This week’s Did You Know:

**IMPORTING GRADERS FROM COURSEWEB TO PEOPLESOF**

Grades are due in by midnight, Wednesday December 20th, and there is new functionality to make submitting easier. A new button has been added to PeopleSoft grade rosters that will move the final grades over from CourseWeb. Any discrepancies between the student data in CourseWeb and PeopleSoft will be displayed as a report within the grade roster. Once any discrepancies have been resolved and all students have received a grade, set the roster as Approved so the grades can be posted.

There are a few steps faculty will need to complete within Blackboard to set an External Grade Column in preparation for grades to be imported. The Pitt Registrar’s web site has instructions for completing this setup.

**POWER OUTAGE IN MERVIS, SENNOTT, & POSVAR THIS WEEKEND**

University Facilities will be shutting down power to most of the Pitt south campus buildings this Sunday, December 17th, from 1:00 a.m. until 4:00 a.m. Buildings affected include (but are not limited to):

- Mervis Hall
- Sennott Square
- Posvar Hall
- David Lawrence Hall
- Cathedral of Learning

Please shut down all computers, printers, and any other electrical devices that might be damaged by a power surge when you leave the building for the week. All labs and classrooms will remain open this Saturday, December 16th for final exams. Please contact Katz IT Services at it@katz.pitt.edu, or at 412-648-1601 with any questions or concerns.

**COURSEWEB MAINTENANCE OVER WINTER BREAK**

CourseWeb will be unavailable during a maintenance period from 11:00 p.m. on Tuesday, Dec. 26, through 7:00 a.m. on Thursday, Dec. 28. The system will be returned to service earlier if work is completed ahead of schedule and an announcement will be posted to technology.pitt.edu.

**And don't forget:**

Can’t keep all of your passwords straight? You can use a password manager like KeePass, which is available free from the Software Download Service through my.pitt.edu. Read more about it: [http://technology.pitt.edu/support/keepass-password-safe](http://technology.pitt.edu/support/keepass-password-safe).