3
Blackboard Learn	4
Create a Grades Roster Column.....	4
Enter Letter Grade Data.....	8
Grade Push Application.....	9
Access Grade Push in FlashLine	9
Push Grades to the Grades Roster.....	10

About Grade Push

As Blackboard Learn is the official Learning Management System at Kent State University, course grades are commonly entered directly into Blackboard Learn, or downloaded to Blackboard Learn from a spreadsheet, such as Microsoft Excel. To report the grades, the information must be entered into the university **Midterm Grades roster** or **Final Grades roster**.

In order to improve the ease and efficiency of recording grades for faculty who are utilizing Blackboard Learn for their courses, the **Grade Push** application has been developed to allow letter grades to be transferred from Blackboard Learn to the roster for an entire course as one entire group.

This documentation will aid in configuring Blackboard Learn by preparing the grade data, and successfully transferring the data simply and effectively using the **Grade Push** application.

Overview

The **Grade Push** application is designed to serve as an interface between Blackboard Learn and the Grades rosters for grade transfer. For the application to successfully complete a grade transfer, the information needs to be organized in a manner to allow for data items to coordinate within the two platforms. As the grades rosters require grades to be entered in a letter format, a similar format must be prepared in Blackboard Learn to coordinate the information. This guide will discuss the steps to:

1. **Ready** the Blackboard Learn Grade center
2. **Set** the grade information to be transferred
3. **Go** and push the information into the Midterm Grades roster or Final Grades roster

