

## Unit Topic: Grading Non-Gradable Sections

### *Introduction*

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#### *Manually Managed Courses*

A manually managed course may be used to mimic the cross listing of several sections of a single course. Grading can be done in the manually managed section but cannot be exported to Banner directly at midterm or end of the semester. Grade data must be copied back to the original (gradable) CRNs for the Export to Banner process to be successful.

#### *Lab CRNS*

Many courses with large enrollment subdivide into several CRNs, each with a portion of the overall enrollment. The large enrollment is commonly the lecture portion of the course, and the smaller enrollments are commonly the lab or practical portion of the course. The lab CRNs are not gradable, grade information will not successfully Export to Banner from them. Therefore, grade information input into them must be copied to the lecture section so that the overall grade exports successfully from the lecture section.

### *Content*

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This document covers the following topics:

- Setup
  - Manually Managed Courses
  - Lab CRNS
- Ongoing
- End of Semester
  - Manually Managed Courses
  - Lab CRNS

## Setup

Please see the Grades resources located on the CTL website for instructions on creating grade items.

### Manually Managed Courses

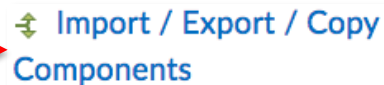
Build all grade items in one of the gradable sections of your course. We will call this section the “source”. Once all the grade items are complete, follow these steps to copy the grade items and settings to the other sections of your course, and to the Manually Managed section:

1. Go to a new section of your course in DC Connect.

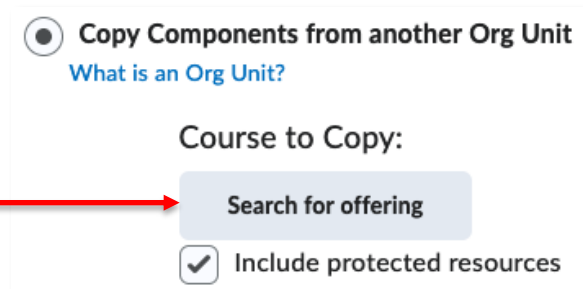
2. Click the **Course Admin** option of the course Navbar.

A rectangular button with the text "Course Admin" in a dark blue font.

3. Click the **Import/Export/Copy Components** link.

A link with a green double-headed arrow icon and the text "Import / Export / Copy Components" in blue.

4. Leave the default Copy... option selected and click the **Search for offering** button.

A dialog box titled "Copy Components from another Org Unit" with a link "What is an Org Unit?". It contains a section "Course to Copy:" with a "Search for offering" button and a checked checkbox "Include protected resources".

☐ Copy Components from another Org Unit  
[What is an Org Unit?](#)

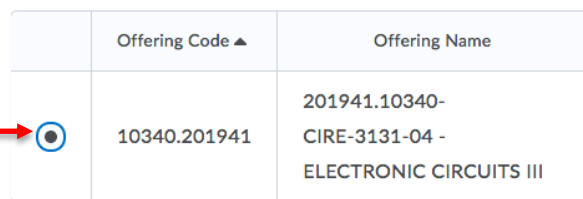
Course to Copy:

☒ Include protected resources

5. Search for the “source” CRN,

A search input field with a blue border and a "Search" button to its right.

select its radio button,

A table with two columns: "Offering Code ▲" and "Offering Name". The first row has a selected radio button in the first column, followed by the code "10340.201941" and the name "201941.10340-CIRE-3131-04 - ELECTRONIC CIRCUITS III".

	Offering Code ▲	Offering Name
<input checked="" type="radio"/>	10340.201941	201941.10340-CIRE-3131-04 - ELECTRONIC CIRCUITS III

and click the **Add Selected** button.

Add Selected

6. Click the **Select Components** button.

Select Components

7. Select both the **Grades** and **Grade Settings** checkboxes (leaving the default Copy all items radio button on)...

☒ **Grades** (34 item(s))  
☐ Copy all items  
☐ Select individual items to copy  
☒ **Grades Settings**  
☐ Copy all items

... then click the **Continue** button.

