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## Blackboard for Employees

### Submitting Final Grades

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This document describes how to enter and submit final grades in Blackboard. Final grades are automatically sent to Banner with this process. Before beginning, ensure the Weighted Total or Total column has been set to the External Grade; if not, review the Setting the External Grade document found on the [Instructional Innovation & Support Training page](#).

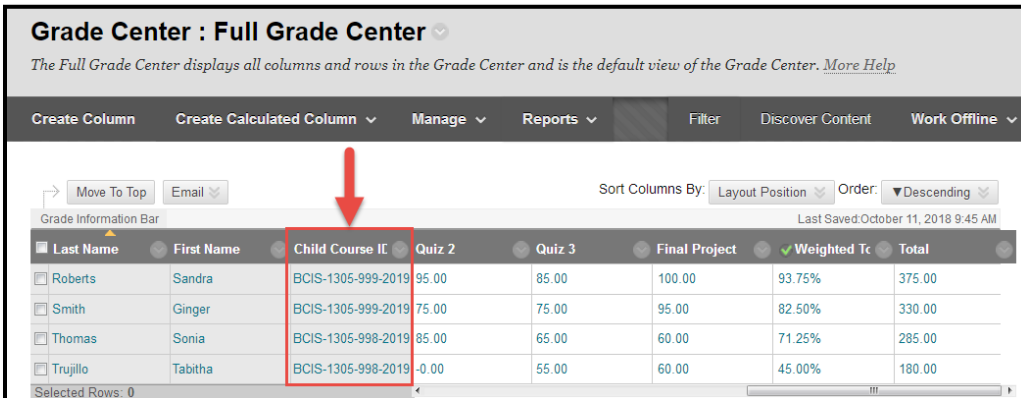
Before proceeding, check your Blackboard Grade Center roster against your SOS roster and verify the same students are listed.

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### Instructions

**Note:** The process to submit grades from Blackboard is the same for single course sites, lecture/lab course sites, and merged course sites.

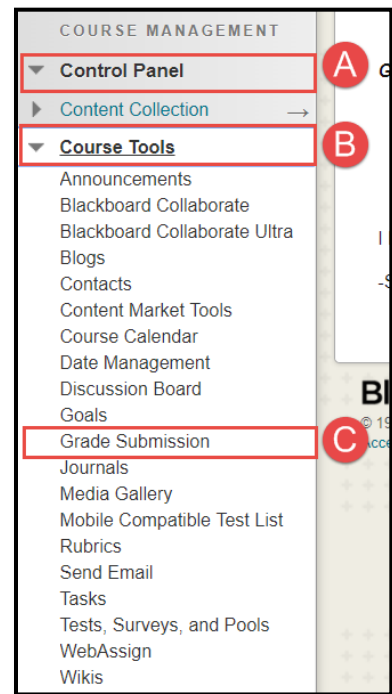
- **Single Course Sites:** This course site is the typical one CRN per Blackboard site.
- **Lecture/Lab Course Sites:** Grades for lecture and lab course sites will still be submitted through each separate Blackboard site. The process for submitting grades will be the same as a single course site.
- **Merged Course Sites:** If utilizing a merged course setup, the *Child Course ID* column appears within your Blackboard Grade Center. Grades will be submitted through the Bb merged course site as a single action. Upon submission of grades within Blackboard, the CRN listed in the *Child Course ID* grade center column will transfer student grades automatically to the correct CRN in Banner/SOS.



The screenshot shows the Blackboard Grade Center interface. At the top, it says "Grade Center : Full Grade Center" and "The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)". Below this are navigation buttons: "Create Column", "Create Calculated Column", "Manage", "Reports", "Filter", "Discover Content", and "Work Offline". There are also "Move To Top" and "Email" buttons. The table has columns for "Last Name", "First Name", "Child Course ID", "Quiz 2", "Quiz 3", "Final Project", "Weighted Total", and "Total". A red arrow points to the "Child Course ID" column. The table contains four rows of student data.

