



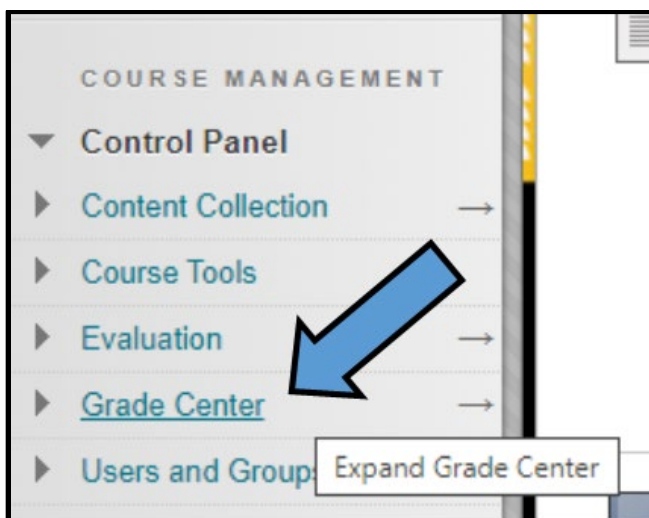
How to Submit Final Grades in Blackboard

What You Need to Know First:

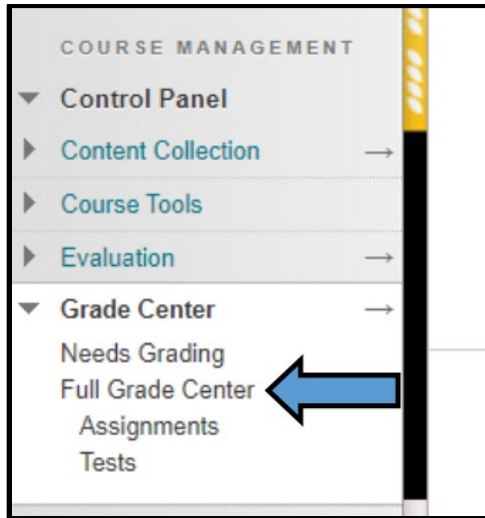
- Verify all grades and attendance are complete prior to submitting final grades. If your attendance is not up to date, the grades will not be submitted to Banner. You will be contacted by the registrar's office to update attendance and re-submit grades.
- Make sure to enter **only letter grades and/or numbers** (if using work ethics grades). **Do not enter any symbols** (+ or -).
- Grades cannot be submitted prior to the end date of the course.
- You can only submit grades up to 6 days after the end date of the course.

Submission Process:

1. Select the course you wish to submit the grade report for from the My Courses area in blackboard.
2. In the Course Management area (lower left side of page), select Grade Center to view the dropdown menu.



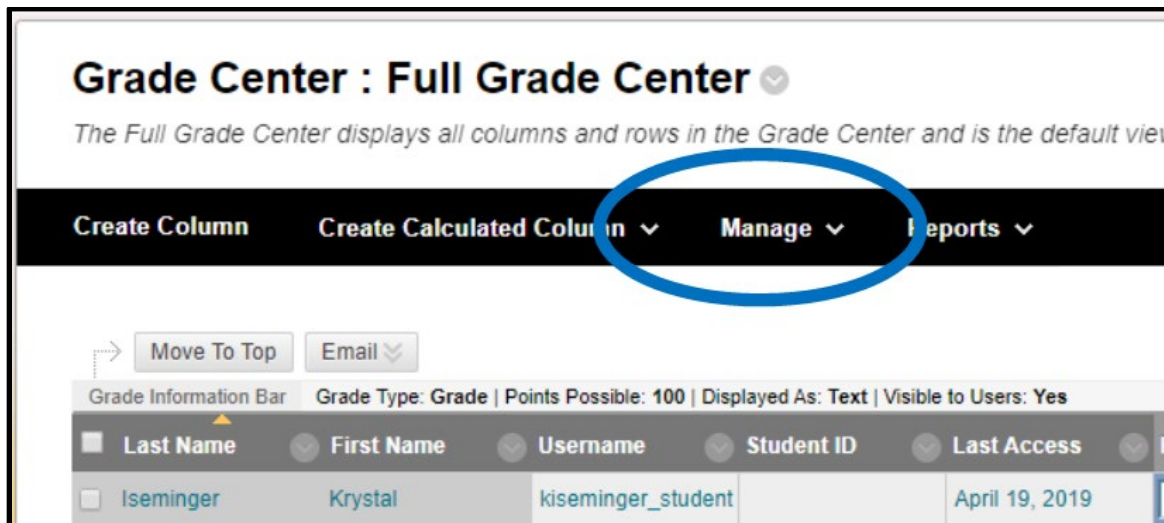
3. From the dropdown menu, choose Full Grade Center.



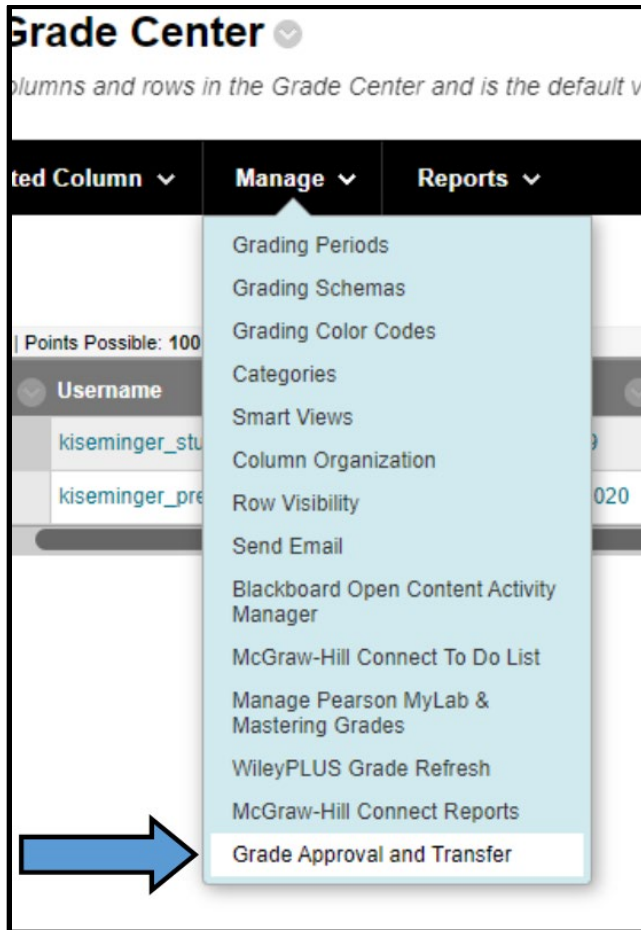
4. Verify all grades are entered in the Final Grade column.

- If you are entering work ethics grades, type the letter grade and then a space and then the number: A 3.

5. From the black options bar above the grade book, select the Manage option.



6. From the dropdown menu, select **Grade Approval and Transfer**.



7. When the **Confirm Grade Approve and Transfer** screen appears, select **Yes**.

8. You will know the process was successful when:

- The **Extract scheduled** message appears.
- Your Grade Center says **Read Only**.