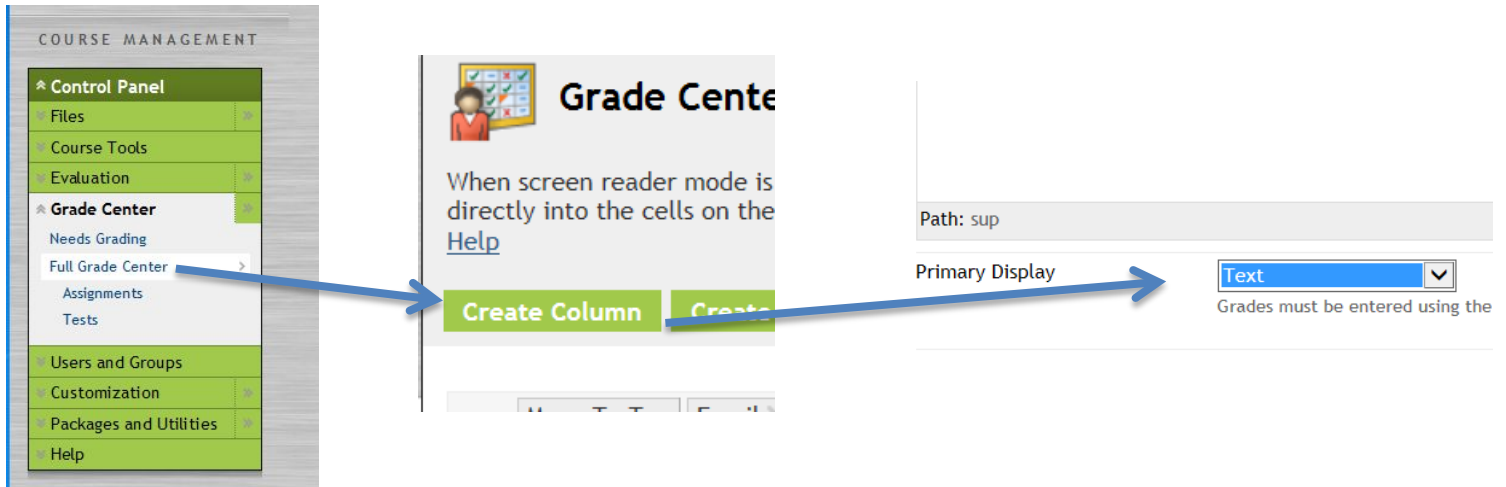


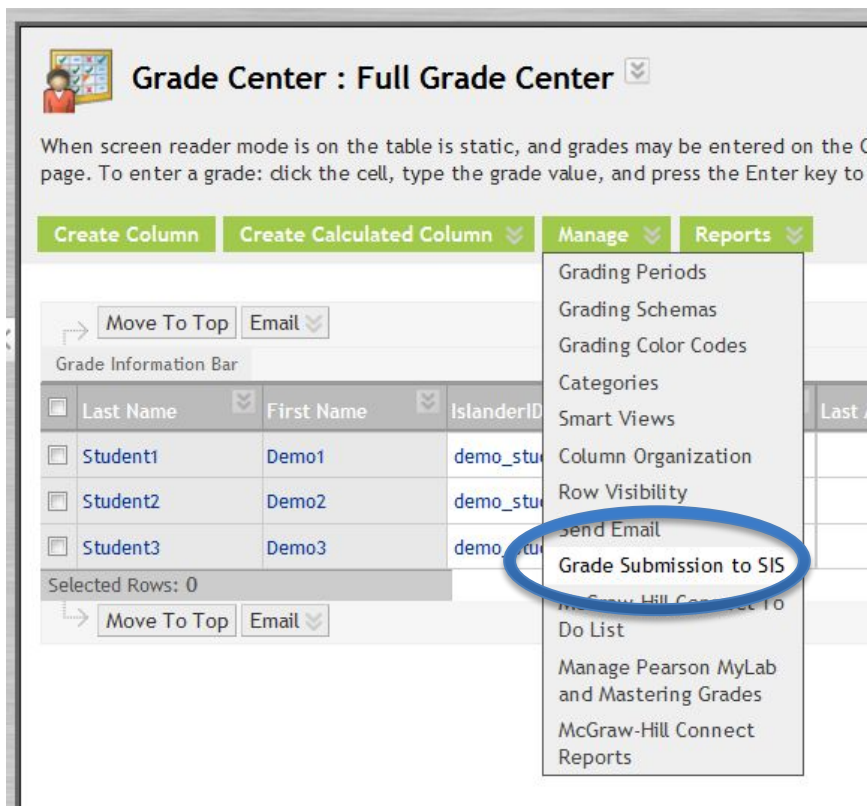
## Submitting Grades Using Blackboard

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.



### Step 1: Section Selection

These are the course sections which are available for submission.

---

#### SELECT SECTIONS

Select the sections for which students' grades should be submitted.

<input checked="" type="checkbox"/>	Course ID
<input checked="" type="checkbox"/>	10004.201401
<input checked="" type="checkbox"/>	10005.201401
<input checked="" type="checkbox"/>	10006.201401


The list displays all "child course sections in the case of a combined course". You may only select courses for which you have access in the SIS.

---

#### NEXT

Click Next to proceed to grade column selection. Click Cancel to quit.

Select the Grade Book column you wish to submit. 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

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

---

#### NEXT

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

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 3: Student Grade Selection

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

[Return to Column Selection](#) [Cancel](#) [Submit Grades](#)

#### SELECT STUDENTS

Select the students' grades which should be submitted.

Grade Type:

Display Options:

Rows Selected 0 of 3

<input type="checkbox"/> User ID	Name	Grade Column	Grade	Mode	Course	Drop Date
<input type="checkbox"/> demo_student1	Student1, Demo1	Final	A	G	samplecourse.12345	
<input type="checkbox"/> demo_student2	Student2, Demo2	Final	B	G	samplecourse.12345	
<input type="checkbox"/> demo_student3	Student3, Demo3	Final	F	G	samplecourse.12345	<input type="text" value=""/>

**Mode Descriptions**  
\* = All  
G = Grades  
P = Pass / Fail

#### SUBMIT GRADES

Click Submit to submit the grades. Click Cancel to quit.

[Return to Column Selection](#) [Cancel](#) [Submit Grades](#)

### 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.

Status	Course ID	Submitted	Enrolled
✓ SUCCESS	samplecourse.12345	2	0

[Return to Grade Center](#)

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.

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.