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## Blackboard for Employees

### Setting the External Grade

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This document describes 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 student's course grade with the institution. An external grade must be configured for Blackboard to transfer final grades during the grade submission process to Banner.

Based on the course's 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 for the external grade, there is no further action required on the part of the faculty. If the External Grade needs to be set to another column, follow the instructions below for assistance.

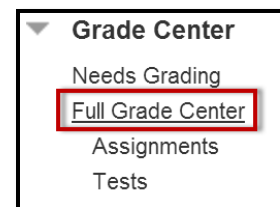
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### Instructions

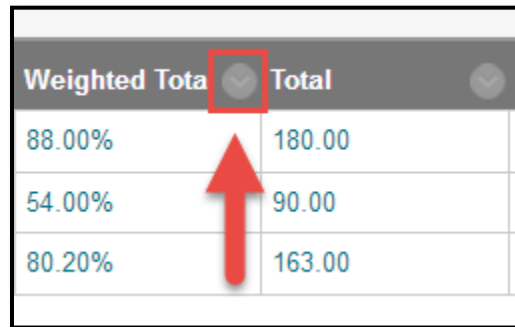
1. After logging into Blackboard, click on **Grade Center** under the course **Control Panel** to reveal a drop-down menu.



2. Click on **Full Grade Center**.

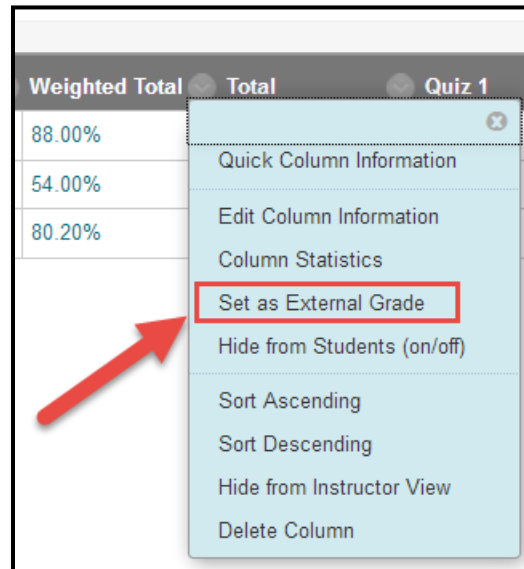


- As identified in your grading formula, locate the **Weighted Total** or **Total** column. Click on the down arrow to the right of the appropriate column.



Weighted Total	Total
88.00%	180.00
54.00%	90.00
80.20%	163.00

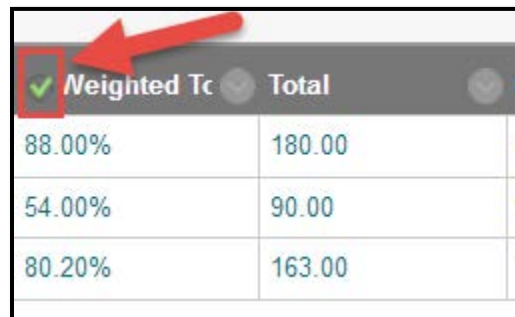
- From the drop-down menu, click on **Set as External Grade**.



Weighted Total	Total	Quiz 1
88.00%		
54.00%		
80.20%		

- Quick Column Information
- Edit Column Information
- Column Statistics
- Set as External Grade**
- Hide from Students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

- 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.



✓ Weighted Total	Total
88.00%	180.00
54.00%	90.00
80.20%	163.00