Last Name	First Name	Child Course ID	Quiz 2	Quiz 3	Final Project	Weighted Total	Total
Roberts	Sandra	BCIS-1305-999-2019	95.00	85.00	100.00	93.75%	375.00
Smith	Ginger	BCIS-1305-999-2019	75.00	75.00	95.00	82.50%	330.00
Thomas	Sonia	BCIS-1305-998-2019	85.00	65.00	60.00	71.25%	285.00
Trujillo	Tabitha	BCIS-1305-998-2019	-0.00	55.00	60.00	45.00%	180.00

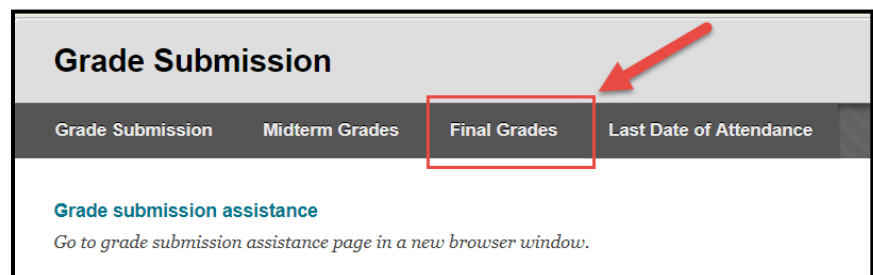
1. After logging into Blackboard and accessing a course site, navigate to the course **Control Panel** (step A), open the **Course Tools** (step B) area and click on **Grade Submission** (step C).



2. Click on the **Final Grades** button. Final grades and last date of attendance for earned FXs will be entered on the Final Grades tab.

**Note:** At this time there is no college expectation for submitting midterm grades.

**Note:** Last date of attendance will be entered within the Final Grades tab, not within the Last Date of Attendance tab seen on this image.



- In the **Populate final grade from current grade** menu (step A), select **Final Grade** from the drop down (step B).

**Grade Submission**

Grade Submission    Midterm Grades    Final Grades    Last Date

**FINAL GRADES**

Visible Groups: All Participants

Populate final grade from current grade: --Select the column to populate-- (A)

--Select the column to populate-- (B)

Final Grade

Click "Clear Grades on form" to start over.

- After the Final Grade is selected in step 3, the *Final Grade column* automatically populates based on the external grade. For more information on setting a grade column as an external grade visit the [Instructional Innovation & Support's Training page](#).

**FINAL GRADES**

Visible Groups: All Participants

Populate final grade from current grade: Final Grade

Click "Clear Grades on form" to start over.

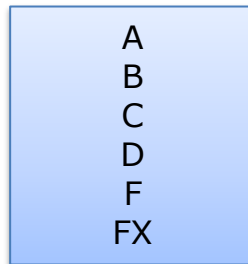
Once the values are cleared you can repopulate final grades from Current Grade.

First Name	Last Name	Current Grade	Final Grade	Do Not Use	Last Date of Attendance
Ginger	Smith	82.50% (B)	B		
Sandra	Roberts	93.75% (A)	A		
Sonia	Thomas	71.25% (C)	I		
Tabitha	Trujillo	45.00% (F)	FX		

**Full Grade Center**

Click Submit Grades to save changes.

The letter grade within the Final Grade column can be adjusted at this time. *Ensure there are no other characters entered, such as spaces.* The following are the only grade options; anything outside of these options will not be accepted by the system.

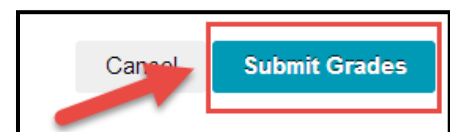


**Note:** If an FX is entered, the Grade of FX will need to be manually updated by the instructor of record, and a last date of attendance must be entered in the *Last Date of Attendance* column. Format this date as MM/DD/YYYY. Dates must fall within the course's part of term. If a student never attends the class, the start date of the course should be entered.

