**Midterm Grades & Final Grades: Copy from Blackboard to myNKU**

Midterm & Final grades can still be entered directly in myNKU using the same procedure as in previous semesters when midterm grades were reported for only freshmen.

First, you will need to make sure your Blackboard Grade Center is set up correctly in order to copy grades from Blackboard to myNKU. myNKU can only accept letter grades so you will have to create a new column in Blackboard for letter grades and mark it as “External Grade” in order to use this new tool in Blackboard.

**Instructions to set up the Blackboard Grade Center**

1. Go to the Grade Center in your Blackboard course. To verify that the NKU Letter Grading Scale matches your course syllabus, go to Manage and click Grading Schemas.

2. Click the drop down arrow after NKU Letter then select Edit from the menu.
3. Verify that the NKU Letter Grading Schema matches your course syllabus. If you offer extra credit you will want to change the top percentage for an A to be 150%.

   1. **Schema Information**

      - Name: NKULetter
      - Description:

   2. **Schema Mapping**

      Grade Center columns that are automatically graded, such as Tests, will be converted to this display option according to the gpa symbol into a percentage of points possible must be provided.

      | Grades Scored Between | Will Equal | Grades Manually Entered as | Will Calculate as |
      |------------------------|------------|-----------------------------|-------------------|
      | 93 % and 100%          | A          | A                           | 96.5 %            |
      | 90 % and Less Than 93% | A-         | A-                          | 91.5 %            |
      | 87 % and Less Than 90% | B+         | B+                          | 88.5 %            |
      | 83 % and Less Than 87% | B           | B                           | 85 %              |
      | 80 % and Less Than 83% | B-         | B-                          | 81.5 %            |
      | 77 % and Less Than 80% | C+         | C+                          | 78.5 %            |
      | 73 % and Less Than 77% | C           | C                           | 75 %              |
      | 70 % and Less Than 73% | C-         | C-                          | 71.5 %            |
      | 67 % and Less Than 70% | D-         | D-                          | 68.5 %            |
      | 60 % and Less Than 67% | D           | D                           | 63 %              |

4. Click Submit and then OK to return to the Grade Center.

5. Now add a new total column. Under **Create Calculated Column**, select **Total Column**.
6. On the Create Total Column page, enter a Column Name such as Letter Grade.
7. Change the Primary Display option to NKU Letter. Change the Secondary Display option to None.

![Primary Display and Secondary Display settings]

8. Be sure to change the following options:
   a. Include this Column in Grade Center Calculations – change to NO
   b. Show this Column to Students – change to NO

3. Select Columns

Choose All Grade Columns to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing All Grade Columns or Selected Columns and Categories.

Include in Total
- All Grade Columns
- Selected Columns and Categories

Calculate as Running Total
- Yes
- No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for any item that does not have a grade or attempt.

4. 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.

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

9. Click Submit.

10. Your new Letter Grade Column should now appear in the Grade Center.

11. Click the down arrow next to the title of the Letter Grade Column and select Set as External Grade from the drop down menu.

![Set as External Grade option]
12. The Letter Grade column should now have a green check mark.

13. Be sure to enter zeros (0) for all missing assignments that were due prior to midterm so the Total Points column is calculated correctly.
Copy Grades to myNKU

Now that the Grade Center is set up correctly, you can use a new Course Tool to Copy Grades to myNKU.

1. Expand the Course Tools menu and select Copy Grades to myNKU.

2. A new window opens if you are not already logged into myNKU. It asks for your username and password. Enter your NKU username and password.
3. After logging in to myNKU, the myNKU: **The Grading** window appears. Select either **Mid-Term Grading** or **Final Grading**. For this Document we will select **Mid-Term Grading**.

4. Then **myNKU: Mid-Term Grading** window appears with a column called BB Grade which is a copy of the grades from your Bb Grade Center.

5. Verify that the grades are correct and then click the **Copy Bb Grades** button to copy those grades into the **Grade** column.
6. At this point, you can change a grade in the **Grade** column that will be saved to myNKU but it **will not** change the grade in the Bb Grade Center.

7. When you are finished, click the **Save** button at the bottom of the myNKU window to save the grades to myNKU. A confirmation window will appear.

8. Click **OK** button to continue the save.
Important Notes and Tips:

After clicking “Copy BB Grades” button the grades will not copy for the following students:

- If the student is auditing a course, midterm grades cannot be entered.
- If the student’s record is locked, contact the University Office of the Registrar.
- If the student’s record is marked complete, contact the University Office of the Registrar.

To copy grades from a Merged Blackboard Course, you will see each section that you are teaching at the top of the myNKU: Mid-Term Grading window. Click on each section to display the students for that section and then click the Copy BB Grades button.

Possible error messages:

Mid-Term Grades is only for courses under 500 level.

If the grading window is closed.

Course is locked in myNKU (Someone else has the course open).