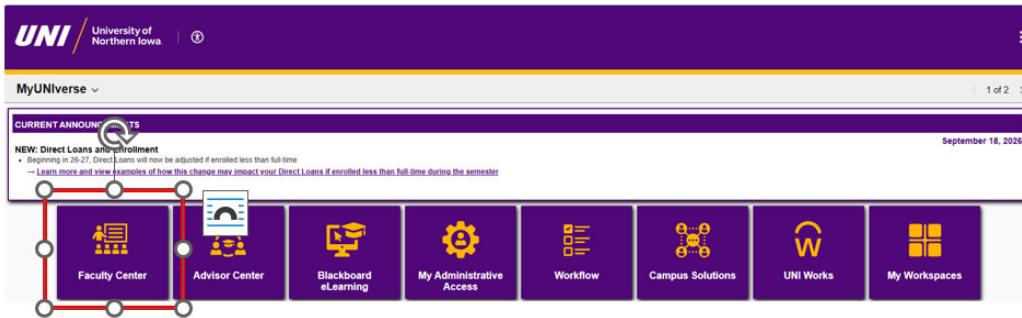


Importing Final Grades from Blackboard (Faculty)

Available beginning Fall 2026

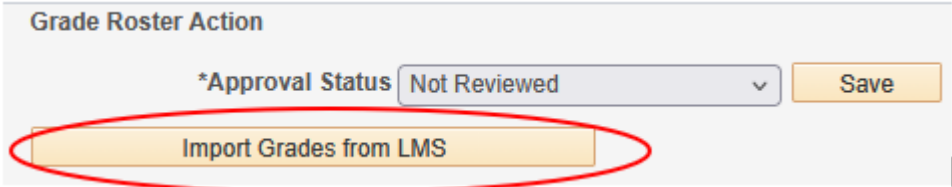
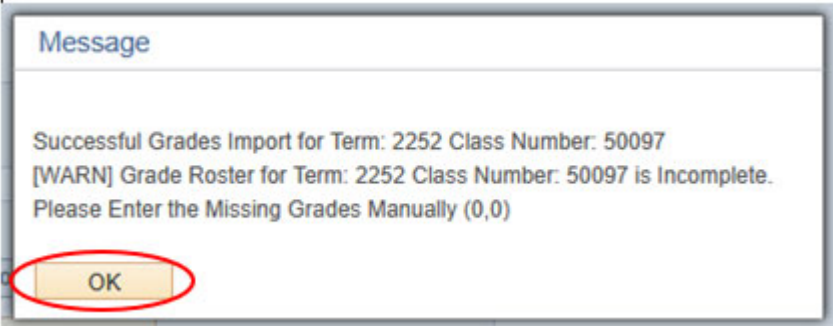
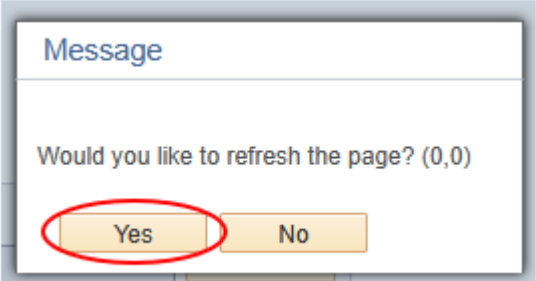
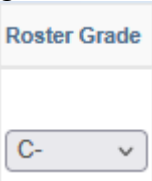
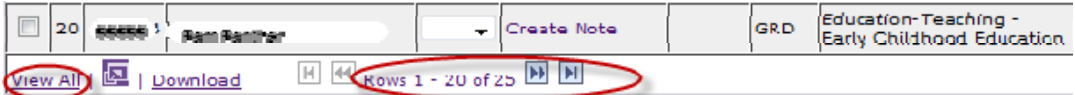
Purpose: Once the grade roster is created by the Registrar’s Office, the roster is available for importing grades from Blackboard (approximately two weeks before grades are due). After Faculty import, approve, and save final grades, the Registrar’s Office posts grades to students’ records after the grades due date. The following instructions describe how faculty members import and approve final grades using Faculty Center. Note: The grades must be [exported from Blackboard](#) before they can be imported into the final grade roster.

