How to submit grades from Blackboard

This process is the same, whether you are submitting midterm or final grades.

In your Grade Center, notice there is a column titled Grade Submission. It has a red slash through it, meaning <u>it can't be seen by students</u>. It should have a green check mark in it, too, meaning it is set as the external grade.

| In the inter Enter | Grade Co e Screen Reader mu ractive mode of the G er key to submit a gra eate Column | enter : Full G ode, the table is statiu irade Center, grades ide. <u>More Help</u> Create Calculated nail S | rade Center (and grades may be can be typed directly Column 🔌 Mat | entered on the Gradd in the cells. Use the : nage 🛠 Report | a Details page acces arrow keys or the tab s Sort Colun | sed by selecting the key to navigate throu ns By: Layout Positi | table cell for the grade. In the gh the Grade Center and the Filter Work Offline on Offder. Assending |
|-----------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Gr | ade Information Bar | | | | | | |
| | Last Name | First Name | Availability | Weighted Total | Total | Test | Ø Grade Sul 8 |
| | Achterhoff | Kyle | Available | | | | |
| | Anderson | Douglas | Available | | | | |
| | Andres | Michael | Available | | | | |
| | Arnett | David | Available | | | | |
| | Barker | Jeff | Available | | | | |
| | Barker | Karen | Available | | | | |
| | Bartlett | Paul | Available | | | | |
| | Bentrem | Frank | Available | | | | |
| | Bomgaars | Debbie | Available | | | | |
| | Brannon | Michael | Available | | | | |
| | Breen | Daniel | Available | | | | |
| | Brower | Derek | Available | | | | |
| | Calsbeek | Dean | Available | | | | |
| | Carlson | Arnold | Available | | | | |
| | Carlson | Brandt | Available | | | | |
| | Carlson | Douglas | Available | | | | |
| | Carlson | Karissa | Available | | | | |
| | Casev | John | Available | | | | |
| | Chi | Terry | Available | | | | |
| | Clark | Richard | Available | | | | |
| Cal | acted Power 0 | | 4 | | | | |

At any time your students will be able to see their overall percentage in the Total or Weighted Total column you've set up for your class. Unfortunately we can't get that number to pull right to the registrar's office. That means you will need to take a few quick steps. First, manually enter the letter grade into the Grade Submission column—the grade you can see in your Weighted Total or Total column. Do that by double-clicking in each square and typing the letter.

| Move To Top Er | nail 🛛 | | | Sort Colum | nns By: Layout Positi | on 😸 Order: 🔺 Ascend | | | |
|--------------------------------------------------------------------------------------------------------------|----------------|-----------|--|------------|-----------------------|----------------------|--|--|--|
| Grade Information Bar Grade Type: Grade Points Possible: 100 Displayed As: Letter Visible to Users: No | | | | | | | | | |
| 🔲 Last Name 🛛 🗵 | First Name 🛛 🗵 | | | | Test 🗵 | 💋 🕜 Grade Sul 🗵 | | | |
| Achterhoff | Kyle | Available | | | | A 🛛 🖄 🔺 | | | |
| Anderson | Douglas | Available | | | | 🛛 🖉 🗧 | | | |
| Andres | Michael | Available | | | | | | | |
| Arnett | David | Available | | | | | | | |
| Barker | Jeff | Available | | | | | | | |
| Barker | Karen | Available | | | | | | | |
| Bartlett | Paul | Available | | | | | | | |

When all letter grades have been entered into the Grade Submission column, click on the Grade Submission link in your Course Tools (left bottom menu)

