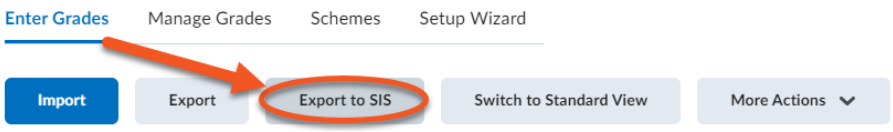
Exporting Final Grades from Brightspace to Colleague (NIC's Student Information System - SIS)

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).*

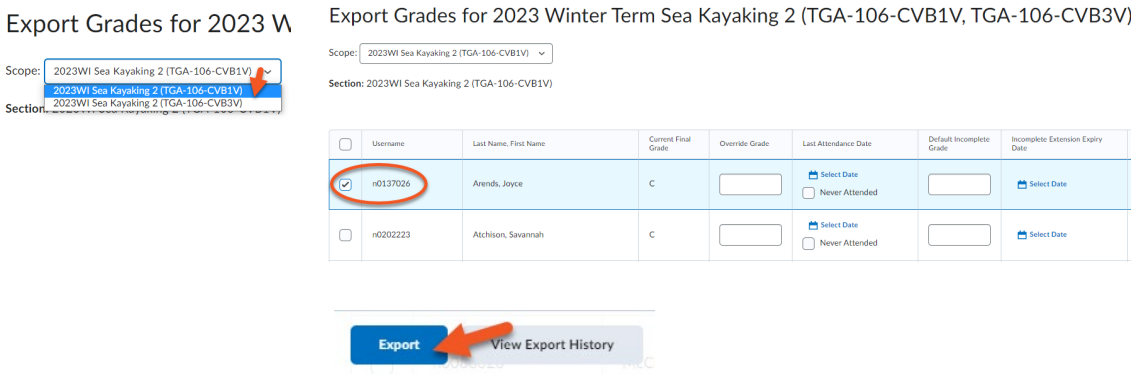
Exporting Grades from 'Final Adjusted Grade' to SIS

1. **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.*

2. **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'**.



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

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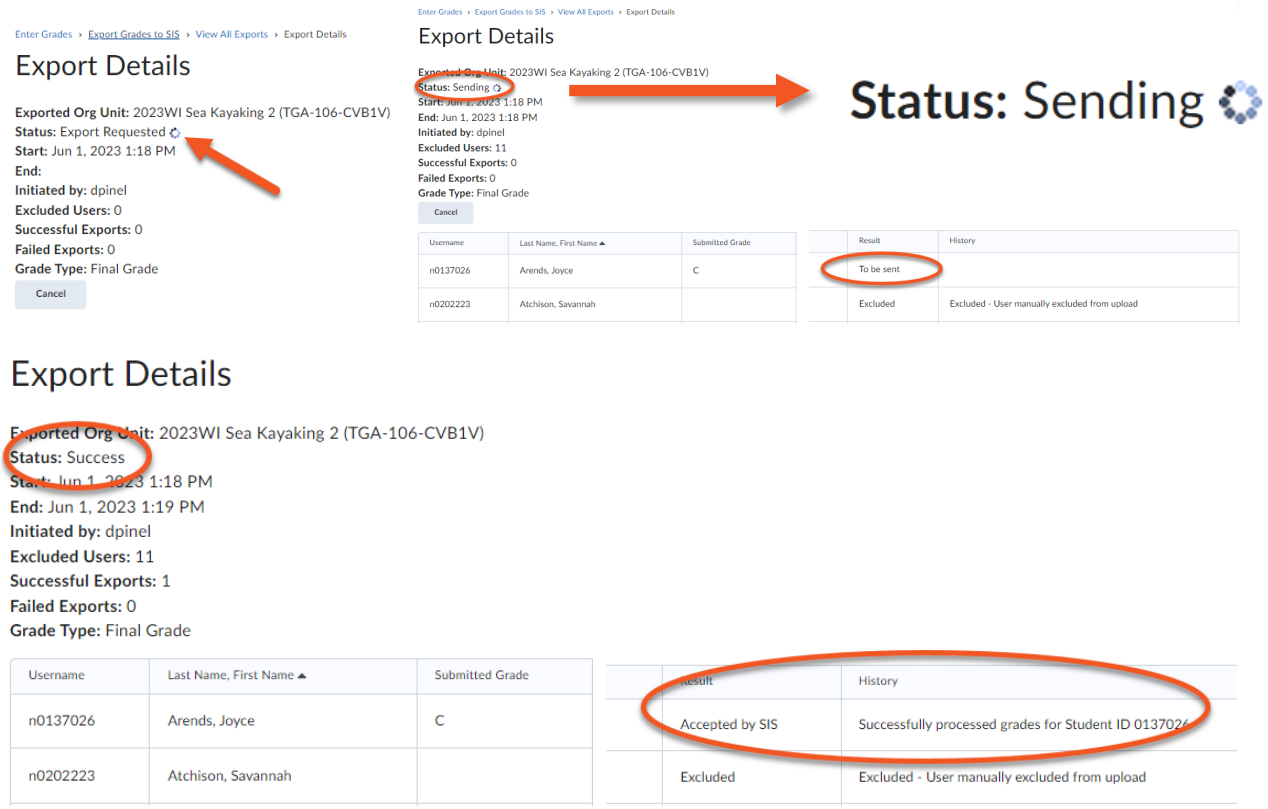
Exporting Grades from 'Final Adjusted Grade' to SIS Continued

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.

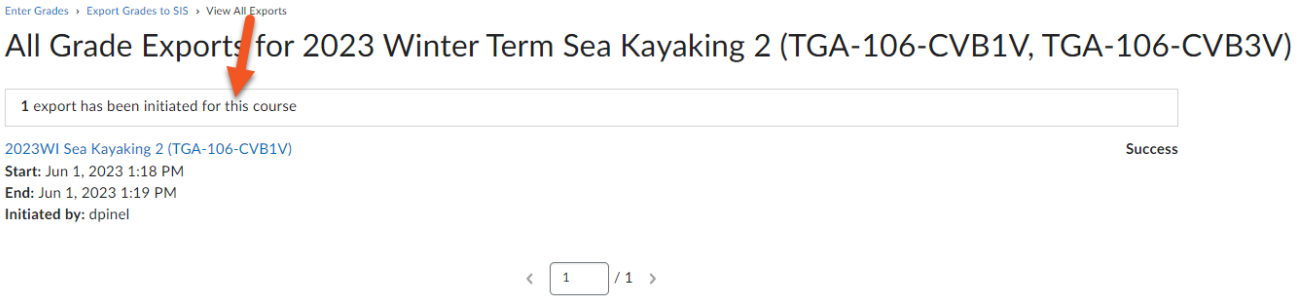


4. **Step Four:** To view the history of your exports, click **'View Export History>View All Exports'**.

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

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.



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.