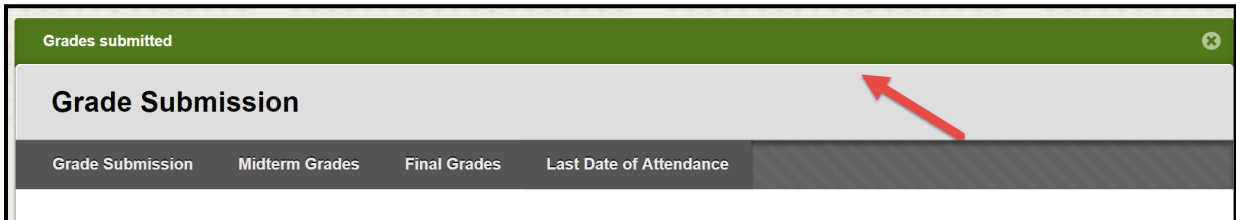
**Note:** Faculty should leave the Final Grade blank for any students auditing a course. For these students, the final grade will automatically be applied in the Banner system.

First Name	Last Name	Current Grade	Final Grade	Do Not Use	Last Date of Attendance
Ginger	Smith	82.50% (B)	B		
Sandra	Roberts	93.75% (A)	A		
Sonia	Thomas	71.25% (C)	I		
Tabitha	Trujillo	45.00% (F)	FX		01/22/2019

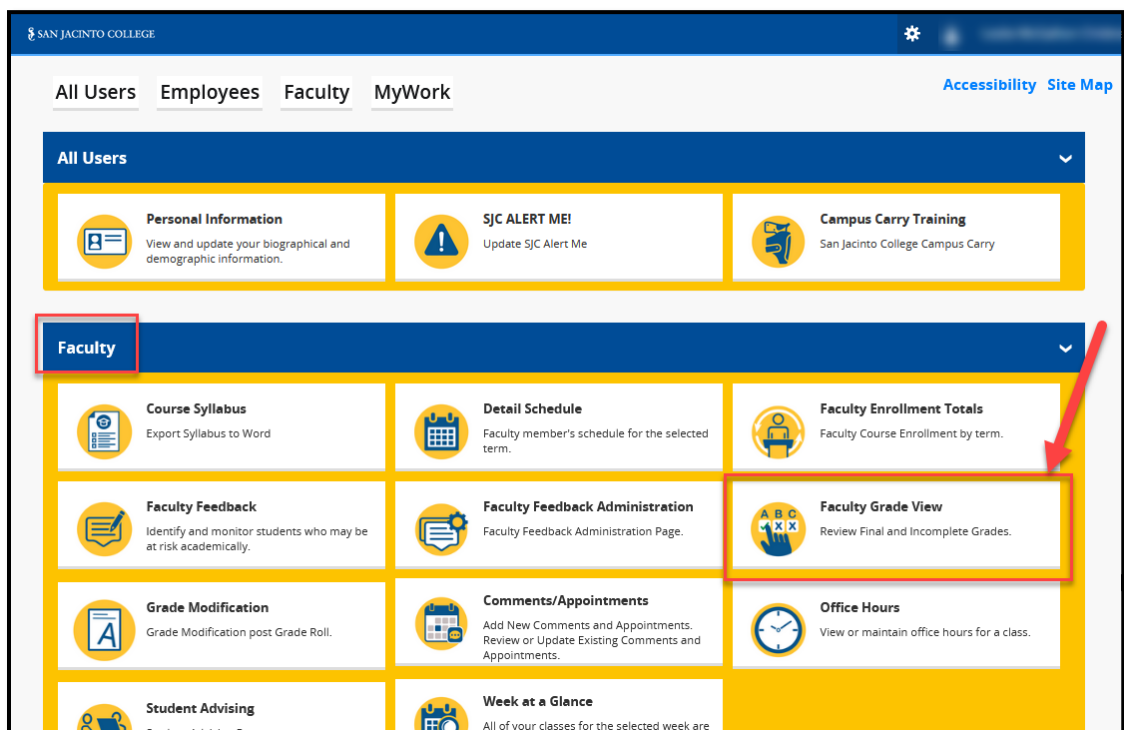
5. Upon completion of verifying final grades, click on the **Submit Grades** button to submit grades to Banner.



6. A **Grades submitted** banner will appear at the top of the Blackboard screen. You may need to scroll up on your screen to see the grades submitted banner. If there is an error in submitting your final grades, you will observe an error banner. If you receive an error, review the error message for an understanding of the issue. See the FAQs for common errors and solutions. If you cannot resolve the error, contact the Blackboard Support team.