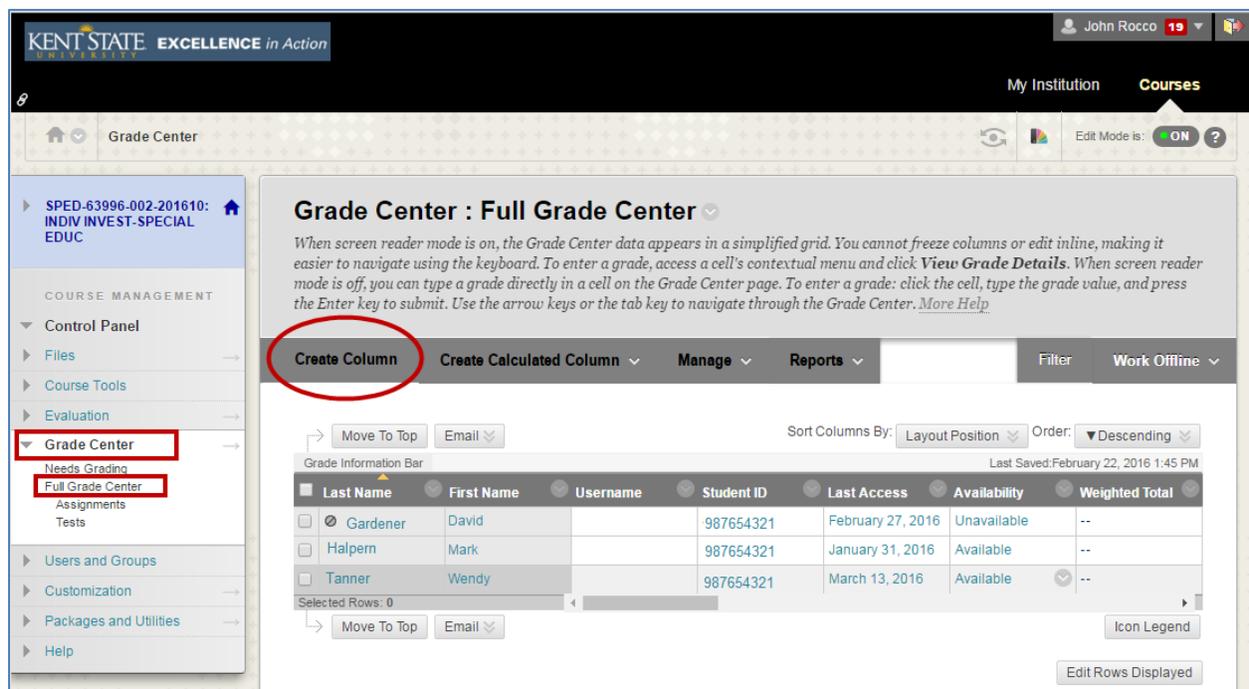
Blackboard Learn

Create a Grades Roster Column

To “**Ready**” the grades for the push to the Midterm Grades or Final Grades roster, an additional column needs to be created in the existing Blackboard Learn Grade Center which must be labeled specifically to match the Grade Push application label, and ensure the proper transfer of information. The column in Blackboard must be **EXACTLY** labeled either **Midterm Grade for Posting** or **Final Grade for Posting**, for the entry of letter grades. These must be exact in order to accurately synchronize with the Grade Roster.

Once entered, the **Grade Push** application can be used to copy the Midterm or Final grades from Blackboard Learn and **Push** them to the corresponding Grades roster.

The new columns can be added by the following steps.



The screenshot shows the Blackboard Learn interface for a course. The top navigation bar includes the Kent State logo and the user's name, John Rocco. The main content area is titled "Grade Center : Full Grade Center". A sidebar on the left contains a "Control Panel" with various options, including "Grade Center" which is expanded to show "Full Grade Center". In the main content area, a menu bar contains several options: "Create Column", "Create Calculated Column", "Manage", "Reports", "Filter", and "Work Offline". The "Create Column" option is circled in red. Below the menu bar is a table of student data with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, and Weighted Total. The table contains three rows of student information.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total
Gardener	David		987654321	February 27, 2016	Unavailable	--
Halpern	Mark		987654321	January 31, 2016	Available	--
Tanner	Wendy		987654321	March 13, 2016	Available	--

1. From **Blackboard Learn**, select the appropriate course.
2. From the **Control Panel**, click on **Grade Center**, and from the drop down choose the **Full Grade Center** link.
3. Click on the **Create Column** link.

Create Grade Column

Grade Columns represent any student effort that is measured. Columns for gradable items are added to the Grade Center automatically. Work that is not automatically graded can be measured in the Grade Center by creating a Grade Column. [More Help](#)

* Indicates a required field.

Cancel Submit

1. Column Information

* Column Name

Grade Center Name

Description

Path: p Words:0

Primary Display

- Letter
- Score
- Letter
- Text
- Percentage
- Complete/Incomplete
- Letter

Secondary Display

Category

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

- In the **Create Grade Column** page, **Section 1. Column Information**, name the column either **Midterm Grade for Posting**, or **Final Grade for Posting** in order to coordinate the data with the grades roster.
- Using the **Primary Display** drop-down, select the option for **“Letter”** to format the column for letter grades.
- In the **Points Possible** field, enter the appropriate number of Midterm total points or Final total points, which reflect the course grading policy specified in your syllabus.

2. Dates

Date Created Mar 29, 2016

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

3. Options

*Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to hide this column from Students in My Grades. Select **Yes** for the third option to show column statistics to Students in My Grades.*

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

4. Submit

*Click **Submit** to proceed. Click **Cancel** to go back.*

Submit

7. In section **2. Dates**, no additional date needs to be added.
8. In section **3. Options**, choose from the following:
 - a. 'Include this Column in grade Center Calculations'
 - i. **Select "No"** for *Final Grade for Posting*
 - ii. **Select "Yes"** for *Midterm Grade for Posting* if the Midterm Grade will be used in the calculation for the Final Grade.
 - b. 'Show the Column to Students' – **"Yes" or "No" per instructor preference.**
 - c. 'Show Statistics' – **select "No"**
9. In section **4. Submit**, click the **Submit** button to create the column.

The process should be repeated to create two new columns in Blackboard Learn, one each for **Midterm Grade for Posting** and **Final Grade for Posting**.

A green banner will appear at the top of the **Grade Center** page notifying of a successful column addition. Letter grades may now be entered into Blackboard Learn in the new column.

