

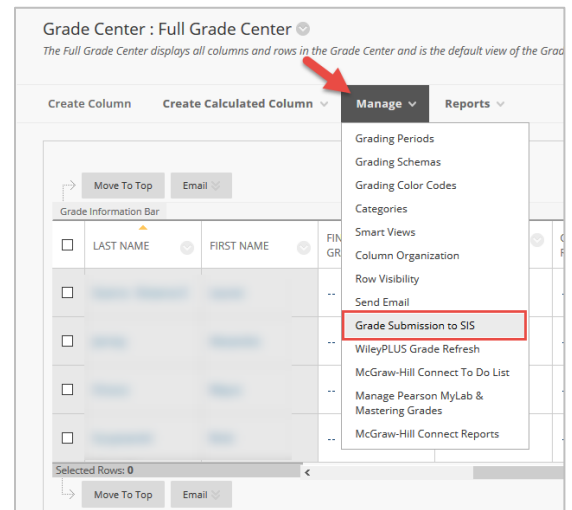
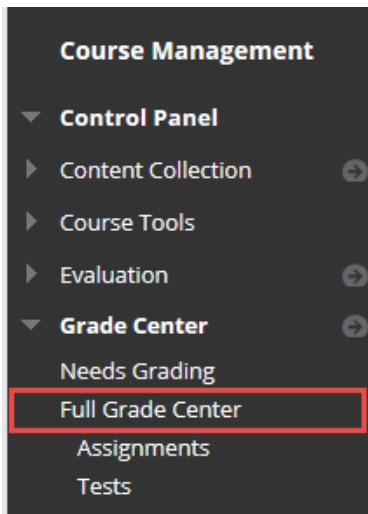
SUBMITTING GRADES USING BLACKBOARD

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

NOTICE

It is highly recommended that the letter grades for all students are verified prior to performing the steps below to submit Mid-term or Final grades using Blackboard since you will not be able to make corrections during the process.

1. To access the Grade Submission tool, first go to the Control Panel of the course you wish to submit grades for. Scroll until you see the “**Course management**” panel, then click “**Grade Center**” and select “**Full Grade Center**” from the drop-down menu.



2. On the Full Grade Center page click the “**Manage**” button and select “**Grade Submission to SIS**” from the dropdown menu.
3. On the “**Step 2: Grade Column Selection**” page, select “**Grade**” from the drop-down menu. A table will appear - select your “**Final Letter Grade**” column from the table and then click “**Next**”
4. You should now 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 (You may also need to click “**Show All**” if you do not see your full roster).

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.

5. Click on the “**Submit**” button when you are finished. Once the official grades have been submitted to the SIS, you will see a completion message at the top of your Blackboard Page and a confirmation email will be sent to you. If the message at the top of the page is a failure message then contact the Service Desk at ithelp@tamucc.edu to submit a ticket.