Submitting Grades Using Blackboard

Use the “Final Letter Grade” column in the Grade Center. Enter a letter grade for each student. These grades will be transferred to SAIL. Blackboard will only accept grades of A, B, C, D, or F. You must submit any other letter grade (e.g. P for pass) using S.A.I.L.

Grade Submission Tool Usage

To access the Grade Submission tool, first go to the Control Panel of the course you wish to submit grades for > Click Grade Center > Click Full Grade Center. Click on the “Manage” button and drag down to “Grade Submission to SIS” in the dropdown menu.
Select “Grade” and a table will appear. Then select your “Final Letter Grade” column. Click “Next”.

You should then see a list of all your students with the letter grades you entered. Click on the check box in front of "User ID" in the top row to select all of your students' grades for submission.

**IMPORTANT:** For those students receiving an F, you must select the date the student dropped OR their date of last access in your course by selecting the date in the calendar window.

Check to see that grades are correct for each student. If not, return to your Blackboard gradebook and correct the grade, then return to the grade submission process.

Click on the “Submit” button when you are finished. Once the official grades have been submitted to the SIS. A confirmation email will be sent to you. If your grade submission confirmation includes a red X and a "Failed" message, then contact the helpdesk at ithelp@tamucc.edu to submit a ticket.