

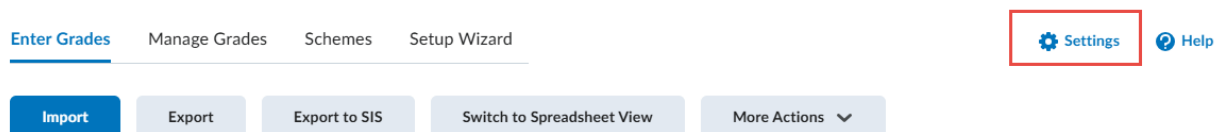
Exporting Your Brightspace Grades

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Ensuring Your Gradebook is Set Up Correctly

Ensure Correct Column is Released.

1. Navigate to the Settings within your gradebook.



2. Click on “Calculation Options”.

Personal Display Options



3. Scroll down to the section titled “Final Grade Released”.
4. **The “Calculated Final Grade” should be selected for most of the semester. However, when it is time to submit final grades, you will need to select the “Adjusted Final Grade”.**

Final Grade Released

Release

☐ Calculated Final Grade ?

☒ Adjusted Final Grade ?

☒ Automatically release final grade ?

5. Save. Navigate back to your gradebook.

Entering Final Adjusted Grade

6. Scroll to the right of your gradebook so you can see the “Final Calculated Grade” and the “Final Adjusted Grade”.
7. Click the down arrow next to “Final Adjusted Grade” (1). Then, click on “Enter Grades” (2) in the sub-menu that appears.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
10 / 10, 100 %	1 Edit Enter Grades 2 View Statistics View Event Log 
10 / 10, 100 %	

8. Move the grades from the “Final Calculated Grade” column over to the “Final Adjusted Grade” column by simply clicking the arrow highlighted below.

Final Calculated Grade		Final Adjusted Grade	
Grade	Scheme	Grade	Scheme
10 / 10	100 %	10 / 10	-%
10 / 10	100 %		-%

***You can manually type in the grades in these boxes if you want to make a manual adjustment to the grade that was calculated. If the student received an 89.9, but you feel that a 90 is more reflective of their effort, then you have the opportunity to make that change here.

Make Final Grade Visible to Students

1. Select all users (1), then click the “Release/Unrelease” button (2), confirm there are checkmarks for all students (3).

Final Calculated Grade		Final Adjusted Grade		Feedback	Released
Grade	Scheme	Grade	Scheme		
10 / 10	100 %	10 / 10	-%	No feedback provided.	
10 / 10	100 %	10 / 10	-%	No feedback provided.	

2. Save. Scroll to the right of the Gradebook. The data in both columns is the same, and it is visible to students.

Final Grades	
Final Calculated Grade	Final Adjusted Grade
10 / 10, 100 %	10 / 10, 100 %
10 / 10, 100 %	10 / 10, 100 %

Setting Up Grade Scheme

This will populate the gradebook with letter grades as opposed to only numerical grades.

3. Click the arrow to the right of the “Final Adjusted Grade” column (1). Then click “Edit” (2).

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
0 / 1,180, 0 % ⓘ	Edit 2 Enter Grades View Statistics View Event Log ⓘ
0 / 1,180, 0 % ⓘ	

4. Under “Grade Scheme” (1), click “MCC Default” (2). Click “Save and Close”.

Short Name
 ⓘ

Grading

Can Exceed ☐ ⓘ

Grade Scheme

-- Default Scheme -- (Percentage) ▼ 1 ⓘ

-- Default Scheme -- (Percentage)
Percentage
75> Passing
Credit/No Credit
MCC Default 2

Student View

☐ Display class average to users ⓘ

☐ Display grade distribution to users ⓘ

☐ Override display options for this item ⓘ

5. Navigate back to your gradebook. You will now see a letter grade associated with the numeric grade.

Final Grades	
Final Calculated Grade ▼	Final Adjusted Grade ▼
10 / 10, A	10 / 10, A ↻
10 / 10, A	10 / 10, A ↻

Exporting Grades to SIS (Colleague)

Before exporting grades make sure your gradebook is set up correctly (grades released, correct grading scheme selected). If not, please review the “Ensuring You Gradebook is Set Up Correctly” section.