7. After submission of grades from Blackboard to Banner/SOS, Faculty should log into SOS to verify grades were properly transferred and save a copy for your records.
8. To verify grades, log into SOS, under the **Faculty** section click on **Faculty Grade View**.



9. Click on an assigned course to view the list of registered students.

**Note:** The status **In Progress**, under the **Grading Status** column, indicates the grade submission window has opened to submit grades. Once faculty have completed the grade submission process, this status should change to **Completed**.

The status **In Progress**, under the **Rolled** column, indicates grades were submitted or the window is open for grades to be submitted; the column status will update once Banner performs the grade roll process and it is completed.

Grading Status	Rolled	Subject	Course	Section	Title	Term	CRN
Completed	Completed	...	...	...	...	...	...
Completed	Completed	...	...	...	...	...	...
In Progress	In Progress	...	...	...	...	...	...
Completed	Completed	...	...	...	...	...	...
Completed	Completed	...	...	...	...	...	...
Completed	Completed	...	...	...	...	...	...

10. Verify the **Final Grade** and **Last Attend Date**, if the student earned an FX.

REMINDER: Final grades and last dates of attendance must be submitted through Blackboard. This application is intended to view submitted grades only.

Full Name	ID	Final Grade	Last Attend Date
...	...	A	
...	...	C	
...	...	FX	10/07/2021
...	...	C	
...	...	A	
...	...	A	
...	...	WL	

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## **Blackboard for Employees**

### **Frequently Asked Questions about Entering and Submitting Final Grades**

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#### **What does the new grade submission process mean for faculty?**

- Faculty will continue to keep track of grades in the Blackboard Grade Center.
- Faculty will continue to submit grades from Blackboard to Banner.
- Blackboard grade center configuration process will be modified.
- Grade submission process from Blackboard will be improved.
- Grades will appear in SOS almost simultaneously to the time submitted; i.e., no more 30 minute wait.

#### **Why do I have to do this in Blackboard?**

Students will be able to immediately view final grades in Blackboard course sites and not have to wait for Banner.

#### **What will happen to the final grade process if I enroll users into Blackboard?**

Enrolling users will lock down the submission process. Contact Blackboard Support to add users and avoid Grade Center issues.

#### **Who can submit grades?**

Only the faculty designated as the primary instructor in Banner can submit grades.

#### **I've entered the final grade for a student, but I cannot submit their grade. Why?**

Check that no other characters, including spaces, have been entered with their final grade. *See Step #4.* If you receive a red banner with an error message, this may indicate what action is needed to resolve the error.

#### **Why isn't my last date of attendance (FX grades) being accepted by Banner?**

Ensure the entered date falls within the semester term and have been entered as MM/DD/YYYY. If a student never attends the class, the start date of the course should be entered.

#### **Once submitted, can I modify grades?**

Yes, changes can be resubmitted in Blackboard until the Banner grade deadline.



## How can I check that student grades were successfully submitted to Banner?

Faculty should check submission of final grades through SOS. *See Step #7.*

## I received an error when submitting grades. What do I do?

Error Message	What Do I do?
<b>Error communicating with grade service. Confirm primary instructor is submitting grades.</b>	Only the faculty designated as the primary instructor in Banner can submit grades. Verify with your department chair that you are the primary instructor for the course.
<b>Student's Name: Last attendance date cannot be greater than the current date. Student's Name: A last attend date is required for this grade.</b>	If a student receives an FX, ensure the last date of attendance is entered and the date entered is prior to the grade submission date. Correct the date(s) and resubmit grades.
<b>An error message will appear if you try to submit grades outside of your part of term grading window.</b>	Grades can only be submitted during a course's part of term grading window. Verify the grading window and submit grades when appropriate.

## How do I get training?

Review the following resources for training:

- To schedule a face-to-face appointment, visit the [Instructional Innovation & Support webpage](#) to contact an instructional designer at your campus.
- Within your course site, review the **Grade Submission Help** link in the course menu.
- For on-demand training, review the Grade Center section of the [Instructional Innovation & Support's Training](#) page.