This document describes, for faculty, how to set the Blackboard Grade Center’s weighted total or total column as the external grade.

Identifying and setting a Blackboard Grade Center column as an external grade allows the sharing of your student’s course grade with your institution. An external grade must be configured for Blackboard to transfer final grades during the submission process to Banner beginning with winter mini 2018 terms and thereafter.

Based on their course grading formula, each faculty will decide which column is set as the external grade. In new Blackboard course sites, the weighted total column is set as the default external grade, and a green check mark icon appears in the column header to designate it is selected as the external grade.

If the designated column is the correct column there is no action required on the part of the faculty. If the External Grade needs to be set to another column, follow the below instructions for assistance.

**Brief Instructions**

After logging into Blackboard:
- Expand the *Grade Center* menu in the *Control Panel*.
- Click on *Full Grade Center*.
- Identify the *Weighted Total* or *Total* column according to the course grading formula.
- Click on the down arrow next to the column name and click on *Set as External Grade*.
- Verify the green external grade check mark is set on the appropriate column.

Process complete.

**Detailed Instructions**

1. After logging into Blackboard, click on *Grade Center* under the course *Control Panel* to reveal a drop-down menu.

2. Click on *Full Grade Center*.

3. Identify the correct column and follow the steps in Brief Instructions to set as external grade.
3. As identified in your grading formula, locate the Weighted Total or Total column. Click on the down arrow to the right of the appropriate column.

<table>
<thead>
<tr>
<th>Weighted Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>88.00%</td>
<td>180.00</td>
</tr>
<tr>
<td>54.00%</td>
<td>90.00</td>
</tr>
<tr>
<td>80.20%</td>
<td>163.00</td>
</tr>
</tbody>
</table>

4. From the drop-down menu, click on “Set as External Grade.”

5. Once the External Grade is set, the selected column will have a green checkmark to the left of the column name. The green check mark indicates this column as the External Grade and will be used to transfer grades during the submission to Banner.