Transferring Grades from Blackboard to Banner

Step 1: Exporting Grades from Blackboard

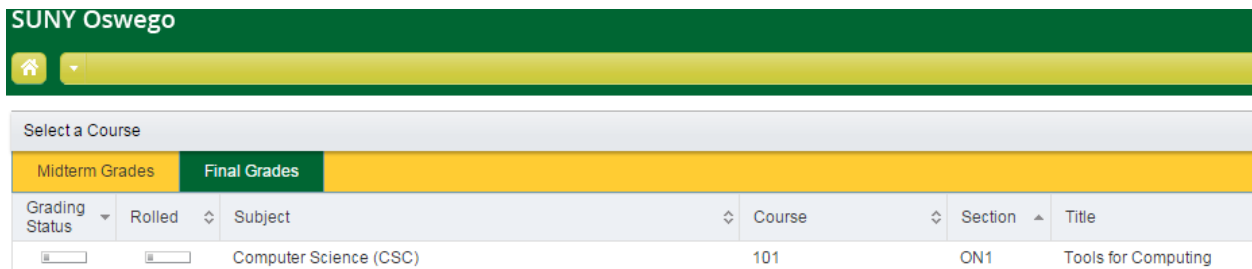1. Login to Blackboard using oswego.open.suny.edu.
2. Select the course you wish to export on from the list of **My Courses**.
3. Go to the full Gradebook.
4. Make sure one of the grade columns is set to show the final course grade as a Letter Grade to students (the column does not actually have to be visible to students). Instructions on setting up Letter Grading Schemes can be found here: https://www.oswego.edu/blackboard/sites/www.oswego.edu.blackboard/files/bb_learn/bb_learn/GradeCenterWorksheet.pdf.
5. Make sure that the Student ID column is visible to you in the Full Grade Center View. This can be done by going to the top menu and selecting **Manage**, then **Column Organization**. From within Column Organization use the Checkboxes and the Show/Hide button to make sure *Student ID* is visible, then click Submit.
6. On the top Menu, find the **Work Oflline** button on the far left and use it to select **Download**.
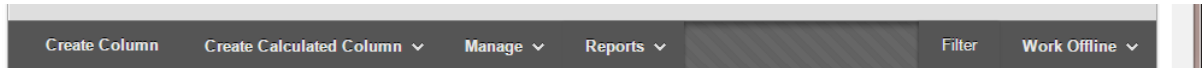

7. On the Download Grades Page, leave the radial buttons on their default settings and hit the **Submit** button.
8. On the next page that appears, click the **Download** button. Your grades will now be downloaded as an excel file to your Downloads folder (unless you have changed this). You may now move onto Step 2.
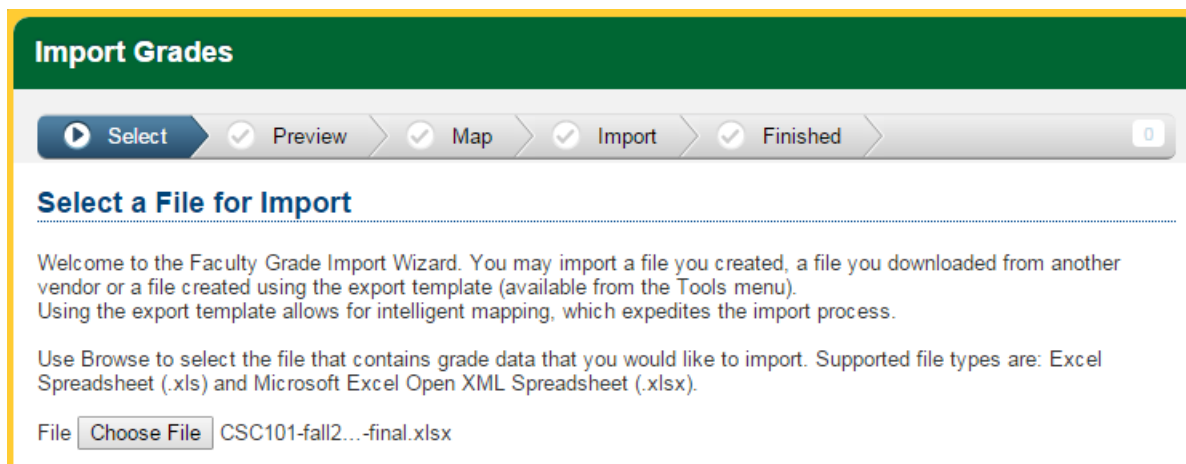
Step 2: Moving Grades to Banner

9. Log in to myoswego at https://www.oswego.edu/myoswego/ using the Current Students, Faculty & Staff sign on.
10. From the tabs at the top of the screen, select **Faculty Services**.
11. Choose **Faculty Grade Entry** from the menu.
12. Select the course to upload grades to by clicking on the course name

13. Locate the **Tools** drop down menu at screen right and select **Import Grades.**
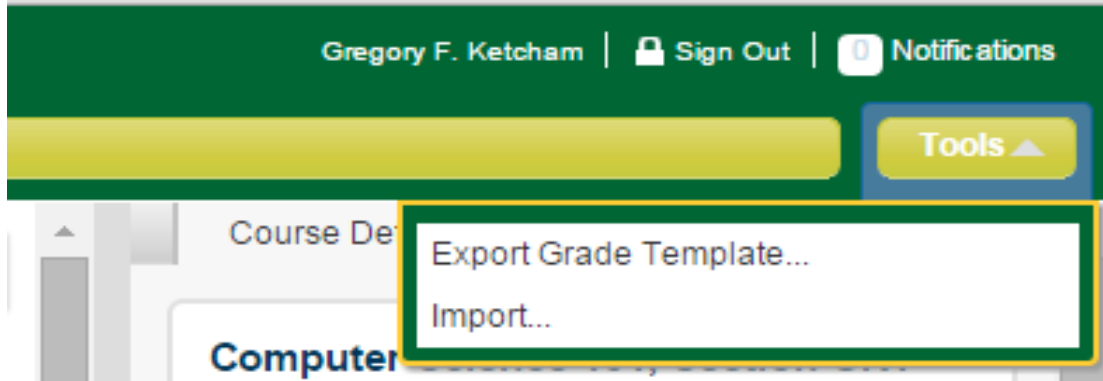
14. Select your Excel grade book file you previously exported and saved from Blackboard and then click **Next**:

Import Grades

Select → Preview → Map → Import → Finished

Select a File for Import

Welcome to the Faculty Grade Import Wizard. You may import a file you created, a file you downloaded from another vendor or a file created using the export template (available from the Tools menu).
Using the export template allows for intelligent mapping, which expedites the import process.

Use Browse to select the file that contains grade data that you would like to import. Supported file types are: Excel Spreadsheet (.xls) and Microsoft Excel Open XML Spreadsheet (.xlsx).

File [Choose File] CSC101-fall2...-final.xlsx

15. Preview the import. Indicate that your spreadsheet uses headers for your columns. Click **Next.**
16. Use the **Map Columns** screen to select the **Student ID** column and the column containing your final grades. All other columns should be set to **Ignore.** Click **Next.**

17. The next screen validates which student grades will be updated, and if there are any errors. Assuming there are no errors, click **Import** to complete.

18. The final screen confirms that the grade import is complete. Click the **Finished** button to exit.

19. On returning to the main grade screens view, click **Save.** Your Grades have now been imported to Banner.