Success: created column: Final Grade for Posting.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: February 22, 2016 1:45 PM

Last Name	First Name	YOUR FREE CH	ENDURING ISS	ENDURING ISS	ISSUE ANALY	Final Grade for
Gardener	David	--	--	--	--	--
Halpern	Mark	--	--	--	--	--
Tanner	Wendy	--	--	--	--	--

Selected Rows: 0

Move To Top Email

Scroll Bar

Icon Legend

Edit Rows Displayed

If a **Total Grade** column is being used in Blackboard Learn, an additional **Calculated Column** may be created, instead of a standard column, to utilize the current total Percentage information to create a letter grade from the current grading schema.

Enter Letter Grade Data

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Grade Type: Grade | Points Possible: 1000.00 | Displayed As: Letter | Visible to Users: Last Saved: March 30, 2016 9:10 AM

Last Name	First Name	ENDURING ISS	ENDURING ISS	ISSUE ANALYS	Final Grade for
Gardener	David	--	--	--	--
Halpern	Mark	--	--	--	A
Tanner	Wendy	--	--	--	

Selected Rows: 0

To “Set” the data to transfer, the letter grades need to be entered into the newly created ‘Grade for Posting’ column. Clicking in the cell for the appropriate student selects the cell and allows the grade to be entered. Pressing the enter key accepts the typed grade and moves the cursor to the next cell down.

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: March 30, 2016 9:10 AM

Last Name	First Name	ENDURING ISS	ISSUE ANALYS	Total Percentag	Final Grade For
Gardener	David	--	--	--	--
Halpern	Mark	--	--	95.04762%	A
Tanner	Wendy	--	--	88.00%	B+

Selected Rows: 0

If Blackboard Learn is being used to calculate grades by percentage for the course, adding a calculated column for the letter grade will calculate and enter the grade based upon the course schema. No further actions are necessary in Blackboard Learn.

Grade Push Application

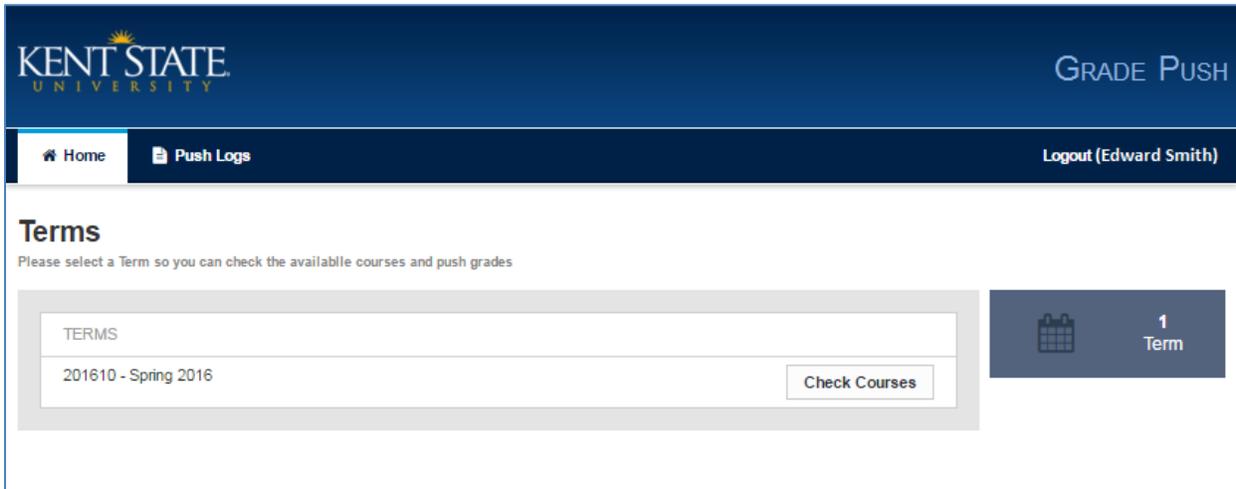
Access Grade Push in FlashLine

With grades either entered or calculated as a letter grade format in Blackboard Learn, they can now “Go” to the Final Grades roster via the **Push** function of the **Grade Push** application. It can be accessed by navigating to the **Faculty & Advisors** category, the **Faculty Dashboard** page, and the **Grading Resources** panel, and using the link for **Grade Push**.

