This document serves as a guide for transferring your grades to myWings from your Blackboard course. This new feature is part of the renamed UNF Course Tools located in every Blackboard course. UNF Course Tools are available from the Control Panel under Course Tools, and below is a quick look at the features and how the tool works.

- Allows for custom grade schemas.
- Allows you to designate the final grade column to upload.
- Transfer the final grade for the entire enrollment from one submission.
- Allows you to transfer your grades from Blackboard more than once.
  The last transfer is what will remain in myWings.
- Grades that require a final date of attendance will still have to be manually entered into myWings.
  This includes D/F, Incompletes and audits.

BEFORE ACCESSING THE GRADE TRANSFER TOOL
Please be aware of the following before accessing the transfer tool:
- You must ensure the column that contains the grade data you want to transfer to Banner is set as the External Grade column.
  - The External Grade is indicated by a green check mark in the column header and by default is set to the Total Column.
  - For more information on how to set the External Grade column, please visit the support article External Grade Column.
- If you do not designate a Grade Schema to use in either the Primary or Secondary Display of the External Grade column, the grade tool will by default apply the Banner Letter schema.
  - The Banner Letter schema is a default schema provided in all Blackboard courses.
  - If the Banner Letter schema has been renamed or removed from the course and no other grade schema is defined in the External Grade column, then you will not be able to transfer your grades.
  - For more information on how to create new grade schemas and associate them to a grade column, please visit the support article Grading Schemas.
ACCESSING THE GRADE TRANSFER TOOL

- From your Blackboard course click the Course Tools menu item in the Control Panel and then click UNF Course Tools.
- From the myWings Tools page, click Submit Grades to myWings
- In just a few seconds the grade transfer page will load.
GRADE TRANSFER PAGE

1. **Semester and Year**
2. **Course ID**
3. **External Column and Grade Schema**
   - Displays the name of the External Grade column from which the grade data was pulled from and the Grade Schema used to convert the *Grade* into the *b*.
4. **Table Header**: The table can be sorted by clicking the icon next to any column header.
   - **Section**: In most courses the students will all have the same section (CRN) number, but for MULTI courses, this will indicate in which section (CRN) of the course that student is enrolled.
   - **Student**: Last name, First name (N#)
   - **Grade**: Student’s final percentage in the course. The grade information is pulled from the Grade Center column that is indicated as the external grade for the course.
   - **Letter Grade**: Student’s percentage is presented as a letter grade. By default the Banner Letter schema is applied unless you defined a letter schema as the Primary or Secondary Display in the External Grade column in the Grade Center. Remember that A+, C- and D+ grades will be rejected by myWings.
   - **Status**: After clicking Submit to transfer grades to myWings, the status will change. The status will indicate whether the grade was successfully transmitted, if the grade requires manual intervention (incomplete, failure, etc.), invalid grade type or unsuccessful transmission.
5. **Student Table**: Displays the student grade information for the course.
6. **Review Checkbox**: Acceptance that the grade information being transferred is accurate.
7. **Close/Submit**: Close will take you back to the myWings Tools page without transferring the grades. Submit will transfer the grades to myWings and the status will update.
TRANSFERRING GRADES

Transferring grades is as easy as clicking the Submit button. Upon clicking the button the grades will begin to transfer and the button changes to [Submitting...]. Once the grade transmission has finished the button returns to Submit.

To the right of the Status column there is now a Status Feedback column. By clicking on the + (indicated Student Two) you can view the message that was returned by Banner (myWings). In this test course, the student received an F in the course and this grade requires you to add a last date attended in Banner. If you click the + to the right you can see:

If you are unsure why a status changed to something other than successful, click the + and the return message often provides additional information as seen above for Student Two.

- **Student Five** is a good example of a letter grade that is not supported by Banner and **Student Three** is an example of a student who received a failing grade.
- After confirming the grades were transferred to myWings as expected, you can simply click Close to exit the tool.
SUBMITTING FINAL GRADES IN MYWINGS

Access the Final Grade worksheet in Faculty Self-Service to confirm the grade transfer. You access the Final Grade worksheet by following the steps below.

- Log in to myWings.
- Click on the Final Grades menu option under the Faculty & Advisors Menu
- Select the Term and CRN for the course for which you are submitting.

The BlackBoard transferred grades will appear on your Final Grade worksheet as pre-populated information. Please see the example below.

The grades for **Student Two** and **Student Four** did not transfer because of the errors that appeared on the Bb Course Tool prior to closing. Please see an example of the errors below.
The grades for Student Two requires a last date of attendance because all ‘F’ and ‘I’ grades would require this additional information. You will need to enter both the grade and the date in the Final Grade Worksheet before submitting final grades. Please note that a missing date will cause your entire entry to be rejected. The grade for Student Two requires a last date of attendance because all ‘F’ and ‘I’ grades would require this additional information. You will need to enter both the grade and the date in the Final Grade Worksheet before submitting final grades. Please note that a missing date will cause your entire entry to be rejected.
Once you have made the appropriate entries on the Final Grade Worksheet then you can submit as you have always done. Please confirm your submission at the top of the worksheet.

The grade for [Student Four] did not transfer because the grade is not represented on the University of North Florida grading scale. You will need to select the University approved grade that best fits what the student earned. Please see the screen shot below.

Once you have made the appropriate entries on the Final Grade Worksheet then you can submit as you have always done. Please confirm your submission at the top of the worksheet.

⚠ Please submit the grades often. There is a 360 minute time limit starting at 12:49 pm on Feb 25, 2014 for this page.

The changes you made were saved successfully.