1. Click the “Export to SIS” button within your gradebook

[Enter Grades](#)
[Manage Grades](#)
[Schemes](#)
[Setup Wizard](#)

[Import](#)
[Export](#)
[Export to SIS](#)
[Switch to Spreadsheet View](#)
[More Actions ▼](#)

You will see a table with all of your students. If you need to make any last-minute changes, this is the place to do it. **The most important part here is to ensure that a letter grade is present for each student.**

2. Select the checkbox next to students whose grades you are ready to Export. Click “Export” at the bottom of the page.

☐	Username	Last Name, First Name	Current Final Grade	Override Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension
☒			A		Select Date ☐ Never Attended		Select Date
☒			B		Select Date ☐ Never Attended		Select Date
☒			B		Select Date ☐ Never Attended		Select Date
☒			A		Select Date ☐ Never Attended		Select Date

[Export](#)
[View Export History](#)

- Once you click Export you will be taken to a new screen, please do not navigate away from this screen until you have gotten confirmation that your grades have been processed successfully.

Enter Grades • [Export Grades to SIS](#) • [View All Exports](#) • Export Details

Export Details

Exported Org Unit: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)
 Status: Export Requested
 Start: Jun 1, 2023 1:18 PM
 End:
 Initiated by: dpinel
 Excluded Users: 0
 Successful Exports: 0
 Failed Exports: 0
 Grade Type: Final Grade

[Cancel](#)

Export Details

Exported Org Unit: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)
 Status: Sending
 Start: Jun 1, 2023 1:18 PM
 End: Jun 1, 2023 1:18 PM
 Initiated by: dpinel
 Excluded Users: 11
 Successful Exports: 0
 Failed Exports: 0
 Grade Type: Final Grade

[Cancel](#)

Username	Last Name, First Name	Submitted Grade	Result	History
n0137026	Arends, Joyce	C	To be sent	
n0202223	Atchison, Savannah		Excluded	Excluded - User manually excluded from upload

Status: Sending

Once you see “**Success**” and “**Accepted by SIS**” you have successfully submitted your grades to Colleague!

Export Details

Exported Org Unit: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)
 Status: Success
 Start: Jun 1, 2023 1:18 PM
 End: Jun 1, 2023 1:19 PM
 Initiated by: dpinel
 Excluded Users: 11
 Successful Exports: 1
 Failed Exports: 0
 Grade Type: Final Grade

Username	Last Name, First Name	Submitted Grade	Result	History
n0137026	Arends, Joyce	C	Accepted by SIS	Successfully processed grades for Student ID 0137026

Processing an Incomplete

- Verify that the grade is accurate for the student in the gradebook.
- Click the “Export to SIS” button within your gradebook

Enter Grades • Manage Grades • Schemes • Setup Wizard

[Import](#) [Export](#) [Export to SIS](#) [Switch to Spreadsheet View](#) [More Actions](#)

- Enter the letter “I” in the “Override Grade Column”, and enter a date for the end of the next long semester in the “Incomplete Extension” column.

☐	Username	Last Name, First Name	Current Final Grade	Override Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension
☐			A	1	Select Date ☐ Never Attended		2 Select Date
☐			B		Select Date ☐ Never Attended		Select Date
☐			B		Select Date ☐ Never Attended		Select Date
☐			A		Select Date ☐ Never Attended		Select Date

CR/NC Courses

1. In the gradebook, select “Schemes” (1) then click the check mark for “Credit/No Credit” (2) to set it as default.

Enter Grades Manage Grades

1

 Schemes Setup Wizard Settings Help

New Scheme

More Actions ▼

Scheme Name	Default Scheme	Set As Default
Organization Schemes		
Percentage ⓘ	✓	
75> Passing		✓
Credit/No Credit		2 ✓
MCC Default		✓

Grade Changes

All grade changes should take place in two steps.