The screenshot displays the FlashLine Faculty Dashboard interface. On the left is a blue sidebar with the Kent State University logo and the name 'John Rocco' with email 'jrocco2@kent.edu'. The sidebar menu includes 'Welcome', 'KSUView', 'Student', 'Employee', 'Faculty & Advisors', 'Faculty Dashboard', 'Advisor Dashboard', and 'Resources'. The 'Faculty & Advisors' and 'Faculty Dashboard' items are highlighted with a red box. The main content area is titled 'Faculty Dashboard' and contains several panels. At the top, there is a search bar and navigation links for 'Home / Faculty Dashboard' and 'Return to FlashLine Classic'. Below this is a row of six icons: Blackboard Learn, Class Rosters: Summary View, Schedule of Courses (view only), Official Academic Calendar, KentLINK Library Catalog, and FlashFolio. The 'My Course Info' panel shows 'You are not teaching any courses.' The 'Faculty / Advisor Calendar' panel shows a calendar for August 2016. The 'Grading Resources' panel on the right contains several links: 'NF/SF Grading', 'Midterm Grades', 'Final Grades', 'Grade Push', 'Late Registration Approval', and 'Grade Push User Information'. The 'Grade Push' link is highlighted with a red box.

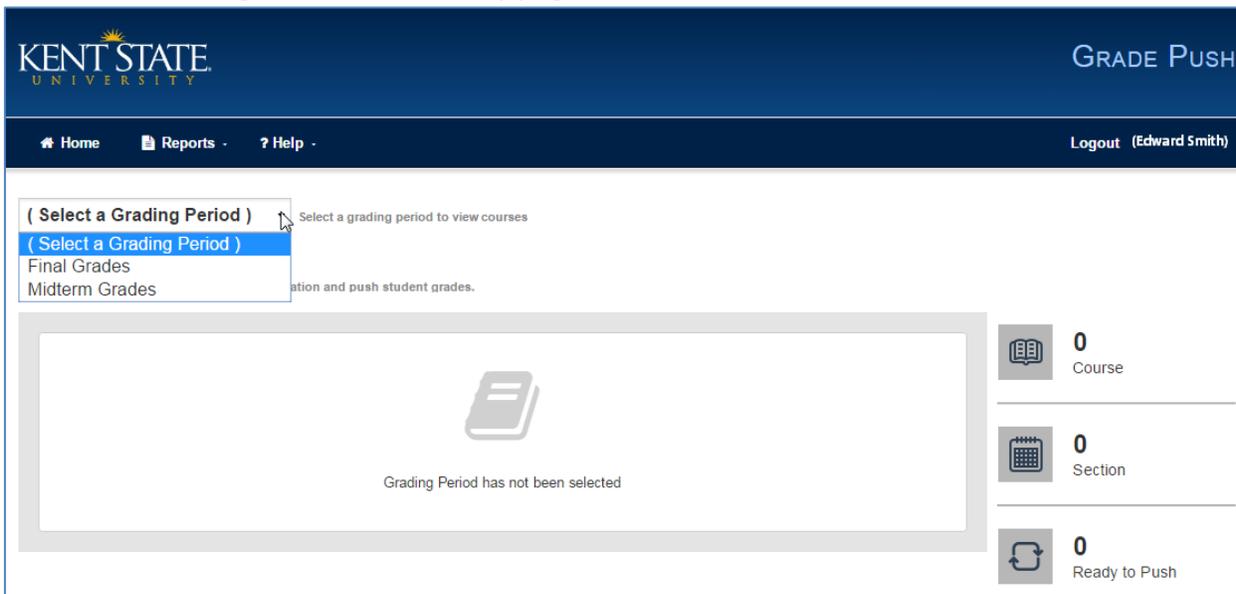
Push Grades to the Grades Roster

Available courses can be viewed by selecting the appropriate academic term from the list of those available. An indicator on the right displays the number of terms available for viewing. Clicking the **Check Courses** button for the selected term allows the user to select a Grading Period, and retrieve the list of courses.