Step	Action
1.	Log onto MyUNiverse and click on the Faculty Center tile.  The screenshot shows the MyUNiverse homepage. At the top is the UNI University of Northern Iowa logo. Below it is a navigation bar with 'MyUNiverse' and a dropdown arrow. A 'CURRENT ANNOUNCEMENTS' section is visible, dated September 18, 2026. Below the announcements is a row of tiles: Faculty Center, Advisor Center, Blackboard eLearning, My Administrative Access, Workflow, Campus Solutions, UNI Works, and My Workspaces. The Faculty Center tile is highlighted with a red rectangular box.

Step	Action																					
2.	On the My Schedule tab, <u>make sure you are on the desired term.</u> Note: This tab defaults to the last term you viewed. To change the term, click the yellow change term button. my schedule class roster grade roster Faculty Center My Schedule FALL 2011 University of Northern Iowa change term View Textbook Summary My Exam Schedule Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only Icon Legend: Class Roster Grade Roster Learning Management My Teaching Schedule > FALL 2011 > University of Northern Iowa <table><thead><tr><th></th><th>Class</th><th>Class Title</th><th>Enrolled</th><th>Days & Times</th><th>Room</th><th>Class Dates</th></tr></thead><tbody><tr><td></td><td>COMM 2344-01 (32085)</td><td>Interpersonal Communication (Lecture/Discussion)</td><td>24</td><td>MoWeFr 9:00AM - 9:50AM</td><td>Lang Hall 23</td><td>Aug 22, 2011- Dec 9, 2011</td></tr><tr><td></td><td>COMM</td><td>Interpersonal</td><td>24</td><td>MoWeFr 1:00PM - 1:50PM</td><td>Lang Hall 308</td><td>Aug 22, 2011-</td></tr></tbody></table>		Class	Class Title	Enrolled	Days & Times	Room	Class Dates		COMM 2344-01 (32085)	Interpersonal Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011		COMM	Interpersonal	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 308	Aug 22, 2011-
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Step	Action																												
3.	Click the Grade Roster icon  next to the class for which you would like to enter grades. NOTE: Clicking the grade roster tab takes you to the first grade roster on your list and continues to return to the last grade roster used. It is best to use the Grade Roster icon to go directly to the grade roster you need. My Teaching Schedule > FALL 2011 > University of Northern Iowa <table><tr><th></th><th>Class</th><th>Class Title</th><th>Enrolled</th><th>Days & Times</th><th>Room</th><th>Class Dates</th></tr><tr><td></td><td>COMM 2344-01 (32085)</td><td>Interpersonl Communication (Lecture/Discussion)</td><td>24</td><td>MoWeFr 9:00AM - 9:50AM</td><td>Lang Hall 23</td><td>Aug 22, 2011- Dec 9, 2011</td></tr><tr><td></td><td>COMM 2344-04 (32088)</td><td>Interpersonl Communication (Lecture/Discussion)</td><td>24</td><td>MoWeFr 1:00PM - 1:50PM</td><td>Lang Hall 308</td><td>Aug 22, 2011- Dec 9, 2011</td></tr><tr><td> </td><td>COMM 4322-01 (32135)</td><td>Adv Interpersnl Communctn (Lecture/Discussion)</td><td>21</td><td>MoWeFr 12:00PM - 12:50PM</td><td>Lang Hall 308</td><td>Aug 22, 2011- Dec 9, 2011</td></tr></table>		Class	Class Title	Enrolled	Days & Times	Room	Class Dates		COMM 2344-01 (32085)	Interpersonl Communication (Lecture/Discussion)	24	MoWeFr 9:00AM - 9:50AM	Lang Hall 23	Aug 22, 2011- Dec 9, 2011		COMM 2344-04 (32088)	Interpersonl Communication (Lecture/Discussion)	24	MoWeFr 1:00PM - 1:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011	 	COMM 4322-01 (32135)	Adv Interpersnl Communctn (Lecture/Discussion)	21	MoWeFr 12:00PM - 12:50PM	Lang Hall 308	Aug 22, 2011- Dec 9, 2011
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4.	On the Grade Roster, in the <i>Grade Roster Type</i> field, ensure Final Grade is selected. The <i>Approval Status</i> is initially set to Not Reviewed. To view the <i>Notes</i> column, click the Show Tabs button . Grade Roster SPRING 2012 Full Semester University of Northern Iowa Undergraduate ▼ COMM 2344 - 03 (51926) change class Interpersonal Communication (Lect/Disc) <table border="1"> <thead> <tr> <th>Days and Times</th><th>Room</th><th>Instructor</th><th>Dates</th></tr> </thead> <tbody> <tr> <td>MoWeFr 10:00AM-10:50AM</td><td>Lang Hall 222</td><td>Lori L Johnson</td><td>01/09/2012 - 04/27/2012</td></tr> </tbody> </table> ✖ Final Grade Entry is Not Complete Display Options: *Grade Roster Type Final Grade ▼ ☐ Display Unassigned Roster Grade Only Grade Roster Action: *Approval Status Not Reviewed ▼ save Student Grade Transcript Note  <table border="1"> <thead> <tr> <th></th><th>ID</th><th>Name</th><th>Roster Grade</th><th>Faculty Student Notes</th><th>Official Grade</th><th>Grade Basis</th><th>Program and Plan</th><th>Level</th></tr> </thead> <tbody> <tr> <td></td><td>1</td><td>Student Name</td><td>▼</td><td>Create Note</td><td></td><td>GRD</td><td>Education-Teaching - Elementary Education/Educational Technology</td><td>Junior</td></tr> <tr> <td></td><td>2</td><td>Student Name</td><td>▼</td><td>Create Note</td><td></td><td>GRD</td><td>Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric</td><td>Sophomore</td></tr> <tr> <td></td><td>3</td><td>Student Name</td><td>▼</td><td>Create Note</td><td></td><td>GRD</td><td>Hum & Fine Arts & Nat Sci-Ugrd - Communication/Public</td><td>Junior</td></tr> </tbody> </table>	Days and Times	Room	Instructor	Dates	MoWeFr 10:00AM-10:50AM	Lang Hall 222	Lori L Johnson	01/09/2012 - 04/27/2012		ID	Name	Roster Grade	Faculty Student Notes	Official Grade	Grade Basis	Program and Plan	Level		1	Student Name	▼	Create Note		GRD	Education-Teaching - Elementary Education/Educational Technology	Junior		2	Student Name	▼	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Comm St/Spch Comm & Rhetoric	Sophomore		3	Student Name	▼	Create Note		GRD	Hum & Fine Arts & Nat Sci-Ugrd - Communication/Public	Junior
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Step	Action
5.	Importing Blackboard grades into the Grade Roster: - Click on the Import Grades from LMS button in the Grade Roster Action box to import the grades.  - Review the message received to verify the grades import was successful and take note of any other messages regarding items that may need to be addressed after the import. Click OK.  - Click YES to refresh the page.  - Verify the grades imported correctly for each student. Manually adjust any grades as needed using the Roster Grade drop down box for each student.  - You must enter a note for all “F” grades. This is to support Federal Financial Aid reporting requirements. If you have more than 20 students, use the View All or page navigation buttons at the bottom of the roster to see additional students. 

