

## 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.



Select Term
My Schedule

Jayhawk Instructor

Faculty Center
Search

My Schedule
Class Roster
Grade Roster

Faculty Center

My Schedule

2021 Spring | University of Kansas
Change Term

Select display option
☒ Show All Classes
☐ Show Enrolled Classes Only

My Teaching Schedule > 2021 Spring > University of Kansas

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 101-1100 (41752)	College Algebra: (Lecture)	3	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021-May 14, 2021
		MATH	College Algebra:			On-line	Feb 1, 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

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[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**

Last Import [Lawrence Blackboard Import Grades](#)

Personalize | Find | [First](#) [1-3 of 3](#) [Last](#)

Student Grade	ID	Name	Grade	Grade	Program/College/Dept	Level	Term/Session	Section
<input type="checkbox"/>	1	1111111 Jay Baby	<a href="#">▼</a>		Liberal Arts&Sci Undergraduate	Sophomore	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/>	2	2222222 Jayhawk Crimson	<a href="#">▼</a>		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/>	3	3333333 Student Jayhawk	<a href="#">▼</a>		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>

[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](#)

## 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.

**Display Options**  
☐ Display Unassigned Roster Grade Only  
 \*Grade Roster Type Final Grade

**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**  
 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	<a href="#">Note</a>	<a href="#">Attendance</a>
2 2222222	Jayhawk,Crimson	I		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>
3 3333333	Student,Jayhawk	F		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>

[Select All](#) [Clear All](#) [Printer Friendly Version](#)  
 <- Add this grade to selected students

Save

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.

Jayhawk Instructor

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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](#)

Approved

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](#)

Personalize | Find | First 1-3 of 3 Last

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

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



[Save](#)

[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](#)

[Save](#) [Post](#)

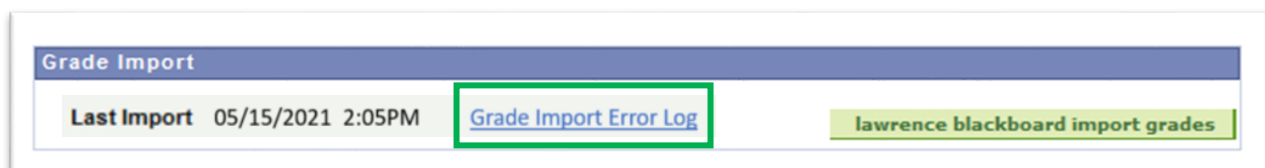
Once grades are posted, you will see a grade listed in the Official Grade column.

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

[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.



Grade Import Error Log		Personalize   Find   View All	First  1-7  Last
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		
		Return	

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](mailto:itedtech@ku.edu), 785-864-2600

Edwards Campus: [kuec\\_edtech@ku.edu](mailto: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](mailto:studentrecords@ku.edu)) in the Office of the University Registrar.