

How to receive/renew FERPA certification

1. Go to <http://www2.itap.purdue.edu/SSTA/certifications/ferpa>
2. Either open a new window showing the content of the **FERPA Information** link or click on that link and print out the 3 page document describing FERPA. You need this information to pass the on-line test.
3. Log in on the original FERPA page with your career account userid and password
4. Click on **Enter Test**
5. Take the test, answer all questions correctly (you can try any number of times) until you pass.

How to authorize someone to import grades into your Blackboard course

1. Go to <http://www.itap.purdue.edu/tlt/blackboard/staff.cfm>
2. Click on [Add an Instructor, TA or Designer to your Section](#)
3. Log in with your career account userid and password
4. Click on [Add TAs, Instructors, or Designers](#)
5. Enter your career account login again
6. Select your course from the drop-down list "**Select Vista section to add members**"
7. A second box pops up. Enter the career account login of the person who will be authorized to become an instructor for your selected course in Blackboard This person must be FERPA certified, and you must know his/her career account login. If you plan to take this approach, the Department recommends you to ask Dr. Saxena in this role. His career account login is **saxena**.
8. Choose a role of **Instructor** from the drop-down list of roles.
9. Click on **add another**, and enter the login of the person (**Saxena** in most cases) again under Login and **Designer** under Role. [This step is not necessary if you had already done initial setup for the Blackboard course.]
10. Click on **Validate Users** button that pops up
11. Click on **Enroll Users** button
12. Logout by clicking on the **Logout** button on top left of the page

How to import letter grades from a spreadsheet to Blackboard

1. If you authorize someone else to do this for you, then you can skip this part.
2. Have a comma-separated text file listing at least a column of the students' career account logins and their final letter grades ready. Make sure that the file name of this file has an extension of "*csv*", e.g., it should be named something like **218grades.csv**. Make sure that the file has the top row of column headings but no other extraneous row. [You can create a file from CHIP Instructor Gradebook selecting the **Course Grade** slot for **ALL** (or your sections) and clicking on the **CSV** button.]
3. Go to <http://www.itap.purdue.edu/tlt/blackboard>
4. Click on **Log on** button and log in with your career account userid and password.
5. On the **Course List**, click on the course to select it.
6. On the left, under **Instructor Tools**, click on **Grade Book**.
7. On the top right, click on **Grade Book Options** and from the drop-down list, click on **Column Settings**.
8. In the column **Final**, on the row **Type**, click on **Calc**. In the new window that pops up, click on the down arrow to the left of **New Value**, and select **Alphanumeric** from the drop down list. Click on **Save**.
9. On the resulting window, click on **Apply**. This makes it possible to import letter grades into this **Final** column. This is the only column that can be exported to Banner.
10. Click on **Grade Book** toward the top left under **Your location**. This takes you back to the grades and scores screen.
11. Toward the top, click on **Import from Spreadsheet**.
12. Enter file name with full path or **Browse** to the file to import on your local computer.
13. For a properly created csv file, the separator should be Comma, and the character set should normally be Unicode (UTF-8).
14. Click on **Upload**.
15. On the resulting **Import File** window, each column in the file should show up with the choices of what to do with it as drop down lists under **Grade Book Column**. The column listing career account logins must be designated as **User ID** under Blackboard by selecting that choice. The letter grades should be designated as **Final**. All other columns, if any, should be designated as – **Do not import** -.
16. Click on **Import**.
17. If a page shows up showing some Import Errors such as columns not imported or blank rows in your file not imported, that's fine. It still did the import of the needed information. Click on **OK**.
18. This brings back the main grade book screen. Make sure all appears as you intended. If not, you can either make corrections manually or import the file again. If all is well, make sure to logout by clicking on **Log Out** at top right.

How to submit letter grades from Blackboard to Banner

1. Make sure that you are doing this within the grade submission window of 8 am, May 4 and 5 pm, May 12. You cannot submit grades outside of this window.
2. Make sure that you are the instructor of record (not just authorized for Blackboard course, but as the instructor authorized by the University for this course/section).
3. Go to <http://www.itap.purdue.edu/tlt/blackboard>
4. Click on **Log on** button and log in with your career account userid and password.
5. On the **Course List**, click on the course to select it.
6. On the left, under **Instructor Tools**, click on **Grade Book**.
7. Click on the tab **Grades** toward upper left.
8. Make sure that the letter grades show properly in the **Final** column. From this semester onward, the allowed letter grades have pluses and minuses.
9. Toward the bottom right, select **Final** in the drop down list under **Export to SIS**, and click the green arrow.
10. This will open the **Export Grade** window.
11. Put a checkmark in the box at the top left (left of **Last Name**) to select all students.
12. Click on **Export Final Grade** button on bottom left.
13. The submission process may take several minutes.
14. You can check the status of the grade submission by selecting **Final** and clicking on the green arrow next to **Export to SIS**.
15. You can make corrections and resubmit any number of times until the grade submission window closes at 5 pm on May 12.