

Instructors have the ability to import grades directly from their grade rosters in their Blackboard Grade Center to their grade roster in Enroll & Pay. Information on the setup in Blackboard for this process can be found at <https://blackboard.ku.edu/grades-import-blackboard-enroll-pay>.

Grade Rosters in Enroll & Pay

To access your Enroll & Pay grade roster, you will go to the Faculty Center on your Instructor Homepage and select a grade roster. Please make sure the term listed on the Faculty Center is the term you want to grade.



The screenshot shows the "My Schedule" page for a "Jayhawk Instructor". At the top, there is a navigation bar with "Select Term" and "My Schedule". Below this, there are tabs for "Faculty Center" and "Search". The main content area is titled "Faculty Center" and "My Schedule". A yellow dashed box highlights the "2021 Spring | University of Kansas" section, which includes a "Change Term" button. Below this, there is a "Select display option" section with two radio buttons: "Show All Classes" (selected) and "Show Enrolled Classes Only". The main part of the page is a table titled "My Teaching Schedule > 2021 Spring > University of Kansas". The table has columns for "Class Roster", "Grade Roster", "Class", "Class Title", "Enrolled", "Days & Times", "Room", and "Class Dates". The table contains three rows of data for "College Algebra: (Lecture)" classes.

Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		MATH 101-1150 (41750)	College Algebra: (Lecture)	1	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021-May 14, 2021
		MATH 101-1200 (41751)	College Algebra: (Lecture)	0	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021-May 14, 2021
		MATH 101-1400 (45199)	College Algebra: (Lecture)	3	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021-May 14, 2021

Importing Grades from the Blackboard Grade Center

In order to complete the import from Blackboard, the Approval Status must be set to Not Reviewed. Click on the **Import Grades** button under Grade Import. This process can be completed multiple times so long as the Approval Status continues to be Not Reviewed. Once grades are officially posted, you can no longer import grades from Blackboard.

Jayhawk Instructor

[Faculty Center](#)

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) [Help for Grade Entry](#)

Grade Roster [Grade Options](#)

[View FERPA Statement](#)

2021 Spring | Regular Academic Session | University of Kansas | Undergraduate

[Change Class](#)

MATH 101 - 1400 (45199)
College Algebra: _____ (Lecture)

Days and Times	Room	Instructor	Dates
MWF 9:00AM-9:45AM	On-line Lawrence	Jayhawk Instructor	02/01/2021 - 05/14/2021

Display Options

*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

Grade Roster Action

*Approval Status Not Reviewed [Save](#)

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

Grade Import

[Lawrence Blackboard Import Grades](#)

Last Import

ID	Name	Grade	Grade	Class	Level	Section	Attendance
1 1111111	Jay, Baby	▼		Liberal Arts&Sci Undergraduate	Sophomore	Note	Attendance
2 2222222	Jayhawk, Crimson	▼		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance
3 3333333	Student, Jayhawk	▼		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance

[Select All](#) [Clear All](#) [Printer Friendly Version](#)

[Add this grade to selected students](#)

[Save](#)

[Upload Grades](#) The upload grade button brings grades from a file into this page. This is useful for large classes.

[Additional Instructions](#)

To approve your grades, select **Approve** in the Approval Status drop down menu and click on **Save** (1). Approved grades will automatically post each night but most instructors also have the ability to post immediately by clicking on the **Post** button (2) at the bottom of the page.

Jayhawk Instructor

Faculty Center Search

My Schedule | Class Roster | **Grade Roster** [Help for Grade Entry](#)

Grade Roster [View FERPA Statement](#) [Grade Options](#)

2021 Spring | Regular Academic Session | University of Kansas | Undergraduate

MATH 101 - 1400 (45199) [Change Class](#)
College Algebra: _____ (Lecture)

Days and Times	Room	Instructor	Dates
MWF 9:00AM-9:45AM	On-line Lawrence	Jayhawk Instructor	02/01/2021 - 05/14/2021

Display Options: *Grade Roster Type Final Grade Display Unassigned Roster Grade Only

Grade Roster Action: *Approval Status Not Reviewed **Approved** 1

By Approving and Saving, Not Reviewed grades entered for the students listed on the grade roster are correct.

