



Submitting Final Grades

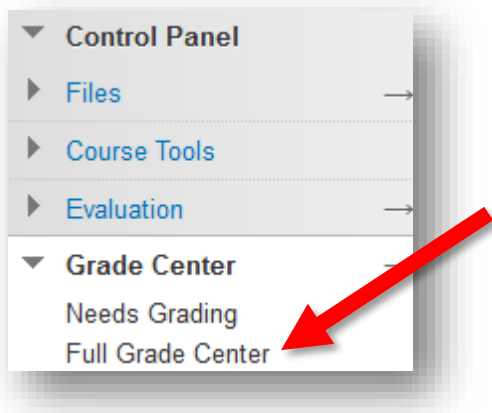
Use the following steps to submit final grades via your Blackboard course(s).

Step 1: Enter the course.

In the *My Courses* area, select the course where the grades must be entered.

Step 2: Open the Full Grade Center

In the *Control Panel*, click **Grade Center** and then **Full Grade Center**.

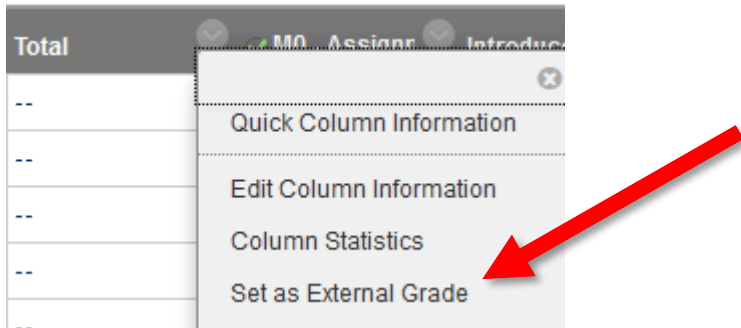


Step 3: Locate the final grade column.

In the *Full Grade Center*, locate the column where you intend to enter the final grades. By default, this is the **Total** column, but you may use any column for this purpose. (ex. Weighted Total)

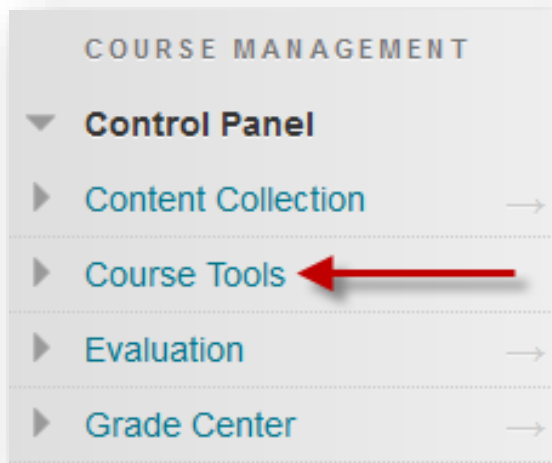
Step 4: Assign the column as the External Grade.

Click the down arrow to the right of the column title. Then click **Set as External Grade**. A green checkmark will appear next to the column title.



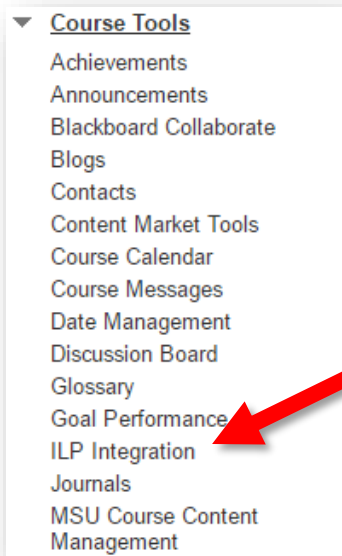
Step 5: Access the Course Tools.

In the *Control Panel*, click the **Course Tools** menu button. The **Course Tools** menu expands.