Continue

8. Click the **Finish** button.

Finish

9. Wait for the copy process to complete and click the **Grades** option of the course Navbar to confirm the grades copied over successfully.


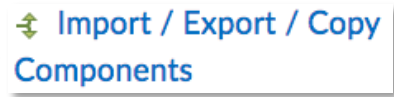






Grades

10. Repeat the above steps for each section of your course, including the Manually Managed section.

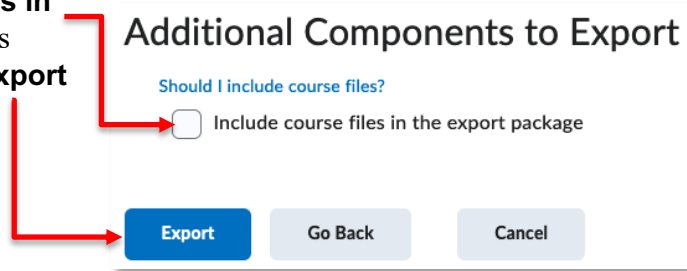
## Lab CRNS

Build all grade items in the gradable (lecture) section of the course. The instructor responsible for the lecture content usually does this.

Once all the grade items are complete, export the grade structure following these steps:

1. Click the **Course Admin** option of the course → 
2. Click the **Import/Export/Copy Components** link. → 
3. Select the **Export as Brightspace Package** option... →  **Export as Brightspace Package**  
[What is a Brightspace Package?](#)  
...then click the **Start** button. → 
4. Select the **Grades** checkbox (leaving the default Export all items radio button on)... →  **Grades (7 item(s))**  
 **Export all items**  
 **Select individual items to export**  
... then click the **Continue** button. → 

5. Be sure the **Include course files in the export package** checkbox is *unselected* before clicking the **Export** button on the confirmation page.



**Additional Components to Export**

Should I include course files?

☐ Include course files in the export package

**Export** **Go Back** **Cancel**

6. Click the **Done** button.



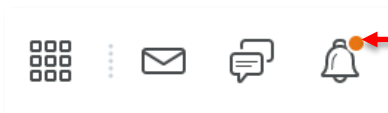
7. The system will start the process of packing your course into a .ZIP file for download. This process runs in the background.

## Export started

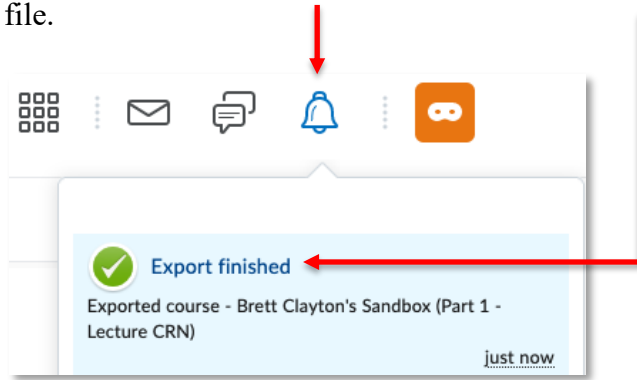
Your export has been started. You will receive a notification in the Update Alerts when it has completed.



Monitor the Update Alerts icon and look for the orange dot to appear indicating something new has happened in one of your courses.



Click on the **Update Alerts** icon, then the **Export finished** link to access the downloadable file.



## Export Summary

The course export was successful.

[Click here to download the export Zip package](#)

Done

Click on the link titled **Click here to download the export Zip package**. This will allow you to download the Exported Components (as a .ZIP file) and save them to your computer. This can now be archived or transferred to another person.

Click the **Done** button to exit this process.

**NOTE:** Do not unzip or decompress this file. It must stay in the .ZIP format

The file can now be distributed electronically to the instructors responsible for the lab (non-gradable) sections. They must now import the .ZIP file into their sections of the course. To do so they will follow these steps:

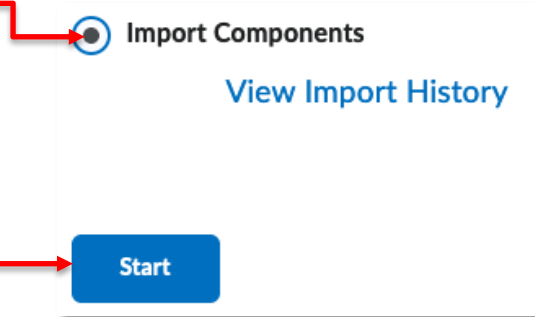
1. Click the **Course Admin** option of the course Navbar.

