Blackboard Grade Extract

4 week, midterm and final grades can be transferred from Blackboard into MyMav by following a few simple guidelines and steps.

**NOTE**: During the summer terms only the final grade will be transferred.

1. **Take note of the deadline**: You will receive an email from the Registrar informing you of the deadline for entering grades into Blackboard. It is very important you take note of the dates and times. If you miss the deadline, then you will need to enter your grades manually into MyMav.

2. **Use the official MyMav Column**: By default, your courses will have three MyMav columns already created: MyMav-4th-Week, MyMav-Midterm and MyMav-Final. Make sure you are entering grades into the correct column for the grading period (i.e. if you enter grades into the MyMav-Midterm column during the final grading period, then your grade will not transfer). **NOTE**: If you have duplicate MyMav columns, then use the left-most column to ensure your grades will transfer. It is best to delete any duplicate columns, but not required. However, do not delete non-duplicate columns and try to recreate them because they are specifically configured to work with the grade extraction tool.

3. **Enter appropriate letter grades**: Do not enter numerical grades! Only letter grades will be transferred to MyMav (A, B, C, D, F, P, R, Z or I).

   ➤ **QUICK STEPS**: entering grades into Blackboard for MyMav Grade Extract

1. Within the Full Grade Center, locate the appropriate MyMav column.

2. Click within a student’s cell and enter the letter grade which you wish to transfer to MyMav. Hit the Enter (or Return) key and continue entering grades for each student on your roster.

3. When the deadline is met, grades will be transferred in MyMav.

4. **Log in to MyMav and confirm your grades are correct.**
FAQs

My grades did not transfer into Blackboard. What do I do?
You will need to enter your grades manually into MyMav. There are a number of reasons why your grades may not have transferred. Please read the instructions and FAQs to make sure you followed the steps correctly. If you believe you have completed all the steps correctly contact Kelly Singleton (kbrant@uta.edu; 20327).

I missed the deadline for grade extract. Is there a way to use Blackboard to transfer grades into MyMav?
No. You must enter your grades manually into MyMav once the deadline has passed.

I accidentally entered an invalid letter grade within Blackboard. Will this letter show in MyMav?
Grades which are not part of your class’s grading basis will not be transferred into MyMav. For example, if you enter a “Z” into Blackboard, but it is not a valid grade for your course, the “Z” will not be extracted, but will leave a blank grade in MyMav. If the grade is invalid and not transferred to MyMav, no error message will appear and no notification message will be sent. To avoid being reported to the Provost as having not reported progress report or final grades in a timely way, it is important you verify all your Blackboard grades have been extracted as expected into MyMav.

How can I change a grade if it has already been transferred to MyMav from Blackboard?
If a grade is uploaded from Blackboard into MyMav and needs to be changed later, then you will need to make the change on your grade roster in MyMav.

I have already entered grades into MyMav. What will happen if I also enter grades into Blackboard? If you have already manually entered grades into MyMav, then the Blackboard grade will not overwrite the manually entered grade.

I accidentally deleted the MyMav columns in Blackboard but want to use grade extract.
Check to make sure the columns are not simply hidden from your Grade View. To do this, go to your Full Grade Center, click the Manage button and select Column Organization. If the columns are truly deleted, then email cdesupport@uta.edu and request they recreate the columns for you. Do not try to recreate them yourself because the grade extraction tool will not work properly.

I hid the MyMav columns from my Grade Center view. Will the grades still transfer? How do I unhide the column?
Yes, grades will still transfer if they are entered in the correct format before the deadline. To unhide your columns, go to your Full Grade Center, click the Manage button and select Column Organization. Select the checkbox to the left of the hidden column and click the Show/Hide button. Click Submit to save your changes.