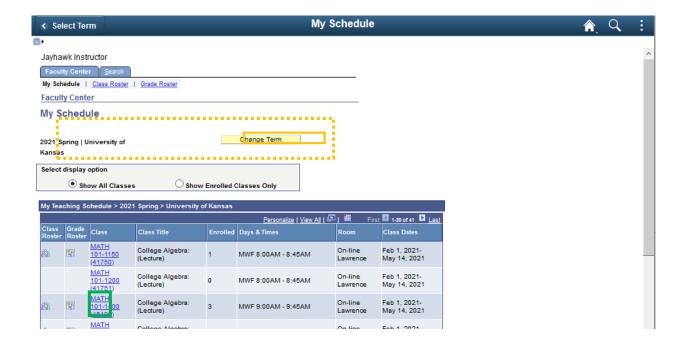**Grade Rosters in Enroll & Pay**

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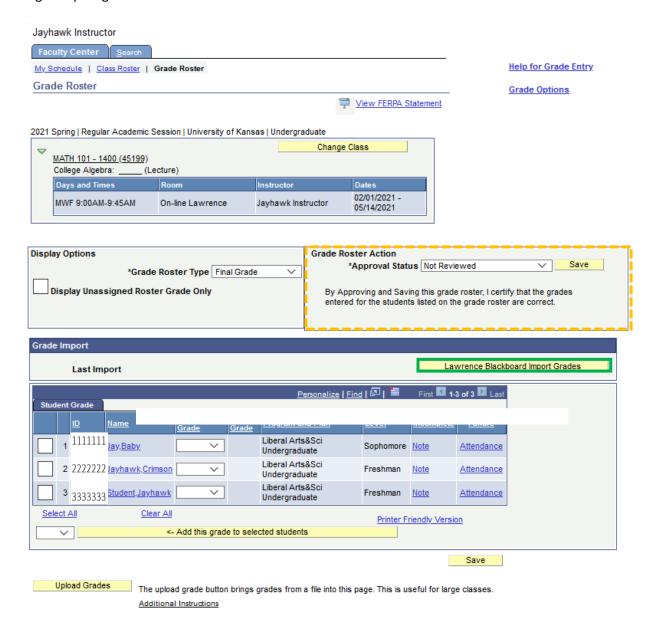
To access your Enroll & Pay grade roster, you will go to the Faculty Center on your Instructor Homepage and select a grade roster. Please make sure the term listed on the Faculty Center is the term you want to grade.
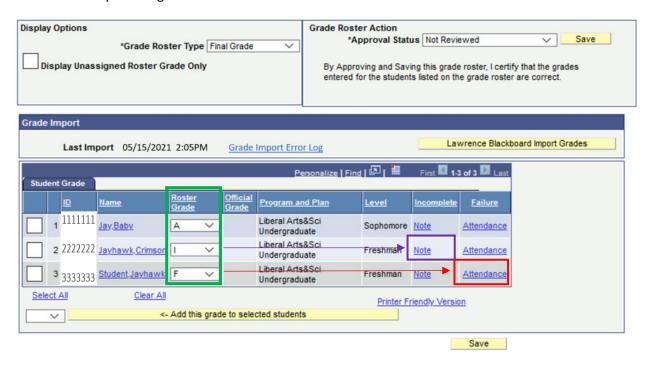
Importing Grades from the Blackboard Grade Center

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.
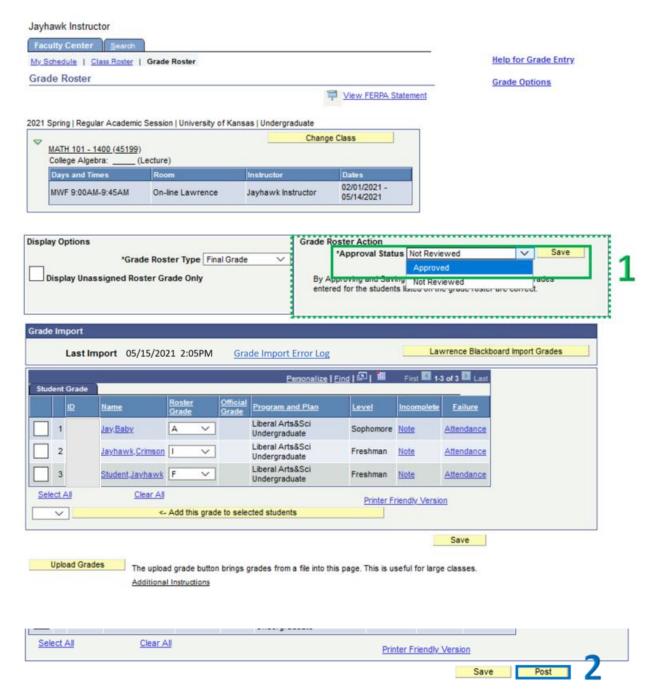
Approving/Posting Grades in Enroll & Pay

The import will pull all of the students on the Blackboard roster and place it on the Grade Roster within Enroll & Pay. You can make adjustments on the Enroll & Pay roster prior to final approval and grade posting. Please be aware that any changes made on the final grade roster will be overridden if you choose to re-import the grades.
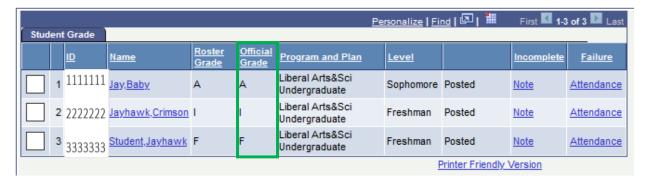

You will need to complete additional information for any students that have earned an Incomplete Grade, a Failure "F" Grade or an Honors Designation before grades can be saved.

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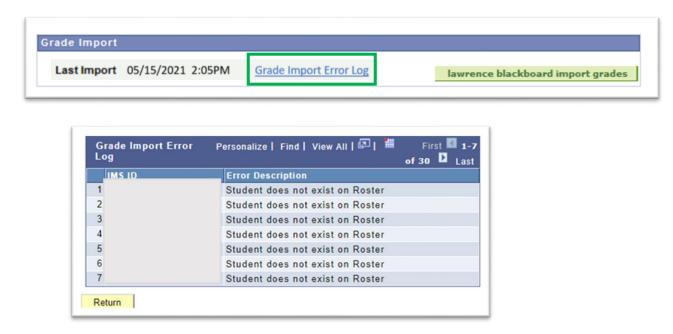
Once grades are posted, you will see a grade listed in the Official Grade column.

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

Personalize | Find | | First 1-3 of 3 Last

Student Grade

Printer Friendly Version

Last Updated: January 2022

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.

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.

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