

Department of Physics Memorandum

To: Physics Faculty
From: Nick Giordano, Hisao Nakanishi
Date: April 6, 2009
Subject: Steps required to be able to submit letter grades

This is a reminder that we must submit the final letter grades through the Banner system for the courses (lecture **sections**) for which you are the **instructor of record**. This spring, you must do so **between 8 am, May 4 and 5 pm, May 12**. As before, there are just two ways to submit letter grades. (1) One grade at a time through My Purdue, and (2) All grades for your section(s) through Blackboard Vista. For a small enrollment course, (1) is the preferred method unless you are already using Blackboard. For a large enrollment course for which the grades are available in a spreadsheet (such as in CHIP), (2) is the preferred method. Because of the Banner setup, important steps must be taken by each instructor. Physics has compiled a set of online Help resources that can be reached through the Department Home Page by clicking on the *Resources for Grade Submission* on the left column. If you need more help, **Carol Buuck and V.K. Saxena will serve as the resource people**.

- (1) My Purdue, the Banner portal, is accessed at <http://mypurdue.purdue.edu>. You log in with your career account login and password, and enter grades for each student. Some online help is available through http://www.purdue.edu/onepurdue/ESA/info_instructors.shtml. For a small enrollment course, this should be relatively painless except for a few possible gotcha's. First, your password may have expired and you may have to change it before you are allowed to log in. Second, if you are not **FERPA** certified, then you may not be able to log in or be able to submit the grades. FERPA certification can be obtained on-line through: <http://www2.itap.purdue.edu/SSTA/certifications/FERPA>. (Note that even if you were certified, it must be renewed annually.) Third, the grade entering session times out after 30 minutes. So you must make sure to *submit* before this time is up; this saves the results and resets the clock for another 30 minutes for entering more grades.
- (2) If you have a large enrollment course, the only practical way may be to go via Blackboard Vista at <http://www.itap.purdue.edu/tlt/blackboard/>. Unless you already use it for your course, the letter grades must first be uploaded onto Blackboard from wherever they are stored. Then, they can be exported to Banner at one time. There are several possible hurdles to this route. First, you must be able to get into Blackboard for your course. This requires that you are **FERPA** certified (see above). Second, you (or someone you explicitly authorize) must know exactly how to *import* grades from somewhere else (e.g., CHIP) into Blackboard and is authorized to do so on both ends. Third, you and **only you** can export the grades from Blackboard into Banner.

Thus, you need to be ready with the following well in advance of the grade submission window. Various help documents are available at: <http://www.itap.purdue.edu/tlt/blackboard/staff.cfm>:

- (a) Get FERPA certification (or get it renewed).
- (b) Make sure your career account password will not have expired in the grade submission window.
- (c) Know what to do in My Purdue if you submit grades from there.
- (d) If you go through Blackboard, make sure that you can access it, and either be able to import grades yourself (from CHIP, e.g.) or authorize someone who can and will.
- (e) Make sure that you can access and submit the grades from Blackboard during the grade submission window, if that is the method you will use. Please remember that no one else is authorized to take this step.