TO: Associate Deans
FROM: Ryan Mahramas, Associate University Registrar
DATE: December 7, 2017
SUBJECT: Importing Grades from Blackboard to PeopleSoft

The Office of the University Registrar is pleased to announce *additional new PeopleSoft functionality* for faculty, when fall term (2181) grade rosters are made available on **Monday, December 11, 2017**.

A new "button" has been added to PeopleSoft grade rosters that will allow faculty to import final grades from the Blackboard (CourseWeb) Learning Management System. There are a few steps that users will need to follow to format grade rosters in Blackboard to ensure grades can be successfully imported into PeopleSoft, so please refer to the training guide that has been created.

The training guide can be found on the Office of the University Registrar's website on the Grades page, under the Service Areas section (select the "Importing Grades from Blackboard to PeopleSoft" menu item here [http://registrar.pitt.edu/grades.html](http://registrar.pitt.edu/grades.html))

If you have questions about the use of this new functionality, please email grades@registrar.pitt.edu or by phone at (412) 624-7663.