Grade Import: Last Import 05/15/2021 2:05PM [Grade Import Error Log](#) [Lawrence Blackboard Import Grades](#)

ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
1 1111111	Jay Baby	A		Liberal Arts&Sci Undergraduate	Sophomore	Note	Attendance
2 2222222	Jayhawk Crimson	I		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance
3 3333333	Student Jayhawk	F		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance

Select All Clear All Printer Friendly Version

<- Add this grade to selected students

Upload Grades The upload grade button brings grades from a file into this page. This is useful for large classes. [Additional Instructions](#)

Select All Clear All Printer Friendly Version

2

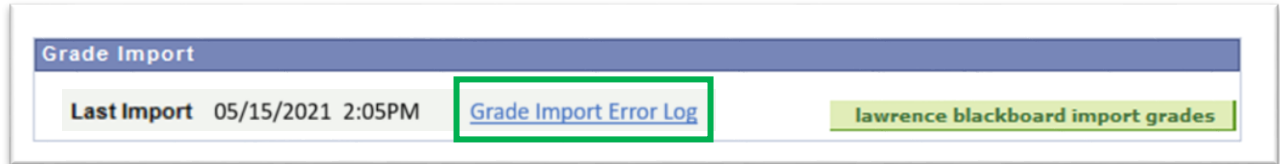
Once grades are posted, you will see a grade listed in the Official Grade column.

Student Grade									
	ID	Name	Roster Grade	Official Grade	Program and Plan	Level		Incomplete	Failure
<input type="checkbox"/>	1 1111111	Jay,Baby	A	A	Liberal Arts&Sci Undergraduate	Sophomore	Posted	Note	Attendance
<input type="checkbox"/>	2 2222222	Jayhawk,Crimson	I	I	Liberal Arts&Sci Undergraduate	Freshman	Posted	Note	Attendance
<input type="checkbox"/>	3 3333333	Student,Jayhawk	F	F	Liberal Arts&Sci Undergraduate	Freshman	Posted	Note	Attendance

[Printer Friendly Version](#)

Errors

Instructors may encounter errors while trying to import grades from Blackboard to Enroll & Pay. They will appear in the Grade Import box on the Grade Roster and will be accessible by selecting the **Grade Import Error Log** link.



The screenshot shows a table titled 'Grade Import Error Log'. The table has two columns: 'IMS ID' and 'Error Description'. The first seven rows all show the error message 'Student does not exist on Roster'. The table is paginated, showing 'of 30' records. A 'Return' button is located at the bottom left of the table.

IMS ID	Error Description
1	Student does not exist on Roster
2	Student does not exist on Roster
3	Student does not exist on Roster
4	Student does not exist on Roster
5	Student does not exist on Roster
6	Student does not exist on Roster
7	Student does not exist on Roster

Instructors may see an error that says “Student does not exist on Roster.” There are typically three reasons why this may appear:

1. The student was initially on the roster but had later dropped/withdrawn from the class. A final grade will not be submitted.
2. The student is in a combined section of a class. *Please see note below.*
3. The student never officially enrolled in this exact section of the class.

Combined (Merged) Sections

Instructors are also able to import rosters for combined sections directly from Blackboard.

For example: Combined Section 1 has 10 students. Combined Section 2 has 20 students.

When the two courses are combined in Blackboard, the instructor will see a class of 30 total students. When clicking the import button on a grade roster in Enroll & Pay, the system will pull the full combined roster and insert grades as appropriate for each section. The students that are not on the roster will error out on the import screen. The instructor will need to initiate the import and approve the grades on each of the grade rosters to pull in the grades for the correct set of students.

Contact Information

Questions regarding Blackboard should be directed to:

Lawrence Campus: itedtech@ku.edu, 785-864-2600

Edwards Campus: kuec_edtech@ku.edu, 913-897-8443

Questions about approving grade rosters within Enroll and Pay should be directed to Student Records (studentrecords@ku.edu) in the Office of the University Registrar.