The screenshot shows the Kent State University Grade Push interface. At the top, there is a navigation bar with the Kent State University logo on the left and "GRADE PUSH" on the right. Below the navigation bar, there are links for "Home" and "Push Logs", and a "Logout (Edward Smith)" button. The main content area is titled "Terms" and includes the instruction "Please select a Term so you can check the available courses and push grades". A dropdown menu labeled "TERMS" is open, showing the selected term "201610 - Spring 2016". To the right of the dropdown is a "Check Courses" button. On the far right, there is a summary box showing a calendar icon and "1 Term".

From the drop down menu, a selection of what **Grading Period** to view must be made. Selecting Final Grades, or Midterm Grades produces the list of Available Courses for the selected term, and access to the grade view and entry pages.



The screenshot shows the Kent State University Grade Push interface with the Grading Period selection screen. The navigation bar at the top includes "Home", "Reports", and "Help" links, along with the "Logout (Edward Smith)" button. The main content area has a dropdown menu for "Grading Period" that is open, showing options: "(Select a Grading Period)", "(Select a Grading Period)", "Final Grades", and "Midterm Grades". Below the dropdown, there is a large empty box with a calendar icon and the text "Grading Period has not been selected". On the right side, there are three summary boxes: "0 Course", "0 Section", and "0 Ready to Push".

The **Available Courses** page displays the list of courses for the term that was chosen. If the **Grading Period** window is not open to push grades, a notification will appear above the course list and in the comments column of the display.


GRADE PUSH

[Home](#) [Reports](#) [Help](#)
Logout (Edward Smith)

Final Grades Select a grading period to view courses

Available Courses

Select a course section to view detailed information and push student grades.

⚠ You currently have no courses available for grading.

Search
Reset

Course ^	CRN ↕	Section ↕	Comments	
LIFE ON PLANET EARTH - Fall 2016 BSCI 10002	11064	300	This section is not available for grading at this time	Check Grades
BASIC MICROBIOLOGY - Fall 2016 BSCI 20021	11183	300	This section is not available for grading at this time	Check Grades
BASIC MICROBIOLOGY - Fall 2016 BSCI 20021	21468	301	This section is not available for grading at this time	Check Grades
BASIC MICROBIOLOGY - Fall 2016 BSCI 20021	22651	302	This section is not available for grading at this time	Check Grades
HUMAN PHYSIOLOGY - Fall 2016 BSCI 30130	11240	300	This section is not available for grading at this time	Check Grades

3
Courses

5
Sections

0
Ready to Push

A notification in the **Comments** column will appear if the column has not been set up or if the column is set up incorrectly in Blackboard Learn.

The screenshot shows the 'Grade Push' interface for 'Midterm Grades'. A table lists available courses. A red box highlights the 'Comments' column, which contains the message: 'Your 'Midterm Grade for Posting' column has not been configured in Blackboard'. The table also includes columns for Course, CRN, and Section, and a 'Check Grades' button for each row.

Course	CRN	Section	Comments	Check Grades
TRIGONOMETRY - Fall 2016 MATH 11022	22462	013	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades
ANALYTIC GEOMETRY AND CALC I - Fall 2016 MATH 12002	15448	004	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades
DKS: FIRST YEAR EXPERIENCE: COLLEGE OF ARTS AND SCIENCES - Fall 2016 UC 10097	18897	024	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades
DKS: FIRST YEAR EXPERIENCE: COLLEGE OF ARTS AND SCIENCES - Fall 2016 UC 10097	18908	035	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades

If the grading period is in affect for a course, and the 'Grades for Posting' column has been set up correctly, the Comments column will be blank and the class may be selected to initiate the **Grade Push** by clicking the **Check Grades** button for the course.

The screenshot shows the 'Grade Push' interface for 'Midterm Grades'. A table lists available courses. A red box highlights the first row, where the 'Comments' column is blank. The table also includes columns for Course, CRN, and Section, and a 'Check Grades' button for each row.