**Course Admin**

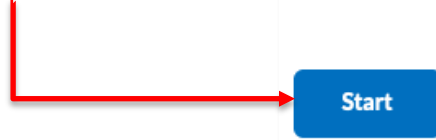
2. Click the **Import/Export/Copy Components** link.

**Import / Export / Copy Components**

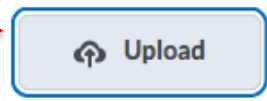
3. Select the **Import Components** option...



...and click the **Start** button.



4. Click the **Upload** button and find the .ZIP file provided by the lecture instructor.



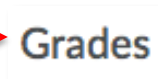
5. Once the file upload is complete, click the **Import All Components** button.



6. Upon successful import, click the **View Content** button...



...and then the **Grades** link in the Navbar to confirm that the grade items are there.



## *Ongoing*

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Grade data will be input in non-gradable section(s) throughout the semester.

## End of Semester

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### Manually Managed Courses

At the end of the semester the grade information recorded in the Manually Managed section of your course must be moved to the gradable CRNs so they may be exported to Banner. Starting in your Manually Managed section, follow these steps:

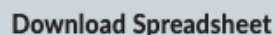
1. Click the **Grades** option of the course Navbar.

A rectangular button with the word "Grades" in a blue, sans-serif font.

2. Click the **Enter Grades** link.

A rectangular button with the text "Enter Grades" in a blue, sans-serif font.

3. Click the **Download Spreadsheet** button.

A rectangular button with a light blue background and the text "Download Spreadsheet" in a dark blue, sans-serif font.

4. Select the **Org defined ID** radio button,...

### Download Options

Download Grade Items For

All users ▾

Apply

Key Field

☒

Org Defined ID

☐

Username

☐

Both



..the **Points** grade checkbox...

#### Grade Values

- ☒ Points grade
- ☐ Weighted grade ?
- ☐ Grade Scheme ?

**NOTE:** Leave the User Details options unchecked.

...and *all* **Grade Item** checkboxes.

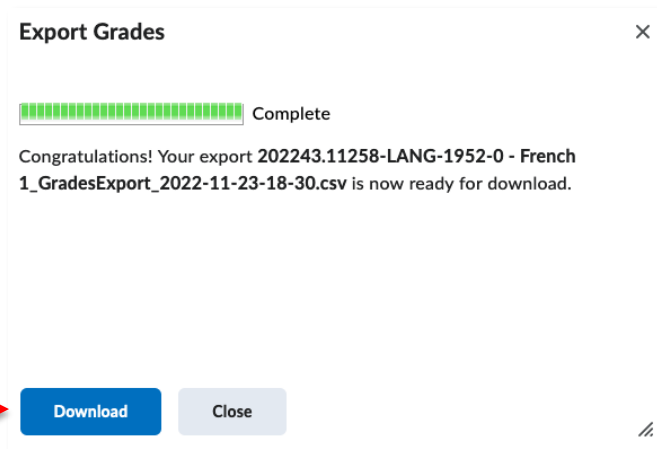
#### Choose Grades to Download

<input type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Assignment 1
<input checked="" type="checkbox"/>	Assignment 2
<input checked="" type="checkbox"/>	Assignment 3
<input checked="" type="checkbox"/>	Test 1
<input checked="" type="checkbox"/>	Test 2
<input checked="" type="checkbox"/>	Test 3
<input checked="" type="checkbox"/>	In Process
<input checked="" type="checkbox"/>	Final Calculated Grade ?
<input checked="" type="checkbox"/>	Final Adjusted Grade

5. Click the **Download as CSV** button.

Download as CSV

6. Once the progress has completed, click the **Download** button save the .csv file to your computer.



You can now import this data into your gradable CRNs. Access one of your sections and follow these steps:

7. Click the **Grades** option of the course Navbar.

Grades

8. Click the **Enter Grades** link.

Enter Grades

9. Click the **Import** button.

Import

10. Click the **Browse...** button and navigate to the .csv file you exported in step 6 above.

Import File \*

Browse... No file selected.

