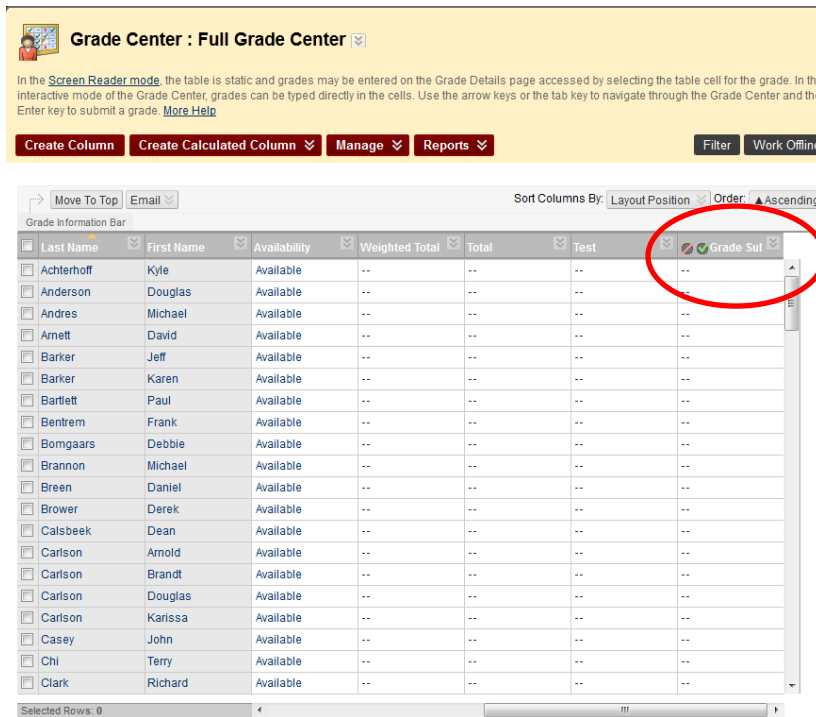


## How to submit grades from Blackboard

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 it can't be seen by students. It should have a green check mark in it, too, meaning it is set as the external grade.



Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

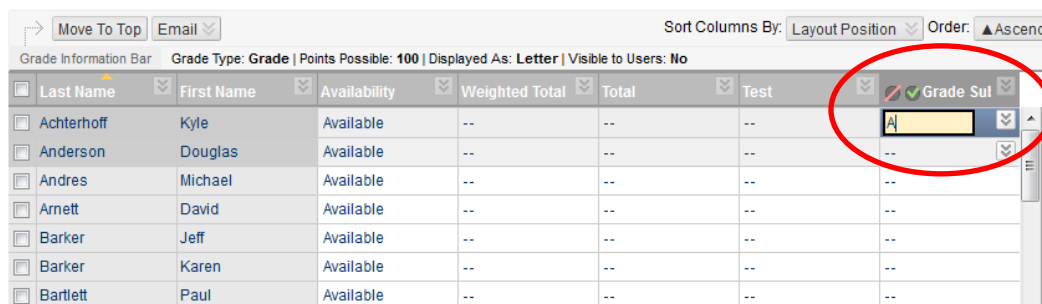
Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Last Name	First Name	Availability	Weighted Total	Total	Test	Grade Submission
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	--	--	--	--
Casey	John	Available	--	--	--	--
Chi	Terry	Available	--	--	--	--
Clark	Richard	Available	--	--	--	--

Selected Rows: 0

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 Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Grade Type: Grade | Points Possible: 100 | Displayed As: Letter | Visible to Users: No

Last Name	First Name	Availability	Weighted Total	Total	Test	Grade Submission
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)

Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In interactive mode of the Grade Center, grades can be typed directly in the cells. Use the arrow keys or the tab key to navigate through the Grade Center and Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Off

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: February 23, 2012 11

Last Name	First Name	Availability	Weighted Total	Total	Test	Grade Submission
Achterhoff	Kyle	Available	--	98.50	--	A
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	--	--	--	--
Casey	John	Available	--	--	--	--
Casey	Terry	Available	--	--	--	--
Clark	Richard	Available	--	--	--	--

Selected Rows: 0

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."

**Final Grades**

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	A
365	Skyeler	A
308	Kayla	A
303	Rebekah	A

Submit

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

Your grades for .01.SP2012 -

Rebecca	A
Ashley	A
Sarah	A
Amanda	A
Jadyn	A
Brittany	A
Danielle	A
Jennifer	A
Ranell	A
Beverly	A
Eryn	A
Claudia	A
Traci	A
Mariah	A
Skyeler	A
Kayla	A
Rebekah	A

Go back to my course

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.