Step	Action												
6.	Notes may be entered for any grade by clicking the Create Note link, but a note must be entered for all F grades assigned. The system will prompt you to enter a note if any “F” grades exist in the grade roster.  Grade Roster Notes Assigned F grades require additional information per federal financial aid regulations. Please select the appropriate Faculty Note Category and click OK to proceed. If the note "Stopped Attending" is selected, an Approximate Date of last attendance is also required. Grade Roster Information <table><tr><td>Term</td><td>2252</td><td>FALL 2025</td></tr><tr><td>Class Nbr</td><td>50097</td><td>Seq Nbr 2</td></tr><tr><td>Student ID</td><td colspan="2"></td></tr><tr><td>Academic Career</td><td colspan="2">UGRD</td></tr></table> Grade Roster Note Category Faculty Note Category Approximate Date Entered by Last Update Date/Time Optional Comments Entered by Last Update Date/Time OK Cancel Select the appropriate Faculty Note Category: • Based on Performance – Use this selection if the student did attend yet academically earned an “F” • Never Attended – Select if appropriate • Stopped Attending – If selected, complete the Approximate Date field Optional Comments – Comments may be entered (free text entry with Spell Check feature) Click the OK button.	Term	2252	FALL 2025	Class Nbr	50097	Seq Nbr 2	Student ID			Academic Career	UGRD	
Term	2252	FALL 2025											
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Academic Career	UGRD												

Step	Action
7.	Once all grades are finalized, click the Save button. <i>Note:</i> You can continue to revise and update the page by saving the information. As long as you do not approve grades, you are able to revise them. The following message will display until grades are approved and saved: ✖ Final Grade Entry is Not Complete
8.	Once all student grades have been finalized, and you are ready to approve the grades. In the Grade Roster Action section, update the Approval Status to <i>Approved</i>. Grade Roster Action: *Approval Status Approved save <i>Note:</i> A grade must be entered for every student, in order to approve grades. You will get a message if you do not have all grades entered; the system will prevent you from approving.
9.	Click the Save button. <i>Result:</i> Grades have now been approved. The following message now displays and will continue to display for this grade roster: ✔ Final Grade Entry is Complete IMPORTANT: Once the Registrar’s Office posts the grades, they will be available for students to view via Student Center.