| TRAIN102.Faculty.Comm | nunity (| Grade Center | | | | | | Edit Mode is: |
|---------------------------------|-----------------|-----------------------|---------------------------|----------------------|----------------------------|-----------------------|-----------------------|----------------------------|
| ★ | ↑ ↓ ≫ | Grade | Center : Full | Grade Cente | r 😺 | | | |
| Discussions | 1 | In the Screen Reade | er mode, the table is sta | atic and grades may | be entered on the Grade | e Details page acce | ssed by selecting th | ie table cell for the grad |
| How To | \geq | interactive mode of t | he Grade Center, grade | es can be typed dire | ctly in the cells. Use the | arrow keys or the tal | o key to navigate thr | ough the Grade Center |
| Course Design | \otimes | Enter key to submit | a grade. More Help | | | | | |
| Teaching Online | × - | Create Column | Create Calculate | d Column 😽 🗌 | Manage ≽ Report | s 💝 | | Filter Work |
| Professional Development 🗹 💷 | | | | | | _ | | |
| Contact Information | | Move To Top | Email 📎 | | | Sort Colu | mns By: Layout Po: | sition 😸 Order: 🔺 Aso |
| Tools | × 88 | Grade Information Ba | ar | | | | La | ast Saved:February 23, 20 |
| Library 📖 | M 18 | Last Name | | | | | | 🛛 💋 🍼 Grade Sul 🗵 |
| Help | × 88 | Achterhoff | Kyle | Available | | 98.50 | | A |
| Groups Z | | Anderson | Douglas | Available | | | | |
| Home Page Z | - m 188 | Andres | Michael | Available | | | | |
| Home Fage = | | Arnett | David | Available | | | | |
| | <u> </u> | Barker | Jeff | Available | | | | |
| COURSE MANAGE | MENT | Barker | Karen | Available | | | | |
| Control Donal | | Bartlett | Paul | Available | | | | |
| Files | » | Bentrem | Frank | Available | | | | |
| Course Teels | | Bomgaars | Debbie | Available | | | | |
| Academic Alerte | | Brannon | Michael | Available | | | | |
| Announcements | | Breen | Daniel | Available | | | | |
| Blackboard Scholar® | | Brower | Derek | Available | | | | |
| Blogs | | Calsheek | Dean | Available | | | | |
| Collaboration | | Carlson | Arnold | Available | | | | |
| Course Calendar | | Carlson | Brandt | Available | | | | |
| Discussion Board | | Carlson | Douglas | Available | | | | |
| Glossary | | Carlson | Keriese | Available | | | | |
| Gradebook Submission | | Carison | Kanssa | Available | | | | |
| LIVETEXCOCO | Gradebook | k Submission | Jonn | Available | | | | |
| Messages | | | Terry | Available | | | | |
| Photo Roster | | Clark | Richard | Available | | | | |
| Rubrics | | Selected Rows: 0 | | 4 | | | | • |

The grades you entered into the Grade Submission column of the Grade Center are automatically placed into the Grade column of this report. Verify them, then select "Submit."

NWC GradeBook Submission

| Student ID | Name | Grade |
|------------|----------|-------|
| 312 | Rebecca | A 💌 |
| 289 | Ashley | A 💌 |
| 368 | Sarah | A 💌 |
| 328 | Amanda | A 💌 |
| 341 | Jadyn | A 💌 |
| 259 | Brittany | A 💌 |
| 277. | Danielle | A 💌 |
| 106 | Jennifer | A 💌 |
| 288 | Ranell | A 💌 |
| 283 | Beverly | A 💌 |
| 379 | Eryn | A 💌 |
| 374 | Claudia | A 💌 |
| 301 | Traci: | A |
| 265 | Mariah | Α 💌 |
| 365 | Skyeler | A 💌 |
| 308 | Kayla | A 💌 |
| 303 | Rebekah | A |

When you click submit, an email is sent to all instructors of the course. The grades are transferred to the registrar. You are done!

| our grades for .01 | .SP2012 - |
|--------------------|-----------|
| Rebecca | A |
| Ashley | A |
| Sarah | A |
| Amanda | Α |
| Jadyn | A |
| Brittany | Α |
| Danielle | A |
| Jennifer | Α |
| Ranell | A |
| Beverly | А |
| Eryn | A |
| Claudia | А |
| Traci | A |
| Mariah | A |
| Skyeler | A |
| Kayla | Α |
| Rebekah | A |

If you have used this process to submit midterm grades, you may wish to delete the letters out of the Grade Submission column in the Full Grade Center after you have submitted them to the registrar. You will use the same column to type in final grades.