



Careers start here.

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 A + 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

- ✦ Select course you wish to submit grade report from the "My Courses" area in blackboard.

My Courses

▼ Faculty Training

Courses where you are: Instructor

[10-GRADES: Top 10 Things You Need to Know about the Grade Center](#)

Instructor: WSU Tech Administrator;

▼ Fall 2019

Courses where you are: Instructor

[AMT-108-001-10673 - Aircraft Coverings](#)

Instructor: WSU Tech Administrator; Cameron Miller; Robert Saathoff;

▼ Test & Sandbox Courses

Courses where you are: Instructor

[Casey Test Course](#)

Instructor: WSU Tech Administrator; Misty Taylor;

On the left side of the window select **Full Grade Center** under **Grade Center** in the **Control Panel**.

COURSE MANAGEMENT

- ▼ **Control Panel**
 - ▶ **Content Collection** →
 - ▶ **Course Tools**
 - ▶ **Evaluation** →
- ▼ **Grade Center** →
 - Needs Grading
 - Full Grade Center**
 - Assignments
 - Tests
- ▶ **Users and Groups**
- ▶ **Customization** →
- ▶ **Packages and Utilities** →
- ▶ **Help**

- 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. For example: A 3)

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼

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Grade Information Bar

| <input type="checkbox"/> | Last Name | First Name | Username | Student ID | Last Access | Final Grade | Overall Grade |
|--------------------------|---------------------|------------|-------------------|------------|------------------|-------------|---------------|
| <input type="checkbox"/> | Administrator_Previ | WSU Tech | watcadmin_preview | | December 5, 2019 | A | 91.11111%(A) |
| <input type="checkbox"/> | Student Five | WATC | watc_student5 | | August 8, 2019 | F | 39.65517%(F) |
| <input type="checkbox"/> | Student Four | WATC | watc_student4 | | | F | 39.65517%(F) |
| <input type="checkbox"/> | Student One | WATC | watc_student1 | | December 5, 2019 | F | 48.27586%(F) |
| <input type="checkbox"/> | Student Three | WATC | watc_student3 | | | B | 86.20689%(B) |
| <input type="checkbox"/> | Student Two | WATC | watc_student2 | | | C | 75.86206%(C) |

Selected Rows: 0

Move To Top Email ▼

- Click on **Manage > Grade Approval and Transfer**

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column ▼ Manage ▼ Reports ▼ Filter Discover Content Work Offline ▼

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Grade Information Bar

| <input type="checkbox"/> | Last Name | First Name | Username | Final Grade | Overall Grade | Final Grade | Overall Grade | Syllabi Quiz | Chapter 1 Exam | Preclinical |
|--------------------------|---------------------|------------|-------------------|-------------|---------------|-------------|---------------|--------------|----------------|-------------|
| <input type="checkbox"/> | Administrator_Previ | WSU Tech | watcadmin_preview | | | | | | | |
| <input type="checkbox"/> | Student Five | WATC | watc_student5 | | | | | | | |
| <input type="checkbox"/> | Student Four | WATC | watc_student4 | | | | | | | |
| <input type="checkbox"/> | Student One | WATC | watc_student1 | | | | | | | |
| <input type="checkbox"/> | Student Three | WATC | watc_student3 | | | | | | | |
| <input type="checkbox"/> | Student Two | WATC | watc_student2 | | | | | | | |

Selected Rows: 0

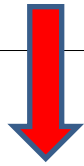
Move To Top Email ▼

Sort Columns By: Layout Position Order ▼ Descending Hide Color Coding Last Saved December 5, 2019 9:11 AM

Grade Approval and Transfer

- ✦ The “Confirm Grade Approve and Transfer” screen will appear. Click **Yes**

Confirm Grade Approve and Transfer




Clicking yes will release the grades for transfer and will lock the Grade Center. Do you wish to continue?

- ✦ A green bar will appear at the top that says “Extract scheduled.” and your Grade Center will say Read Only.
- ✦ You are done and your grades will now be submitted to the Registrar’s office!

Extract scheduled.

Grade Center: Read Only

Last Action: Scheduled on July 1, 2016 5:13:38 PM CDT by Casey Eubank

| Last Name | First Name | Username | Student ID | Final Grade | Overall Grade | Assignment #1 | Assignm |
|-----------|------------|-----------|--|-------------|---------------|---------------|---------|
| Engelken | Bonnie | bengelken |  | A | 91.11% | 15.00 | 45.00 |
| Gagnon | Jessica | jjagnon | | C | 72.89% | 12.00 | 29.00 |
| Nelson | Clifton | cnelson7 | | B | 84.44% | 10.00 | 50.00 |
| Stewart | Monica | mstewart5 | | D | 63.56% | 13.00 | 44.00 |