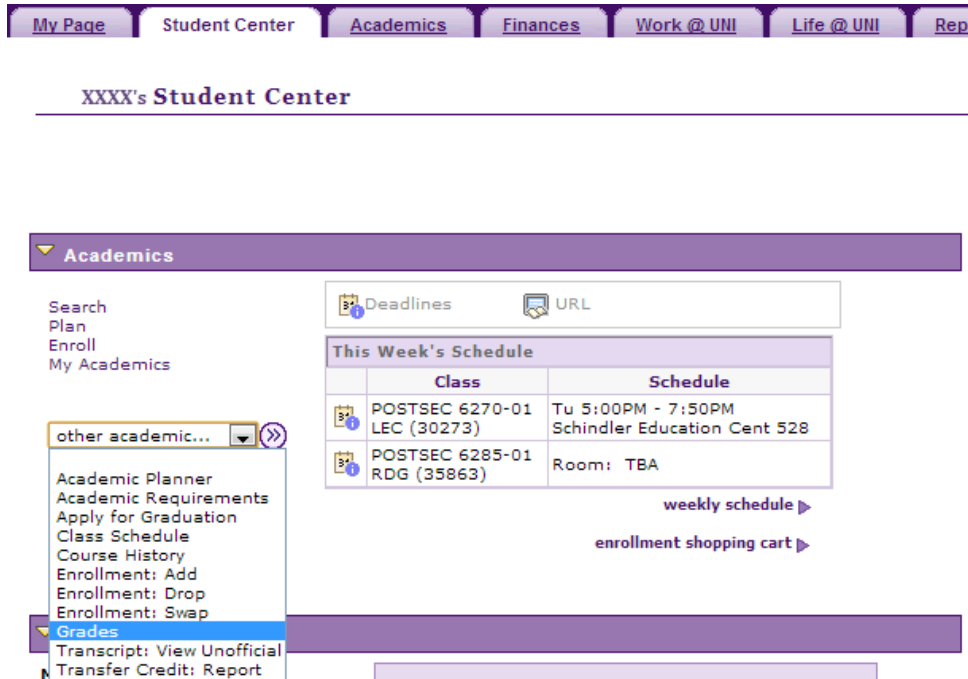
Changing Grades:

If you wish to change a grade...	Then...
that has been approved and posted already...	Submit a grade change request form with the appropriate signatures to the Registrar’s Office. The form is available in all departmental offices.

How do students view grades once they have been posted?

Students view grades in their **Student Center** (in My UNIVERSE).

- Students select **Grades** from the drop-down list in the *Academics* section.



The screenshot shows the 'Student Center' navigation bar with tabs: My Page, Student Center, Academics, Finances, Work @ UNI, Life @ UNI, and Reports. Below the navigation bar is the header 'XXXX's Student Center'. The 'Academics' section is expanded, showing a left sidebar with links: Search, Plan, Enroll, My Academics, and a dropdown menu. The dropdown menu is open, showing options: other academic..., Academic Planner, Academic Requirements, Apply for Graduation, Class Schedule, Course History, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, **Grades** (highlighted), Transcript: View Unofficial, and Transfer Credit: Report. The main content area shows 'Deadlines' and 'URL' links, followed by 'This Week's Schedule' table.

Class	Schedule
POSTSEC 6270-01 LEC (30273)	Tu 5:00PM - 7:50PM Schindler Education Cent 528
POSTSEC 6285-01 RDG (35863)	Room: TBA

Below the schedule table are links for 'weekly schedule' and 'enrollment shopping cart'.

- Students select the *Official Grades* tab.

Class Grades - SPRING 2012

Official Grades					
Class	Description	Units	Grading	Grade	Grade Points
POSTSEC 6286	Stu: Student Affair Resrch	3.00	Graded	A	12.000
POSTSEC 6290	Pract Postsecondary Educ	3.00	Credit/No Credit	CR	