

Blackboard to ASAP Grade Transfer

To manually enter grades for transfer:

1. In the **Full Grade Center**, click **Create Column**.
2. **Name** the column **ASAPMidterm** or **ASAPFinal** (no spaces) depending on what is needed.
3. Leave the **Grade Center Name** blank.
4. Set **Primary Display** to "Text."
5. Set **Possible Points** to zero (0) to not impact any grade center calculations.
6. Click **Submit**.
7. **Manually enter grades as all capital letters**.
8. Continue with Steps 3 and 4 under the [Transfer Grades from Blackboard to ASAP](#) instructions.

To allow Blackboard to calculate letter grades for transfer based on an established column:

1. In the **Full Grade Center**, point to **Create Calculated Column**.
2. Click **Total Column**.
3. **Name** the column **ASAPMidterm** or **ASAPFinal** (no spaces) depending on what is needed.
4. Leave the **Grade Center Name** blank.
5. Set **Primary Display** to "Letter." (*might be Letter with an identifier for your grading schema*)
6. Under **Select Columns, Include in Total**, click **Selected Columns and Categories**.
7. Select the column that contains the calculated course grade, and click the arrow to move it under **Selected Columns**.
8. Click **Submit**.
9. Continue with Steps 3 and 4 under the [Transfer Grades from Blackboard to ASAP](#) instructions.

Transfer Grades from Blackboard to ASAP

If you use Blackboard Learn to enter **ASAPMidterm** or **ASAPFinal** grades and want them to automatically transfer to ASAP, please make sure the following three criteria are met in your course Grade Center.

1. **Column name** must be labeled **ASAPMidterm** or **ASAPFinal** (no spaces)
Leave the Grade Center Name blank.
2. Set **Primary Display** to "Letter" (might be Letter with an identifier for your grading schema ex: Letter-lastname) and **Secondary Display** to 'None'.
Column must have Letter grades (**A, A+, A-, B, etc.**). Verify that the **Letter Grading Schema** is correct for your grading scale. Make sure the **Letter grades** entered are in **CAPS**.
3. Column must be **Set as External Grade** (green check mark) by 2:00 pm the day grades are due. Use the dropdown arrow next to the column name to set the column as the external grade.
Note: ONLY when you are ready to transfer Letter grades to ASAP, set the grade column as an External Grade column.
4. The grade transfer process runs overnight. Check **ASAP** at 8:00 am the day after you set the column as External Grade in Blackboard Learn.

IMPORTANT REMINDERS:

- **"F"** and **"I"** grades do not transfer automatically from Blackboard Learn to ASAP. Enter them manually in ASAP.
- The Automatic Grade Transfer from Blackboard to ASAP takes place **ONLY ONCE** for each course.
- If you make changes to grades in Blackboard **after** the Automatic Grade Transfer, those grades will not be reflected in ASAP. Enter them manually in ASAP.
- If you manually input grades to ASAP prior to the Automatic Grade Transfer, those grades will not be overwritten in ASAP.

Edit Grading Schema

You can edit existing **Grading Schemas** in your course. Use the following steps to edit a Grading Schema in your course.

1. In the **Full Grade Center**, hover over **Manage** and click on **Grading Schemas**.
2. On the **Grading Schemas** page, hover over a **Grading Schema** to see the arrow to click to access the contextual menu (drop-down menu). Click on the arrow, and select **Edit**.
3. On the **Edit Grading Schema** page, edit the **Name** (change the name to indicate you have updated the schema), and edit **Description** (optional).
4. In the **Schema Mapping** section:
 - a. Click **Insert New Row Here**—represented by a left-pointing arrow—to insert more rows for additional values.
 - b. Click **Delete Row** to remove a row from the table. At least one row must remain.
 - c. In the **Grades Scored Between** boxes, type the new percentage ranges for the grade values. The percentage range for each grade value must be unique and begin with the lesser value listed first. In addition, the values must overlap to avoid gaps that occur when a score falls between two numbers in a range.
 - d. In the **Will Equal** boxes, type the new grade values.
 - e. In the **Will Calculate** as boxes, type the new percentage values to use if you provide a grade manually. The percentages must fall between the corresponding ranges of percentages in the first column. For example, grades you score manually as A (90 – 100%) will be calculated as 95%. For an item with 100 points possible, if you change the **Primary Display** for the column from your **Grading Schema** to **Score**, 95 is displayed as the grade in the cell instead of A.
 - f. Click **Submit**.
5. **Important Note:** Blackboard does not automatically round grades up. If the range for an A is 90-100, and you would like grades rounded up, use 89.5 for the bottom range (or whatever number you would like to use to round grades up).

If you need additional assistance, contact the Office of Online Learning
by phone 210.458.4057 or email onlinelearning@utsa.edu.
Hours are Monday-Friday 8:00 am - 5:00 pm.