Can students' final grades be transferred from the Blackboard Grade Center to PeopleSoft?

Blackboard Grade Center Extract to PeopleSoft

Student grades can automatically be transferred from a Blackboard class shell to PeopleSoft. As required by NWTC Students **FINAL** grade needs to be entered in the **PSGRADE** column within 72 hours of the end of the last class.

Complete the following steps to set this functionality up within your class shells if missing:

1. Log into your Blackboard class shell and navigate to Course Management > Grade Center > Full Grade Center
2. Click on the "Create Column" button and fill out the fields as follows:
   a. Column Name = "PSGRADE" (all one word)
   b. Primary Display = "TEXT"
   c. Points Possible = "0"
   d. Include this Column in Grade Center Calculations (your choice) = "No"
   e. Show this Column to Students (your choice) = "No"
   f. Click "Submit"
   g. Leave the rest of the fields as they are with their default values.

Items to Note Regarding this Process:

1. Valid values to enter in the PSGRADE column are as follows:
   a. Letter Grades: **A, B, C, D, F**
   b. Withdraw: **W**

2. **Nightly** PeopleSoft looks to your Grade Center to see if there are any grades entered for students within the PSGRADE column. If there are, those grades will be transferred to PeopleSoft. If PeopleSoft sees that the data in the PSGRADE column is not valid, the instructor will receive an email notification

3. PeopleSoft will upload any student grade entered in the PSGRADE column only once. Once a grade is transferred from Blackboard to PeopleSoft, any changes to that grade must be done in PeopleSoft.

4. Change Grade(s) can be done by contacting the Transcribed Credit representative.