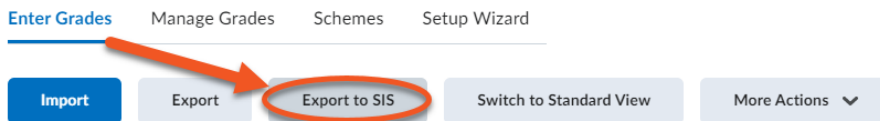


Exporting Final Grades from Brightspace to Colleague (NIC's Student Information System - SIS)

****PLEASE NOTE**** The grade scheme in Brightspace **MUST** match the grade scheme in Colleague (i.e., if your course's grade scheme in Colleague is Pass/Fail 60%, your online course must also use a Pass/Fail 60% grade scheme). To check your Brightspace grade scheme go to Grades>Schemes (to change the scheme use the Grades Setup Wizard – follow this [video link](#) for further instruction). To confirm your grade scheme in Colleague check the 'Course Section Enrollment' report in the 'Faculty' folder in reporting services (far right column).

Exporting Grades from 'Final Adjusted Grade' to SIS

- Step One:** Export Grades to SIS (Student Information Services) by navigating to the 'Enter Grades' area of your course, **select all or some of your students** and click on 'Export to SIS'.



***Note:** You must have an instructor role in the course to export grades. If there is more than one instructor enrolled in the course, all instructors have the ability to export grades.

- Step Two:** **Select a section** from the section list. If you are releasing grades for both sections of a cross-sectioned course, you will need to repeat this process for each section separately. **Select all or some of the students** for whom you want to export/push grades through to Student Records. Click 'Export'.

Export Grades for 2023 W

Scope: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)

Section: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)

Export Grades for 2023 Winter Term Sea Kayaking 2 (TGA-106-CVB1V, TGA-106-CVB3V)

Scope: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)

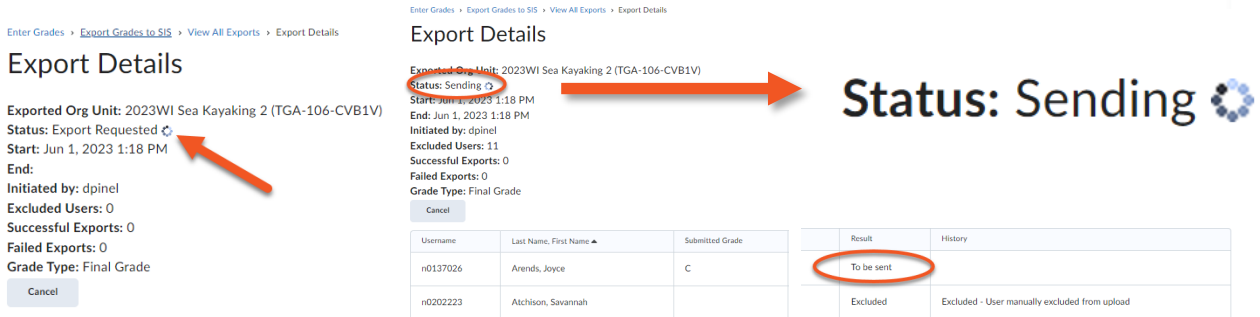
Section: 2023WI Sea Kayaking 2 (TGA-106-CVB1V)

<input type="checkbox"/>	Username	Last Name, First Name	Current Final Grade	Override Grade	Last Attendance Date	Default Incomplete Grade	Incomplete Extension Expiry Date
<input checked="" type="checkbox"/>	n0137026	Arends, Joyce	C	<input type="text"/>	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	<input type="text"/>	<input type="button" value="Select Date"/>
<input type="checkbox"/>	n0202223	Atchison, Savannah	C	<input type="text"/>	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended	<input type="text"/>	<input type="button" value="Select Date"/>

***Note:** Export select student grades for continuous entry courses

Exporting Grades from 'Final Adjusted Grade' to SIS Continued

- 3. Step Three:** Two windows, one after the other, will appear to show the status of your export. **DO NOT CLOSE** your browser or browser window until the export has finished (i.e., the wheel has stopped spinning) and has been accepted by SIS.



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

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
n0202223	Atchison, Savannah		Excluded	Excluded - User manually excluded from upload

- 4. Step Four:** To view the history of your exports, click '**View Export History>View All Exports**'.



Exporting Grades from 'Final Adjusted Grade' to SIS Continued

4. Step Four Continued: Confirm grades have been exported correctly by viewing the Colleague generated report.

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

All Grade Exports for 2023 Winter Term Sea Kayaking 2 (TGA-106-CVB1V, TGA-106-CVB3V)

1 export has been initiated for this course

2023WI Sea Kayaking 2 (TGA-106-CVB1V)

Success

Start: Jun 1, 2023 1:18 PM

End: Jun 1, 2023 1:19 PM

Initiated by: dpinel

< 1 / 1 >

Need Help?

If you encounter an error message or if you need technical assistance, please **submit a NIC Service Desk ticket**: <https://servicedesk.nic.bc.ca/> under either: Teaching, Learning and Classroom Support>Brightspace and Kaltura or Student Records Office>Grades in the Service Catalog.