GradeSync is an eCampus tool that allows instructors to submit grades from a Grade Center column to STAR without having to enter grades manually in STAR for each student. This tool will decrease the time required for entering midterm and final grades.

- Instructors can submit grades through GradeSync only for students who are registered for the course in STAR.
- Only the Instructor of the course can submit grades through GradeSync.
- Instructors who maintain grades in Excel will need to follow the instructions on [uploading a column into the Grade Center](#) before attempting to sync with STAR.
- Instructors needing to change the default grading schema can find instructions at [Editing the Default Grading Schema](#).

1. Log in to eCampus and navigate to the course that needs to be prepared for GradeSync.
2. Click **Grade Center** located in the Control Panel, then click **Full Grade Center**.
3. Within the Grade Center, highlight the cursor over **Create Calculated Column**, then click **Total Column** or **Weighted Column**. (Only select Weighted Column if graded items in the course need to be weighted by a certain percentage. You can find more on Weighted Columns on the Blackboard [Help](#) site.)
4. Enter a Column Name. (This could be “Midterm Grade” or “Final Grade.”)

5. Click the columns or categories you wish to include in the new Total column. Click the “Ctrl” key (for Windows) or the “Command” key (for Macs) to select multiple columns.

**Note**: When selecting columns, do not include any Total columns. For example, do not include the Midterm column when calculating the Final Grade.

6. Click the arrow icon to move the columns over to **Selected Columns**.

7. Change the radio button to **No** for **Calculate as Running Total**. This will ensure that students who did not attempt or turn in work will receive a “0” for the missed attempt or work.
8. Scroll down to the **Options** area and change the radio button to “No.” Do **not** include this column in the Grade Center calculations.

![Options](image)

9. Click **Submit**.

![Submit](image)

10. Set the newly created column as the External Grade column by hovering within the new column in the Grade Center, clicking the chevron, and choosing **Set as External Grade**.

![Set as External Grade](image)

**Note:** After verifying that the grades have been submitted to STAR, set the External Grade column back to the default “Total” column, as this is what students will see on the “Report Card” modules in eCampus.

11. The Grade Center should now be ready to submit grades through GradeSync.

If you use a grading scale other than the default 10 point letter grade scale, follow the steps [here](#) to edit the Letter Grade schema in the course. The default Letter Grade schema is based on the values below.

![Grades](image)
12. Within the eCampus course, expand the Control Panel, expand Course Tools, and click **GradeSync**.

13. Click your choice of the type of grade you are submitting. This would typically be Midterm Grades or Final Grades.

14. A “Final Grades” area opens. (If you chose Midterm Grades, that name will appear here.) The registered students and their Current Grades are listed here. A new column named “Final Grade” (or Midterm Grade”) is also here but does not contain any grades.
   - Verify that the Current Grade column contains the correct grade for each student.
   - Last day of Attendance column is **only** for students getting F for non-attendance.
15. Click the **Populate final grade from current grade** dropdown. Select **Final Grade**. (This is the name of the column set up in the Grade Center as the **External Grade**. Depending on what you named this column, the name you see in this screen could be different.)

If groups are set up in the course, groups will be listed and can be chosen under the Visible Groups dropdown menu.

16. The Final Grade column now contains the grade from the current grade column.

17. Click within the cells of any students getting an Incomplete, instructors, and auditors. You may receive an error message if you do not do this. (Enter the Incomplete directly into STAR.)

18. If a student is getting an F for non-attendance, enter the student’s last day of attendance in the Last Day of Attendance column.

19. Click **Submit Grades** in the lower right corner.
20. You will see a verification that the grades were submitted to STAR.

21. Log in to STAR to verify that the grades were submitted.

Note:
• If you need to change the Midterm or Final Grade after submitting through GradeSync, update the grades in the Grade Center first and then submit again through GradeSync. Click Clear Grades on form.

• If a student has completed the course work and was previously given an Incomplete, you will need to submit a Grade Modification form to the Office of the University Registrar to have the grade updated on the student’s record.