11. Click the **Continue** button.

Continue

12. Ignore the **Unrecognized user** error (if present).

13. Click the **Continue** button.



14. A preview of the data is shown, click the **Import** button.



The data is now imported into your gradable section. Note that you will have to repeat steps 7 through 14 for each of your original (gradable) sections.

### *Lab CRNS*

At the end of the semester the grade information recorded in the lab sections of the course must be moved to the lecture (gradable) CRN so they may be exported to Banner. Each lab instructor must follow these steps and provide the resulting .CSV to the lecture instructor:

1. Click the **Grades** option of the course Navbar.



2. Click the **Enter Grades** link.



3. Click the **Download Spreadsheet** button.



4. Select the **Org defined ID** radio button,...

## Download Options

Download Grade Items For

All users ▾

Apply

Key Field

☒ Org Defined ID

☐ Username

☐ Both

...the **Points** grade checkbox...

Grade Values

☒ Points grade

☐ Weighted grade ?

☐ Grade Scheme ?

**NOTE:** Leave the User Details options unchecked

...and *all* **Grade Item** checkboxes.

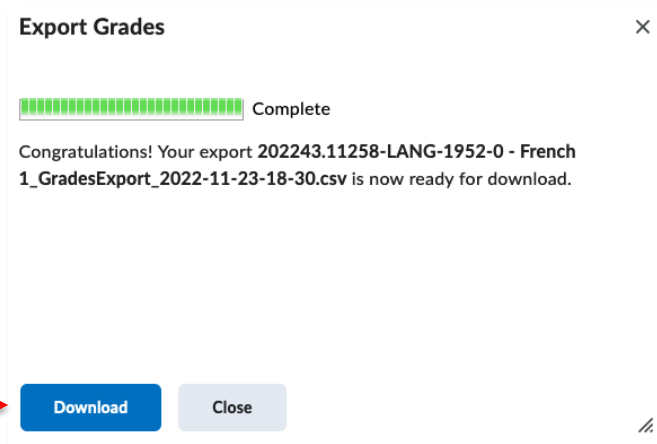
## Choose Grades to Download

<input type="checkbox"/>	Grade Item
<input checked="" type="checkbox"/>	Assignment 1
<input checked="" type="checkbox"/>	Assignment 2
<input checked="" type="checkbox"/>	Assignment 3
<input checked="" type="checkbox"/>	Test 1
<input checked="" type="checkbox"/>	Test 2
<input checked="" type="checkbox"/>	Test 3
<input checked="" type="checkbox"/>	In Process
<input checked="" type="checkbox"/>	Final Calculated Grade ?
<input checked="" type="checkbox"/>	Final Adjusted Grade

5. Click the **Download as CSV** button.



6. Once the progress has completed, click the **Download** button save the .csv file to your computer.

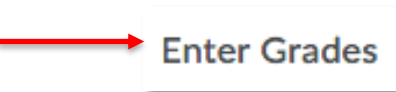


The lecture instructor can now follow these steps to import each .csv file into the lecture (gradable) section of the course:

1. Click the **Grades** option of the course Navbar.



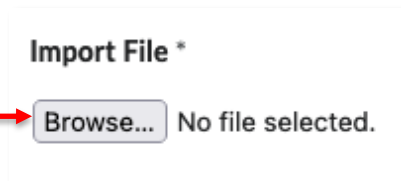
2. Click the **Enter Grades** link.



3. Click the **Import** button.



4. Click the **Browse...** button and navigate to the .csv file you exported in step 6 above.



5. Click the **Continue** button.



6. Ignore the **Unrecognized user** error (if present).

7. Click the **Continue** button.



8. A preview of the data is shown, click the **Import** button.



The data is now imported into the gradable section. Note that you will have to repeat steps 7 through 14 for each lab section .csv file provided by the lab instructors.