Course	CRN	Section	Comments	Check Grades
TRIGONOMETRY - Fall 2016 MATH 11022	22462	013		Check Grades
ANALYTIC GEOMETRY AND CALC I - Fall 2016 MATH 12002	15448	004	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades
DKS: FIRST YEAR EXPERIENCE: COLLEGE OF ARTS AND SCIENCES - Fall 2016 UC 10097	18897	024	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades
DKS: FIRST YEAR EXPERIENCE: COLLEGE OF ARTS AND SCIENCES - Fall 2016 UC 10097	18908	035	Your 'Midterm Grade for Posting' column has not been configured in Blackboard	Check Grades

Back to Fall 2016

Grades for 'MATH 11022.013 TRIGONOMETRY'

List of student grades and information if the grade is ready to be pushed to the Midterm Grades roster

Push 2 Midterm Grades

FILTERS:

Show All
 Ready to Push
 Not Ready to Push

Name	KSU ID	Blackboard	Midterm Grades roster	Comments
Adams, Mary		A	-	The student is not registered for this course
Blake, Mary		C	A	A midterm grade has already been submitted for this student on the Midterm Grades roster
Chance, Mary			-	Student is not in Blackboard
Davis, Mary		D	B+	A midterm grade has already been submitted for this student on the Midterm Grades roster
Egon, Mary		B	A	A midterm grade has already been submitted for this student on the Midterm Grades roster
Ford, Mary		A	A	A midterm grade has already been submitted for this student on the Midterm Grades roster
Grant, Mary		B	C	A midterm grade has already been submitted for this student on the Midterm Grades roster
Hall, Mary		C	C	A midterm grade has already been submitted for this student on the Midterm Grades roster
Ivers, Mary		B	-	A midterm grade has already been submitted for this student on the Midterm Grades roster
Jensen, Mary			-	Student is not in Blackboard
Klinger, Mary		B	-	A midterm grade has already been submitted for this student on the Midterm Grades roster
Lloyd, Mary		B	C	A midterm grade has already been submitted for this student on the Midterm Grades roster
Martin, Mary			C	A midterm grade has already been submitted for this student on the Midterm Grades roster
Nolan, Mary			-	Student has not been graded in Blackboard
Oswald, Mary			-	Student has not been graded in Blackboard

TRIGONOMETRY

TERM	Fall 2016
SUBJECT	MATH
NUMBER	11022
SECTION	013
CRN	22462

2/45
Ready to Push

33/45
Will Not be Pushed

10/45
In Midterm Grades roster

The class roster will display on the **Grades** page, showing any grades that have been entered into Blackboard Learn for the students. The icons on the right show how many grades are **Ready to Push**, how many grades **Will Not be Pushed**, and how many have already been recorded to the **Midterm Grades roster** or the **Final Grades roster**.

Once the grades are pushed to the appropriate grades roster, any grade edits must be done in the roster itself. Any necessary grade changes to be made **prior** to being pushed, may continue to be made in Blackboard Learn.

Grade Pushes are completed for all students in the course with grades **Ready to Push** by clicking the **"Push # Grades"** button in the upper-right hand corner of the page. Grade Pushes can be completed several times for a course, during the Grading Period window, if needed, until all student grades have been entered into the grades roster.

A confirmation page will appear to allow for a final review of the grades to be pushed. Clicking the **Confirm Grade Push** button will complete the action.

The screenshot shows the Kent State University Grade Push interface. At the top, the Kent State University logo is on the left, and "GRADE PUSH" is on the right. Below the logo, there are navigation links for Home, Reports, and Help. On the right side of the top bar, there is a "Logout (Edward Smith)" link. The main content area has a blue header with "Back to MATH 11022.013 TRIGONOMETRY" and a large question: "Are you sure you want to push 2 grades to the Midterm roster?". Below this question is a note: "Changes to pushed grades will need to be updated on the Midterm Grades roster." To the right of the question is a blue button labeled "Confirm Midterm Grade Push". Below the question is a table with the following data:

Name	KSU ID	Ready to Push
Ivers, Mary	987654321	B
Klinger, Mary	987654321	B

Below the table, it says "2 grades Ready to Push". To the right of the table is a sidebar for "TRIGONOMETRY" with the following details:

- TERM: Fall 2016
- SUBJECT: MATH
- NUMBER: 11022
- SECTION: 013
- CRN: 22462

Below the sidebar, there are three status indicators:

- A blue icon with a checkmark and the text "2/45 Ready to Push".
- A red icon with an X and the text "35/45 Will not be Pushed".
- A grey icon with an exclamation mark and the text "10/45 In Midterm Grades roster".

