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**.		
• 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)		
• Click on **Manage > Grade Approval and Transfer**		
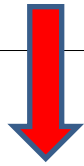
♠ The "Confirm Grade Approve and Transfer" screen will appear. Click **Yes**	**Confirm Grade Approve and Transfer** Clicking yes will release the grades for transfer and will lock the Grade Center. Do you wish to continue? [Yes] [No]
♠ A green bar will appear at the top that says "Extract scheduled." 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	Assignr
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Engelken	Bonnie	bengelken		A	91.11%	15.00	45.00
Gagnon	Jessica	jgagnon		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	