

# SUBMITTING FINAL GRADES

## STEP 1: Preparing Final Grade Column

The green checkmark indicates that your column is set as the External Grade column. This column will populate your grade to Banner.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

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

Grade Information Bar Last Saved: January 24, 2018 4:03 PM

|                                     | LAST NAME         | FIRST NAME | LAST ACCESS      | AVAILABILITY | TOTAL  | WEIGHTED T | RUBRIC TEST |
|-------------------------------------|-------------------|------------|------------------|--------------|--------|------------|-------------|
| <input type="checkbox"/>            | Dubuisson_Preview | Zachary    | January 26, 2018 | Available    | --     | --         | --          |
| <input checked="" type="checkbox"/> | Le_PreviewUser    | Trang      | January 24, 2018 | Unavailable  | 113.00 | --         | --          |

Selected Rows: 0

Move To Top Email Icon Legend Edit Rows Displayed

If you need to move the green check to another column, click on the of the column that you want to be your "final grade" column. Select "set as External Grade." A green checkmark will appear next to the column title.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

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

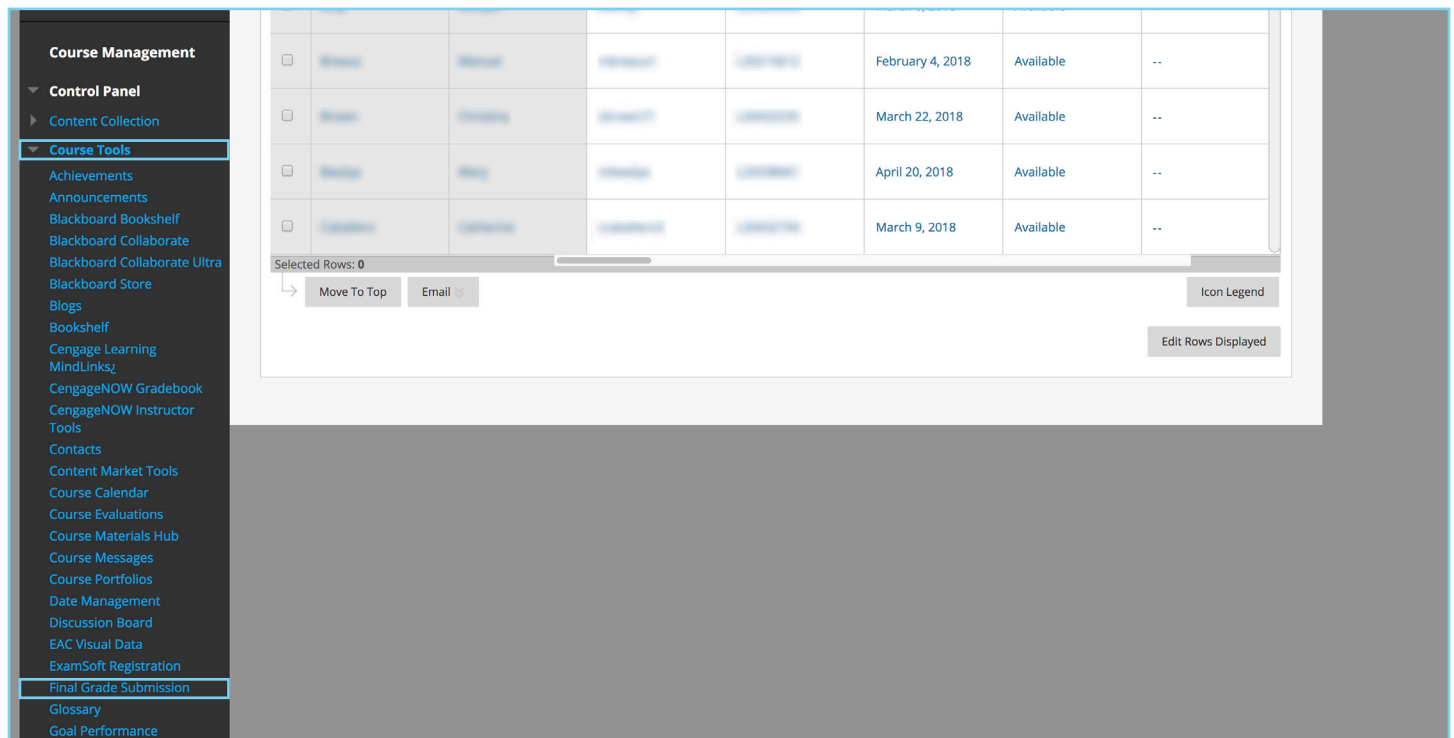
Grade Information Bar Last Saved: January 24, 2018 4:03 PM

|                                     | LAST NAME         | FIRST NAME | LAST ACCESS      | AVAILABILITY | TOTAL  | WEIGHTED T | RUBRIC TEST |
|-------------------------------------|-------------------|------------|------------------|--------------|--------|------------|-------------|
| <input type="checkbox"/>            | Dubuisson_Preview | Zachary    | January 26, 2018 | Available    | --     | --         | --          |
| <input checked="" type="checkbox"/> | Le_PreviewUser    | Trang      | January 24, 2018 | Unavailable  | 113.00 | --         | --          |

- Quick Column Information
- Edit Column Information
- Column Statistics
- Set as External Grade
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

## STEP 2: Final Grade Submission Tool

On Bb left-hand menu, click on "Course Tools." Select "Final Grade Submission."



