Entering and Submitting Final Grades

This document describes, for employees, how to enter and submit final grades in Blackboard. Final grades are automatically sent to Banner with this process. Ensure a “Final Grade Column” has been set-up; if not, review the Setting up a Final Grade Column document.

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

Brief Instructions

After logging into Blackboard:
- Open the Full Grade Center.
- Under the Final Grade column, insert student’s final grades.
- Hover over Manage and select Grade Submission to SIS.
- Click on Next.
- Select students and enter any last date of attendance, if necessary.
- Click on Submit Grades.

Process complete.

Detailed Instructions

1. After logging into Blackboard, open the Full Grade Center.
2. Find the “Final Grade” column and click inside the cell to enter a final grade. 

   *Ensure there are no other characters entered, such as spaces.*

![Image showing the Final Grade column with a cursor pointing to it.]

3. The following are the only grade options; anything outside of these options will not be accepted by the system.

   ![Image showing a drop-down menu with grade options: A, B, C, D, F, FX, I, WAUDIT.]

   Note: If an FX is used, a last date of attendance must be entered in Step 8.

4. After inputting final grades, hover over Manage to reveal a drop-down menu and select Grade Submission to SIS.

   *Note: Grades may only be submitted during the final grade submission period for the course part of term and only the primary instructor/instructor of record (assigned in Banner) may submit grades through this tool.*
5. Under *Grade Column Selection*, ensure the Final Grade column you created is selected and *Select Type* is set to “Text”.

![Select Grade Book Columns](image)

6. At the bottom-right, click *Next*. 
7. **THIS STEP IS FOR MERGED COURSES ONLY. PROCEED TO STEP 8 IF INAPPLICABLE.**

If this is a merged course you will be asked to select the courses you want to submit grades for at this time. You may select each of the courses combined into the master course or submit grades for the combined courses individually.

Note: If this is a single course you will not see this screen. Also, you can only submit grades for specific courses where you are the primary instructor.

Click *Next* after selecting the courses you want to submit grades for.
8. Under **Student Grade Selection**, select the students you want to submit grades for and enter a last date of attendance for any students with an FX. For students with an FX, click inside the textbox, under **Last Attendance**, to manually enter a date or click on the icon for an interactive calendar. Dates must fall within the course part of term. An unchecked student is given an NG.

![Select Students](image)

9. Once finished, click **Submit Grades**.

![Submit Grades](image)

10. The following screen confirms successful submission of grades.

![Step 4: Grade Submission Confirmation](image)

Note: The number under **Submitted** should equal the number under **Enrolled**. If the **Status** shows FAILURE, contact Blackboard Support to report and resolve the issue.
11. After receiving the SUCCESS notification in the previous step, check your San Jacinto College email for the following two emails:

- An email from noreply@blackboard.com stating that grades for a specific CRN were successfully submitted to Banner. (Generally received within 5 minutes of grade submission through Blackboard.)

- An email from sjcd.info@sjcd.edu stating that grades for a specific CRN have either been accepted or rejected by Banner. (Generally received within 30 minutes of grade submission through Blackboard.) If rejected, the faculty member must resubmit those grades through Blackboard.

If you have not received these two emails within an hour of the original submission, please contact Blackboard Support at 281-542-2084 or via email at bbsupport@sjcd.edu for further assistance.
Blackboard (v9.1) for Employees

Frequently Asked Questions about Entering and Submitting Final Grades

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.

Once submitted, can I modify grades?
Yes, changes can be made until the Banner grade deadline.

Can I use the Weighted Total column to submit final grades?
No, there are issues with the grading schema and Banner.

Who can submit grades?
Only the primary instructor/instructor of record can submit grades.

Why do I have to do this in Blackboard?
Students will be able to immediately view final grades in their Blackboard and not have to wait for Banner.

How do I get face-to-face training?
To contact an instructional designer at your campus, visit our blog.

I’ve entered final grades via Grade Center, why don’t I see them in Banner?
The amount of grades being entered may cause delays in Banner processing. Grades should be accepted through the Banner integration process within 30 minutes.

Why isn’t my last date of attendance (FX grades) being accepted by Banner?
Ensure the entered date falls within the semester term.

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 #2.