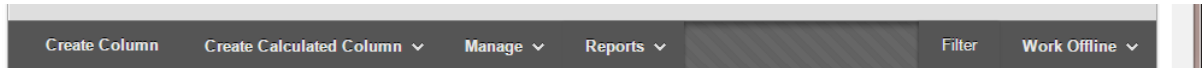


## Transferring Grades from Blackboard to Banner

### Step 1: Exporting Grades from Blackboard

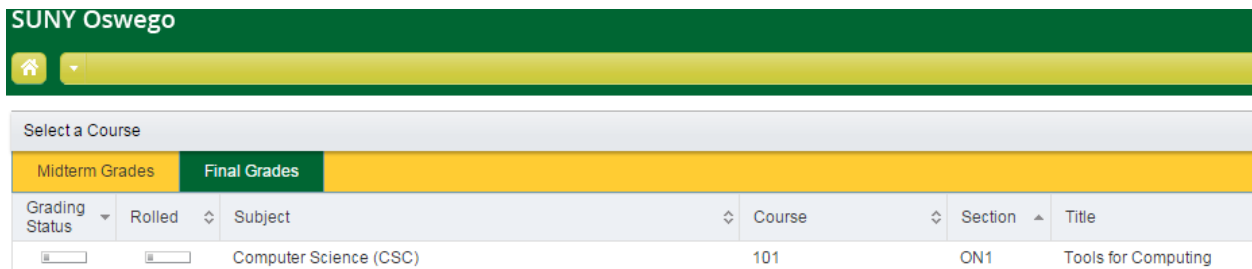
1. Login to Blackboard [using oswego.open.suny.edu](https://www.oswego.open.suny.edu).
2. Select the course you wish to export on from the list of **My Courses**.
3. Go to the full Gradebook.
4. Make sure one of the grade columns is set to show the final course grade as a Letter Grade to students (the 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](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 Offline** button on the far left and use it to select **Download**.



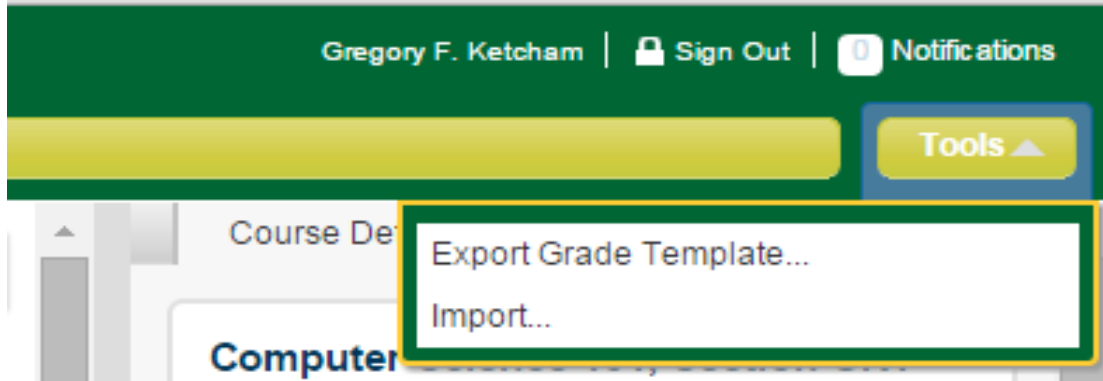
7. On the Download Grades Page, leave the radial buttons on their default settings and hit the **Submit** button.
8. On the next page that appears, click the **Download** button. Your grades will now be downloaded as an excel file to your Downloads folder (unless you have changed this). You may now move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

### Step 2: Moving Grades to Banner

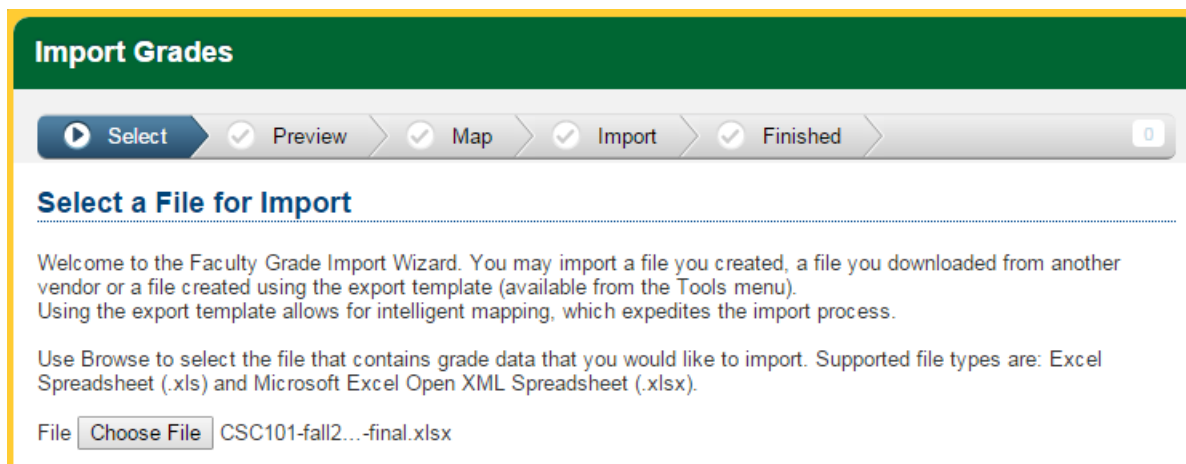
9. Log in to myoswego at <https://www.oswego.edu/myoswego/> using the Current Students, Faculty & Staff sign on.
10. From the tabs at the top of the screen, select **Faculty Services**.
11. Choose **Faculty Grade Entry** from the menu.
12. Select the course to upload grades to by clicking on the course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

A screenshot of the SUNY Oswego Banner system. The header is 'SUNY Oswego'. Below it is a navigation bar with a home icon and a dropdown menu. The main content area is titled 'Select a Course'. There are two tabs: 'Midterm Grades' and 'Final Grades'. Below the tabs is a table with columns: 'Grading Status', 'Rolled', 'Subject', 'Course', 'Section', and 'Title'. The 'Subject' column contains 'Computer Science (CSC)', 'Course' contains '101', 'Section' contains 'ON1', and 'Title' contains 'Tools for Computing'.

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**:



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**.

## Import Grades

Select
  Preview
  **Map**
 Import
  Finished
 0

### Map Columns

Use the drop down lists to map the data from your spreadsheet to the appropriate columns on the Faculty Grade Entry page.

\* Student ID is a required field that must be mapped in order continue the import process.

<input checked="" type="checkbox"/> Student ID* Extension Date	<input checked="" type="checkbox"/> Final Grade	Last Attend Date	Incomplete Final Grade
Ignore	Ignore	Student ID*	Final Grade
First Name	Username	Student ID	Weighted Total [Total Pts: up to 66.35]  49844
		80	A-
		80	C+

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.

## Import Grades

Select
  Preview
  Map
  Import
  **Finished**
1

### Import Complete

The import wizard is complete.

Records without error have been imported and saved to the database.

Records with errors can be corrected on the [validation report](#) and imported again using this wizard or updated manually using the application.

Press Finished to continue.

22 records imported and saved successfully.

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