

# **Instructor Guide for Preparing Final Grades in BeachBoard**

Follow these steps to make student grades available for import to PeopleSoft.

#### Set the Course Grade Scheme Symbol

- 1. Log in to BeachBoard and select a course.
- 2. Click "Grades" on your course home page navigation menu.

Course Home Content Media - Assessments - Zoom Classlist Groups Grades Resources - Edit Course

3. Click "Settings."

Course Home Content Medi	✓ Assessments ✓ Zoon	Classlist Groups Grades	Resources 🗸 Edit Course	
Enter Grades Manage Grades	chemes Setup Wizard		Settings	🕑 Help

4. Click the "Org Unit Display Options" tab.

Personal Display Options	Org Unit Display Options	Calculation Options	

5. Make sure "Grade scheme symbol" is checked.



6. Click **"Save"** at the bottom of the page.





## **Choose Calculated or Adjusted Grade**

When importing grades from your BeachBoard grade book to PeopleSoft, you must choose to import from **Calculated Final Grade** or **Adjusted Final Grade**.

1. Navigate to the Grades  $\rightarrow$  Settings page if you are not already there. Select the **"Calculations Options"** tab.



2. Scroll down to the "Final Grade Released" section. Choose which final grade (Calculated vs Adjusted) should be made available for importing into PeopleSoft.



- The **Calculated Final Grade** setting is the default setting. This will calculate each student's grade based on how your grade book is set up in BeachBoard.
- If you choose **Adjusted Final Grade**, perhaps because some grades need to be hand-edited, for example, to apply a curve, follow the steps in the next section (after you save these changes).
- For reference, here is a visual of where you can see these grade values in your grade book in BeachBoard:

Last Name 🛦 , First Name	D <sub>₽</sub>			Final Grades			
	al	~	~	Subtotal	Final Calculated Grade 🗸 🗸	Final Adjusted Grade 🗸	
►	¥8.33 %	- / 10, -%	- / 90, -%	- / 25, -%	98.56 % <b>⊙</b>	-%	
<u>م</u> م	, 100 %	- / 10, -%	- / 90, -%	- / 25, -%	100 % o	-%	
<b>ب</b> الح	9.44 %	- / 10, -%	- / 90, -%	- / 25, -%	99.52 % o	-%	
► M	¥8.33 %	- / 10, -%	- / 90, -%	- / 25, -%	98.56 % o	-%	

3. Click the "Save" button at the bottom of the page.





### Set Up Adjusted Final Grades

If you selected to release Adjusted Final Grade in the previous section, follow the steps below to fill in values for each student. This will transfer all grade values of the Calculated Final Grade column to the Adjusted Final Grade column.

1. Go to your BeachBoard course home page and click "Grades" from the navigation menu.

Course Home	Content	Media 🗸	Assessments $\checkmark$	Zoom	Classlist	Groups	Grades	Resources 🗸	Edit Course
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2. Click the "Manage Grades" tab.

Enter Grades	Mailinge Grades	Sch	emes Se	Setu
New 🗸	More Actions	~		
🌮 Bulk Edit				
			Grade Item	1

3. Scroll to the bottom of the page to find **"Final Adjusted Grade."** Click on the inverted caret to open the drop down menu. Select **"Enter Grades."** 





## Set Up Adjusted Final Grades (cont'd)

4. The "Final Grades" page will appear. Select "Transfer All" from the menu.



5. Click **"Yes"** at the Confirmation screen.



- 6. Modify values in the **Final Adjusted Grade** column in your grade book wherever applicable.
- 7. Press **"Save and Close"** at the bottom of the page.

After you complete the above steps in your BeachBoard course, log in to the course roster in PeopleSoft. Press the button to import grades into PeopleSoft.