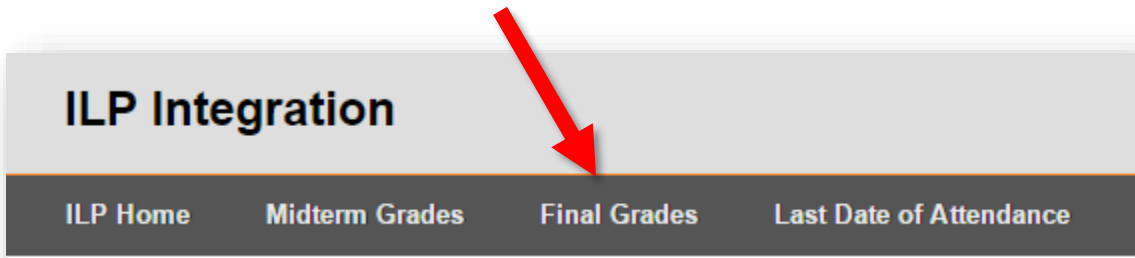
Step 6: Select the ILP Integration link.

Click the **ILP Integration** link.



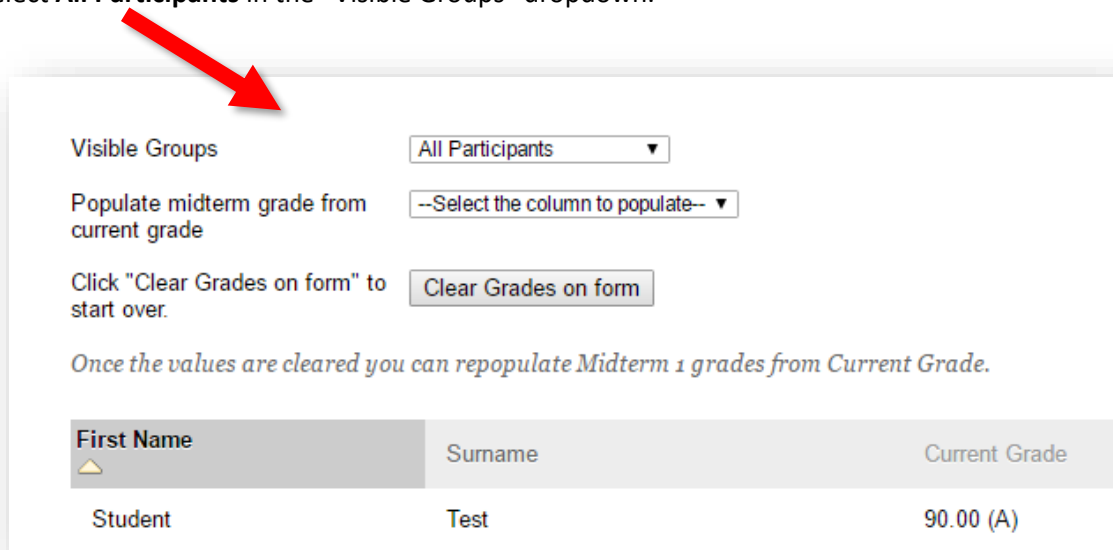
Step 7: Click the Final Grades button.

On the ILP Integration page, click the **Final Grades** button.



Step 8: Select “All Participants.”

Select **All Participants** in the “Visible Groups” dropdown.



Visible Groups

Populate midterm grade from current grade

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate Midterm 1 grades from Current Grade.

First Name	Surname	Current Grade
Student	Test	90.00 (A)

