

IMPORT GRADES TO JWULINK

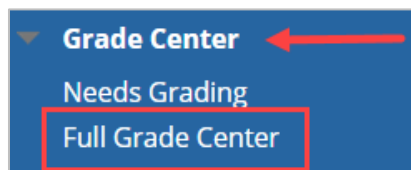
JWU final letter grades can be imported from ulearn into jwuLink.

Instructions

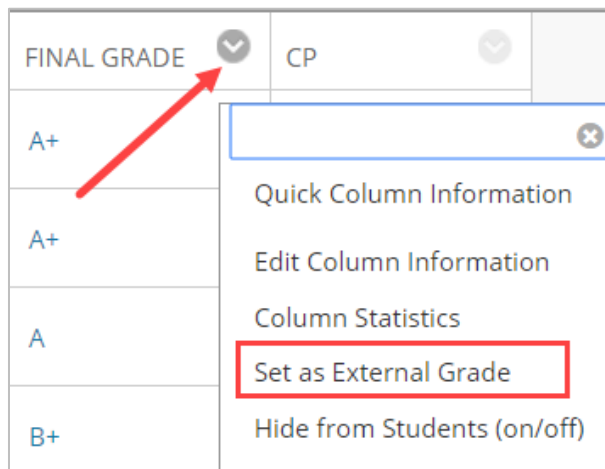
Note:

For courses with multiple instructors, only the primary instructor can import grades.

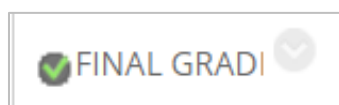
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, locate the column with **final letter grades**. Ensure that the grades are final and are ready for submitting.
3. If there is not already a green checkmark at the top of the column, click on the column's down arrow. Select **Set as External Grade**.



4. A green check mark appears at the top of the selected column indicating it has been set as an external grade.

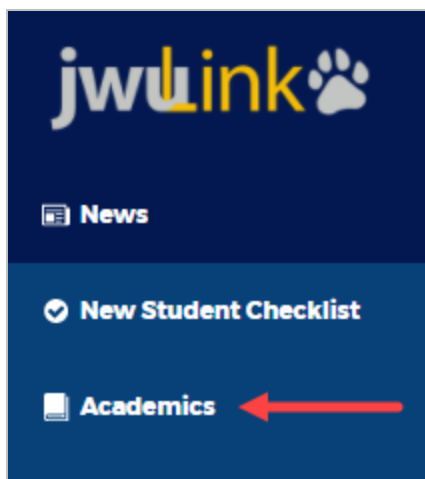


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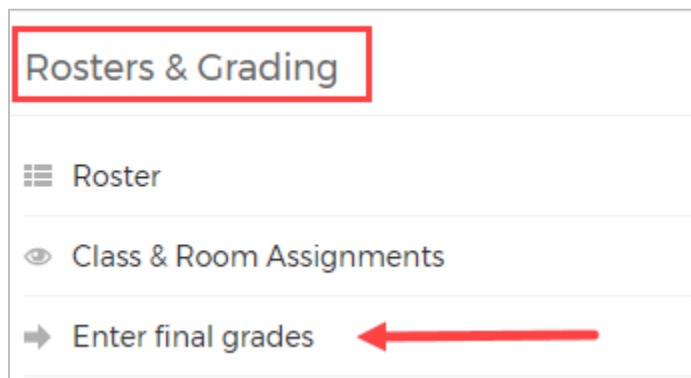
Note:

Only one column can be flagged as an **External Grade** column. To select a different column as the External Grade column, identify the correct column and proceed back to step 3 in this user guide.

5. Login to jwuLink: <https://link.jwu.edu>
6. Click on the **Academics** link on the jwuLink left menu.



7. In the Rosters & Grading section, click **Enter final grades**.

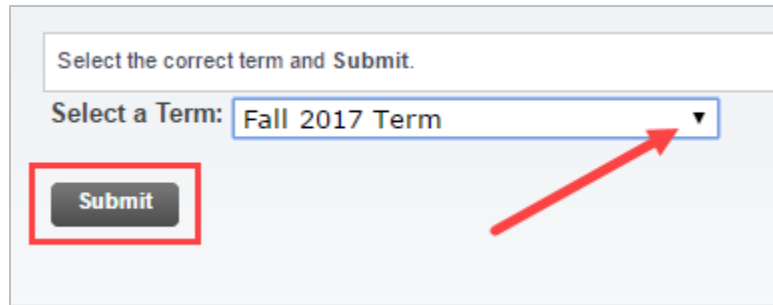


8. **Select** the appropriate **term or semester** from the drop-down menu and click **Submit**.

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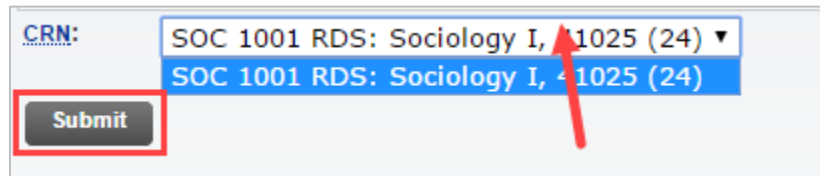
Select the correct term and Submit.

Select a Term:

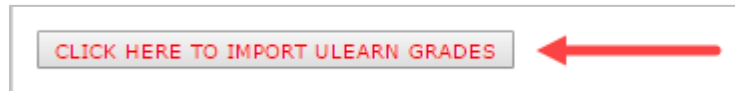


9. **Select** the appropriate **CRN** from the drop-down menu and click **Submit**.

CRN:



10. Under Step 2, click **Click Here to Import ulearn Grades**.



11. Check that the course information on the next screen is correct. Click the button **Click to Confirm Import Grades** to continue importing the ulearn grades from the selected course.

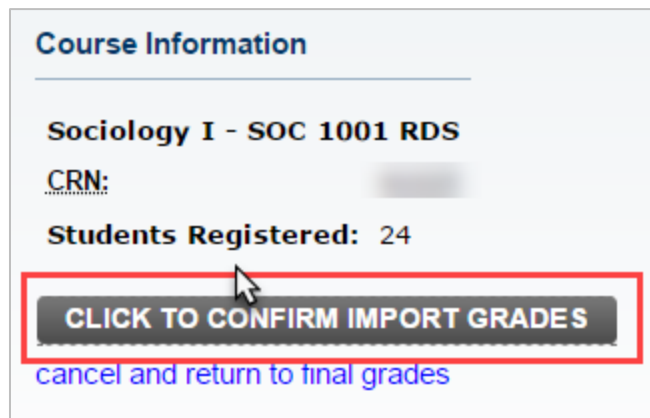
Course Information

Sociology I - SOC 1001 RDS

CRN:

Students Registered: 24

[cancel and return to final grades](#)



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Warning:

After importing, check for any grades that show "None". A **grade** field will display "None" if:

*The grade requires a **last date of attendance** (F, I, W, WP, WF, U).

*Grades in ulearn are **not valid letter grade** (for example, in ulearn you assigned a minus grade for an undergraduate course or selected a column with numeric grades).

*If you need to fix a grade, you must first make your changes in jwuLink and then go back to ulearn and fix it there too.

12. Scroll down the page to confirm all the grades have been inserted properly. Make any needed changes.

Warning:

Grades will not be pulled from ulearn for any student that already has an existing grade in jwuLink. If you need to change a grade that is already in jwuLink, and the grade has not yet rolled, you must manually change it in both jwuLink and ulearn.