The screenshot shows the Blackboard Course Management interface. On the left-hand menu, under 'Course Tools', 'Final Grade Submission' is selected. The main content area displays a table with four rows of data. Below the table are buttons for 'Move To Top' and 'Email', and a section for 'Icon Legend' and 'Edit Rows Displayed'.

| <input type="checkbox"/> |  |  |  |  | February 4, 2018 | Available | -- |
|--------------------------|--|--|--|--|------------------|-----------|----|
| <input type="checkbox"/> |  |  |  |  | March 22, 2018   | Available | -- |
| <input type="checkbox"/> |  |  |  |  | April 20, 2018   | Available | -- |
| <input type="checkbox"/> |  |  |  |  | March 9, 2018    | Available | -- |

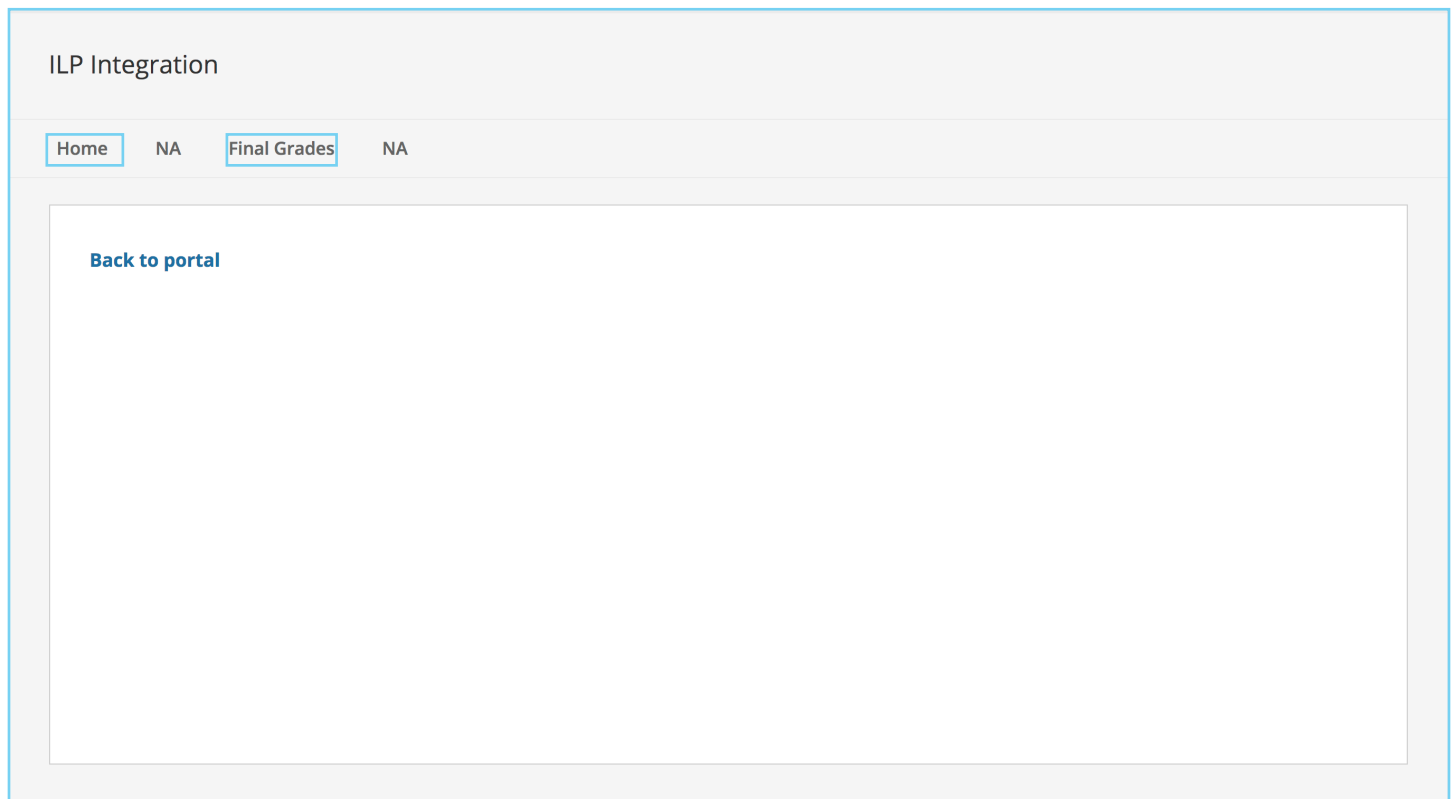
Selected Rows: 0

Move To Top Email

Icon Legend

Edit Rows Displayed

ILP Integration is your "Final Grades Submission" Page. Only click on the "Final Grades" tab. If you do click other tabs, click "home" to return to the main page.