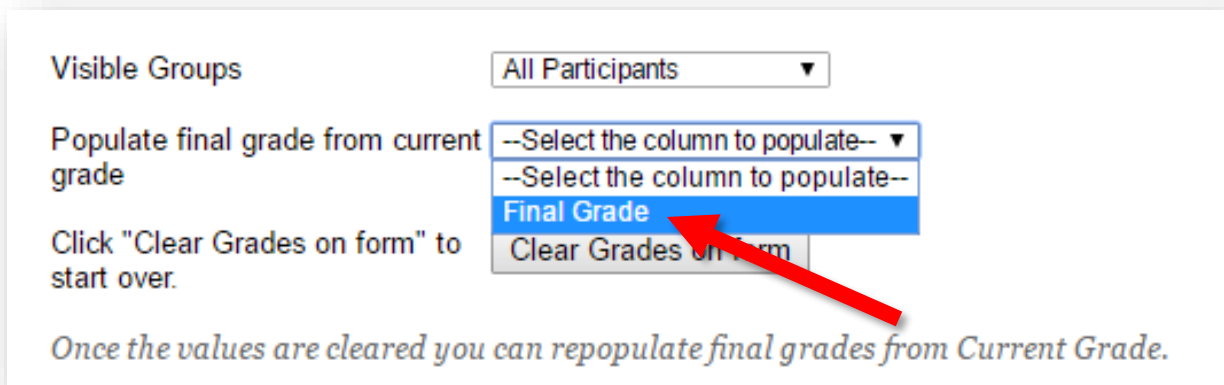
Step 9: Enter Grades Automatically or Manually

Grades can be automatically retrieved from Blackboard’s Grade Center or entered manually. To enter grades automatically, go to “Step 10: Select Final Grade.” To enter grades manually, skip to “Step 11: Manually Enter Grades.”

Step 10: Select “Final Grade.”

Select “Final Grade” from the drop-down menu. The appropriate letter grade will appear in the Final Grade column.

NOTE: If a student receives a failing grade, enter their last date of attendance. If they never attended any class sessions, or never logged into the course, then click the checkbox next to their name under the “Never Attended” column.



Visible Groups

Populate final grade from current grade

Click "Clear Grades on form" to start over.

Once the values are cleared you can repopulate final grades from Current Grade.

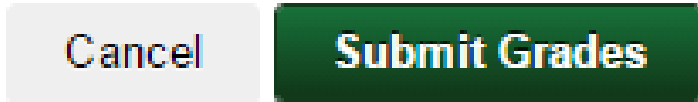
Step 11: Manually Enter Grades (Optional)

If you would prefer to enter grades manually or if any of the grades need to be modified, enter the grade in the Final Grade column at the bottom of the page.

Surname	Current Grade	Final Grade	Expire Date	Last Date of Attendance
McDonald	-	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
Hackney	-	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
Perry	-	<input type="text"/>	<input type="text"/>	<input type="text"/>

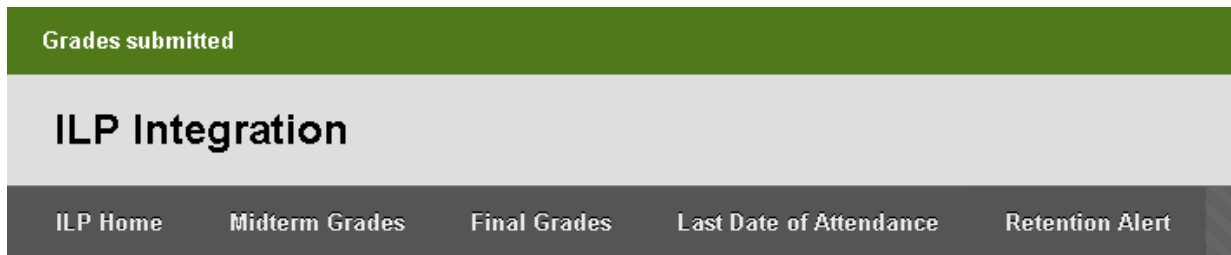
Step 12: Single-Click Submit Grades.

Single-click the Submit Grades button on the bottom right side of the screen. *Do not double-click the Submit Grades Button.*



Step 13: Check for confirmation.

After clicking Submit Grades, the page will refresh. You should now see a green bar at the top of the page stating “Grades submitted.”



If you have any questions, please contact us at 606-783-2140 or at msuonline@moreheadstate.edu.