1. Update grade in Brightspace (This will ensure that the student can view their correct grade.)
2. Submit Grade Change request through Etrieve-Softdocs
<https://mcccentral.etrieve.cloud/Index#/form/29>.
3. **DO NOT** reexport to SIS (Colleague).

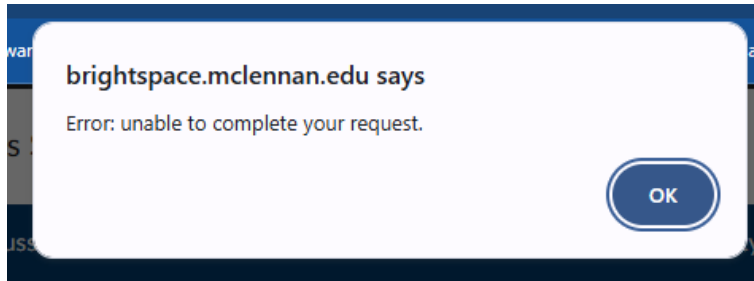
Common Errors

Some common errors you may see have to do with improper gradebook configuration.

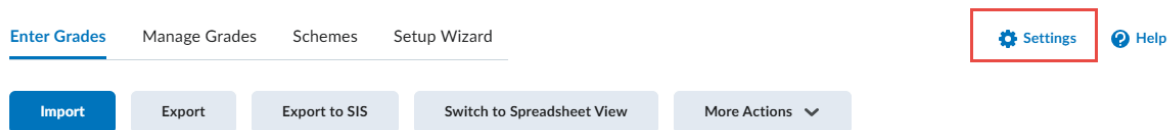
- If you come across an error, please verify all information within “[Ensuring Your Gradebook Is Set Up Correctly](#)”.

Unable to Complete your Request

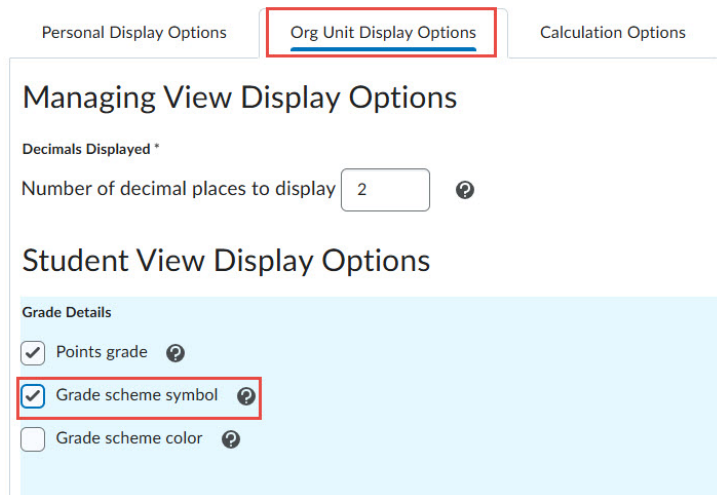
If you happen to see this error message, please do the following:



1. Navigate to the Settings within your gradebook.



2. Click on “Org Unit Display Options”. Check the box that says, “Grade Scheme Symbol”.



3. If you are still receiving the message, try swapping out which column you have released. For most users, releasing the “Final Adjusted Grade” column works. However, a few have found swapping the released column to “Final Calculated Grades” column allows the grades to be exported properly. This is not recommended in the standard workflow.

Account not Recognized by the SIS

If you happen to see this error message, please do the following:

[Enter Grades](#) > [Export Grades to SIS](#) >

Export Grades for S25 Learning Framework (EDUC-1100-O281)-8week ONLINE

Sorry, you cannot export grades because your user account is not recognized by the SIS.

[View Export History](#)

You are either not the official instructor of record for the course, or you were added manually to the course as an instructor. For the ILP Export to SIS feature to work (which is automated), the user would need to be added to the course via the proper automated tools. To remedy this email online@mclennan.edu.