



## Submitting Midterm Grades

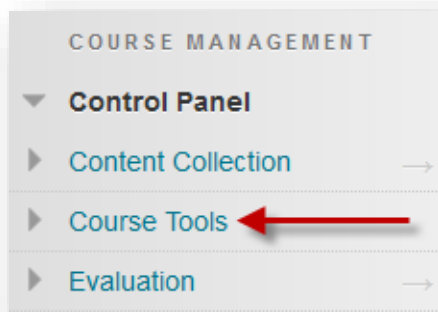
Use the following steps to submit midterm grades via your Blackboard course(s).

### Step 1: Enter the course.

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

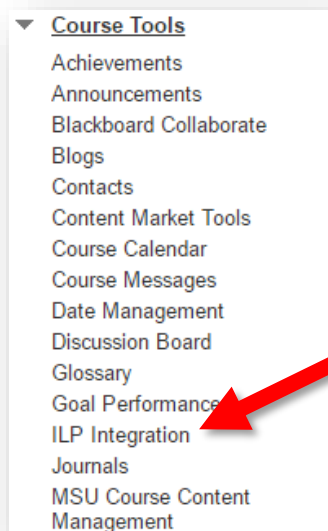
### Step 2: Access the Course Tools.

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



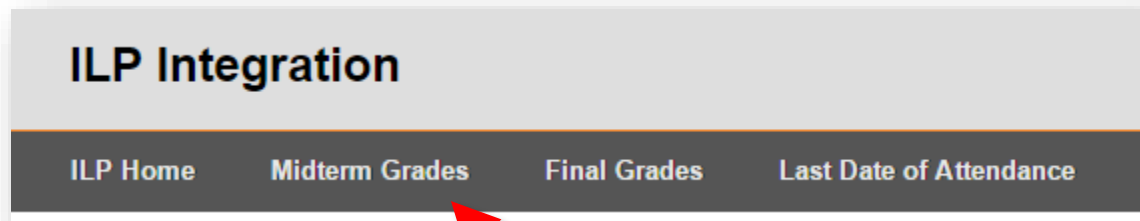
### Step 3: Select the ILP Integration link.

Click the **ILP Integration** link.



**Step 4: Click the Midterm Grades button.**

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



**Step 5: Select "All Participants."**

Select **All Participants** in the "Visible Groups" dropdown.

The screenshot shows the "MIDTERM GRADES" form. It includes a "Visible Groups" dropdown menu with "All Participants" selected. Below it is a "Populate midterm grade from current grade" dropdown menu with "--Select the column to populate--" selected. There is also a "Clear Grades on form" button. A note reads: "Once the values are cleared you can repopulate Midterm 1 grades from Current Grade." Below the form is a table with columns for "First Name", "Surname", and "Current Grade".

First Name	Surname	Current Grade
Student	Test	90.00 (A)

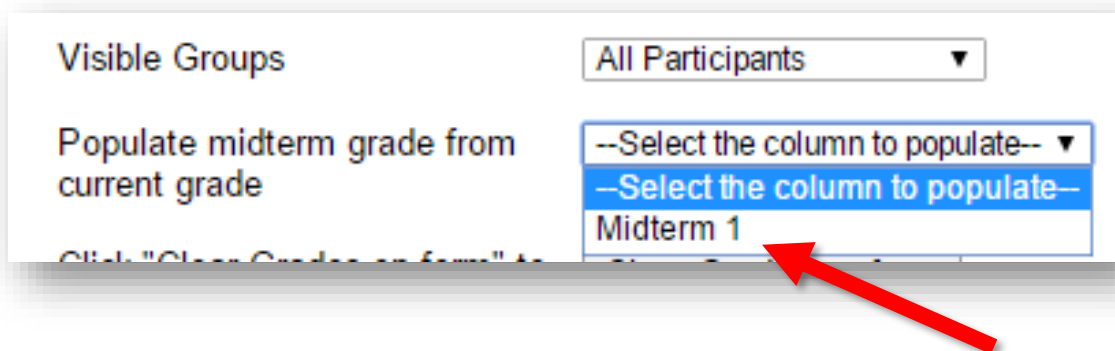
### Step 6: Enter Grades Automatically or Manually

Grades can be automatically retrieved from Blackboard's Grade Center or entered manually. To enter grades automatically, go to "Step 7: Select Midterm 1." To enter grades manually, skip to "Step 8: Manually Enter Grades."

### Step 7: Select "Midterm 1."

Select "Midterm 1" from the drop-down menu. The appropriate letter grade will appear in the Midterm 1 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.



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**Step 8: 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 Midterm 1 column at the bottom of the page.

Surname	Current Grade	Midterm 1	Last Date of Attendance
McDonald	-	<input type="text" value="A"/>	<input type="text"/>
Hackney	-	<input type="text" value="A"/>	<input type="text"/>
Perry	-	<input type="text"/>	<input type="text"/>

**Step 9: 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.*



If you have any questions, please contact us at 606-783-2140 or at [msuonline@moreheadstate.edu](mailto:msuonline@moreheadstate.edu).