The screenshot shows the ILP Integration page. The page has a header 'ILP Integration' and a navigation bar with tabs: 'Home', 'NA', 'Final Grades', and 'NA'. The 'Final Grades' tab is selected. Below the navigation bar, there is a large empty box with a 'Back to portal' link.

ILP Integration

Home NA Final Grades NA

Back to portal

The “Final Grades” page is where you will review and edit final grades before submission. The following items appear on the screen: **Student name** (First, Last), **Current Grade** (populated by the “External Grade Column” from the Bb Grade Center), **Final Grade** (This is the column reported to BANNER), and **Last Date of Attendance** (note: if a student receives an “F”, a last date of attendance must be submitted in this format MM/DD/YYYY.)

Home

NA

Final Grades

NA

FINAL GRADES

Visible Groups

All Participants

Populate final grade from current grade

--Select the column to populate--

Final Grade

Click "Clear Grades on form" to start over.

Clear Grades on form

| FIRST NAME | SURNAME   | CURRENT GRADE | FINAL GRADE | NA | LAST DATE OF ATTENDANCE (MM/DD/YYYY) |
|------------|-----------|---------------|-------------|----|--------------------------------------|
| [blurred]  | [blurred] | 725.00 (B)    |             |    |                                      |
| [blurred]  | [blurred] | 771.00 (B)    |             |    |                                      |
| Edith      | Piaf      | 695.00 (B)    |             |    |                                      |
| Vera       | Lynn      | 802.00 (A)    |             |    |                                      |
| [blurred]  | [blurred] | 764.00 (B)    |             |    |                                      |
| Doris      | Day       | 621.00 (C)    |             |    |                                      |
| [blurred]  | [blurred] | 804.00 (A)    |             |    |                                      |
| [blurred]  | [blurred] | 713.00 (B)    |             |    |                                      |

Grades of “NG” (Not Graded), “S”, and “U” can be submitted to Banner, no last attendance date required.

### STEP 3: Submitting Final Grades

The “Final Grades” page requires you to populate the “Final Grade” column. To do this, click on the dropdown menu next to “Populate final grade from current,” and select “Final Grade.” This will move the letter grade from “Current Grade” to “Final Grade.” Verify that all your grade values are correct. If not, correct them here. (Note: If you submit before checking the values, you will have to do grade changes for each individual student.)

HomeNAFinal GradesNA

FINAL GRADES

Visible Groups

All Participants

Populate final grade from current grade

--Select the column to populate--

Final Grade

Click "Clear Grades on form" to start over.

Clear Grades on form

| FIRST NAME | SURNAME | CURRENT GRADE | FINAL GRADE | NA | LAST DATE OF ATTENDANCE (MM/DD/YYYY) |
|------------|---------|---------------|-------------|----|--------------------------------------|
|            |         | 725.00 (B)    |             |    |                                      |

After you have verified that the grades are correct, click on “Submit Grades.” If there are no errors, then you will see a “Grades submitted” message at the top of your ILP Integration page, as shown above.

(Note: We highly recommend that you check and re-check before you submit your grades. If you submit the wrong grades and attempt to change them in Bb after the Registrar has rolled the grades, you will have to submit individual grade change forms for each grade that is incorrect. See Common Errors.)

Grades submitted

FINAL GRADES

Visible Groups

All Participants

Populate final grade from current grade

Final Grade

Click "Clear Grades on form" to start over.

Clear Grades on form

| FIRST NAME | SURNAME | CURRENT GRADE | FINAL GRADE | NA | LAST DATE OF ATTENDANCE (MM/DD/YYYY) |
|------------|---------|---------------|-------------|----|--------------------------------------|
|            |         | 725.00 (B)    | B           |    |                                      |

# STEP 4: Common Errors

If you attempt to change a grade after the registrar has already rolled grades to history, you will see this error message.

In this event, you will need to contact the registrar and fill out a grade change form for that student.

Elizabeth Taylor: Grade already rolled to history (GE09)

FINAL GRADES

Visible Groups

All Participants

Populate final grade from current grade

Final Grade

Click "Clear Grades on form" to start over.

Clear Grades on form

| FIRST NAME | SURNAME | CURRENT GRADE | FINAL GRADE | NA | LAST DATE OF ATTENDANCE (MM/DD/YYYY) |
|------------|---------|---------------|-------------|----|--------------------------------------|
|            |         | 725.00 (B)    | B           |    |                                      |
|            |         | 771.00 (B)    | B           |    |                                      |
| Edith      | Piaf    | 695.00 (B)    | B           |    |                                      |

Grade assignments before submitting to Banner. Ungraded assignments do not calculate into the final grade. A student that missed an assignment would need to be manually given a grade of "0".

|           |       |         |           |
|-----------|-------|---------|-----------|
| 96.72131% | 21.00 | 100.00% | 88.88889% |
| 100.00%   | 21.00 | 100.00% | 100.00%   |
| 95.08197% | --    | 100.00% | 100.00%   |
| 93.44262% | 21.00 | 100.00% | 77.77778% |
| 100.00%   | 21.00 | 100.00% | 100.00%   |