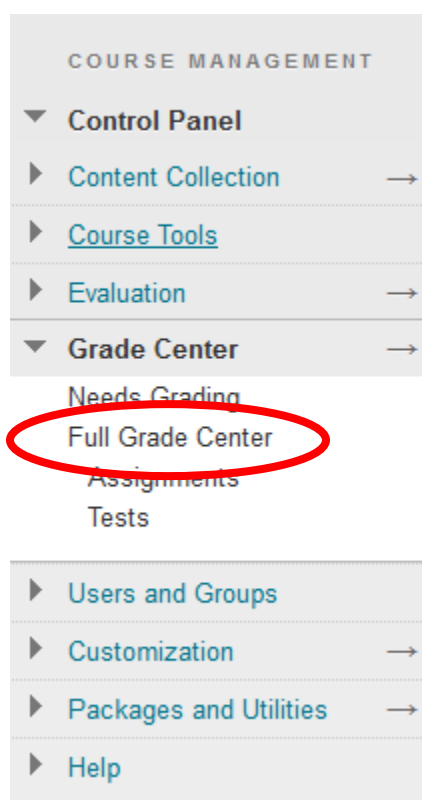


## Submitting Grades Using Blackboard

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".

### Step 2: Grade Column Selection

These are the grade columns which are available for submission.

#### SELECT GRADE BOOK COLUMNS

Select the grade book columns for which students' grades should be submitted..

Select Type

No items found.

Click Next to proceed to student selection. Click Cancel to quit.

Cancel Next

### Step 2: Grade Column Selection

These are the grade columns which are available for submission.

#### SELECT GRADE BOOK COLUMNS

Select the grade book columns for which students' grades should be submitted..

Select Type

Grade Book Column(s)	Schema
<input checked="" type="radio"/> Final Letter Grade	Text
<input type="radio"/> Midterm Letter Grade	Text

Click Next to proceed to student selection. Click Cancel to quit.

Cancel 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.

### Step 3: Student Grade Selection

These are the students' grades which are available for submission.

#### SELECT STUDENTS

Select the students' grades which should be submitted.

Grade Type

Display Options

Rows Selected 6 of 6

<input checked="" type="checkbox"/>	User ID	Name	Grade Column	Grade	Mode	Course
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	Final Letter Grade	A	G	XXXXXXXXXX
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	Final Letter Grade	A	G	XXXXXXXXXX
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	Final Letter Grade	B	G	XXXXXXXXXX
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	Final Letter Grade	B	G	XXXXXXXXXX
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	Final Letter Grade	C	G	XXXXXXXXXX
<input checked="" type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX	Final Letter Grade	A	G	XXXXXXXXXX

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](mailto:ithelp@tamucc.edu) to submit a ticket