Submitting Grades Using Blackboard

Use the “Final Letter Grade” column in the Grade Center (beginning with Spring 15 courses) or create a new manual column in your gradebook for a Final Grade (Fall 14 courses) and set primary Display to “text”. 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 green button and drag down to Grade Submission to SIS in the dropdown menu.
Select the sections and click on the green **Next** button.

Select the Grade Book column you wish to submit. Click **Next**.

You should then see a list of all your students with the letter grades you entered.
Step 3: Student Grade Selection and Submission

Click on the check box in front of “User ID” in the top row to select all of your students’ grades for submission. For those students receiving an F, you must select the last date the student dropped or entered 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 green Submit Grades button.

Step 4: Grade Submission Confirmation

Official Grades have been submitted to the SIS. A confirmation email will be generated to you and the Instructor of Record. Please visit the SIS and confirm that your grades have been successfully submitted.

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.

Whether your grade submission was a success or failure, you will receive an email description of how your grades were posted.

If the email message indicates a failure, forward the message to the IT Help Desk with your ticket request.