When the Push is complete, a notification box will appear to confirm success, including a notation that an email has been sent as well to confirm the grade push. A button will be available to return to the Available Courses list.

The screenshot shows the Kent State University Grade Push success notification page. At the top, there is a notification: "Email sent: Midterm Grades Pushed Email". Below this, the Kent State University logo is on the left, and "GRADE PUSH" is on the right. Below the logo, there are navigation links for Home, Reports, and Help. On the right side of the top bar, there is a "Logout (Edward Smith)" link. The main content area is a green box with a large white checkmark icon in the center. Below the icon, the text reads: "The grades were pushed successfully". At the bottom of the green box, there is a button labeled "Return to Available Courses".

Additionally, a confirmation email will be sent to the user with the subject line noting that the grades were successfully pushed, and indicating the specific class. More detail regarding the action is explained in the email body.



Returning to the Available Courses page displays the list of courses for the Grading Period and allows the user to continue to view or push grades using the **Check Grades** button.

Midterm Grades Select a grading period to view courses

Available Courses

Select a course section to view detailed information and push student grades.

Type to search Search Reset

Course ^	CRN ⇅	Section ⇅	Comments
TRIGONOMETRY - Fall 2016 MATH 11022	22462	013	<input type="button" value="Check Grades"/>
ANALYTIC GEOMETRY AND CALC I - Fall 2016 MATH 12002	15448	004	Your 'Midterm Grade for Posting' column has not been configured in Blackboard <input type="button" value="Check Grades"/>
DKS: FIRST YEAR EXPERIENCE: COLLEGE OF ARTS AND SCIENCES - Fall 2016 UC 10097	18897	024	Your 'Midterm Grade for Posting' column has not been configured in Blackboard <input type="button" value="Check Grades"/>
DKS: FIRST YEAR EXPERIENCE: COLLEGE OF ARTS AND SCIENCES - Fall 2016 UC 10097	18908	035	Your 'Midterm Grade for Posting' column has not been configured in Blackboard <input type="button" value="Check Grades"/>

3 Courses
4 Sections
1 Ready to Push

Viewing the course with recently pushed grades displays that the selected grades have been pushed and the count for the icons on the right have adjusted to represent the current number of grades Ready to Push, Will Not be Pushed, and already In the Grades Roster. If all available grades in Blackboard Learn have been pushed, the **“Push # Grades”** button will be inactive.

Back to Fall 2016

Grades for 'MATH 11022.013 TRIGONOMETRY'

List of student grades and information if the grade is ready to be pushed to the Midterm Grades roster

TRIGONOMETRY

TERM Fall 2016
SUBJECT MATH
NUMBER 11022
SECTION 013
CRN 22462

0/45 Ready to Push
33/45 Will Not be Pushed
12/45 In Midterm Grades roster

Name ^	KSU ID ⇅	Blackboard ⇅	Midterm Grades roster ⇅	Comments
Adams, Mary		A	-	The student is not registered for this course
Blake, Mary		C	A	A midterm grade has already been submitted for this student on the Midterm Grades roster
Chance, Mary			-	Student is not in Blackboard
Davis, Mary		D	B+	A midterm grade has already been submitted for this student on the Midterm Grades roster
Egon, Mary		B	A	A midterm grade has already been submitted for this student on the Midterm Grades roster
Ford, Mary		A	A	A midterm grade has already been submitted for this student on the Midterm Grades roster
Grant, Mary		B	C	A midterm grade has already been submitted for this student on the Midterm Grades roster
Hall, Mary		C	C	A midterm grade has already been submitted for this student on the Midterm Grades roster
Ivers, Mary		B	B	A midterm grade has already been submitted for this student on the Midterm Grades roster
Jensen, Mary			-	Student is not in Blackboard
Klinger, Mary		B	B	A midterm grade has already been submitted for this student on the Midterm Grades roster