

Submitting Final Grades

To create a consistent experience for students, and an easy one for faculty, we have implemented a new process to submit final grades. This process pushes final grades from Blackboard courses directly into Banner. Therefore, students will see their final grades in their courses, as well as in RamPort!

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Set the External Grade Column

1. Navigate to the **Full Grade Center** in your Blackboard course (See Figure 1)
2. Choose your **final grade column**
***Note:** For example, choose your total or weighted column, or create a new final grades column.
3. **Expand the drop down menu** for the final grade column
4. Choose **“Set as External Grade”** (See Figure 2)
***Note:** A green check mark will now appear to the left of the title

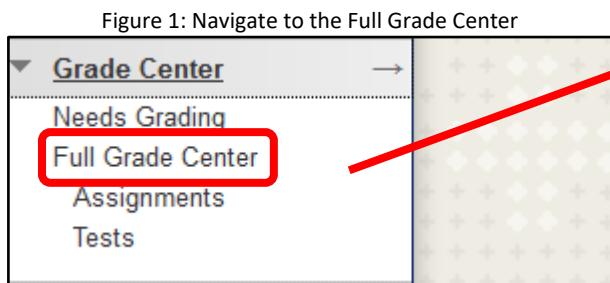


Figure 1: Navigate to the Full Grade Center

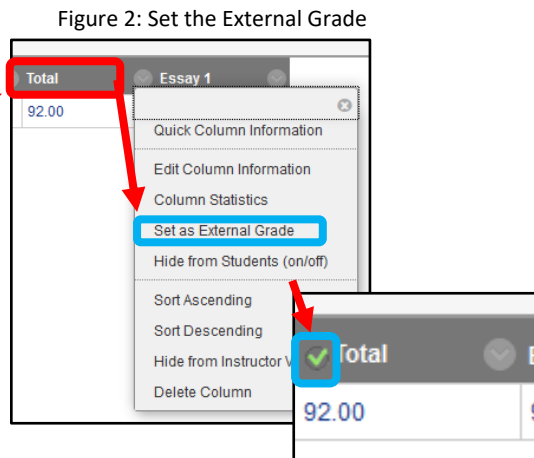


Figure 2: Set the External Grade

Set the Primary Display

1. **Expand the drop down menu** for the External Grade column
2. Select **“Edit Column Information”**(See Figure 3)
3. Expand the drop down menu for **“Primary Display”**
4. Choose **“Score”** (See Figure 4)

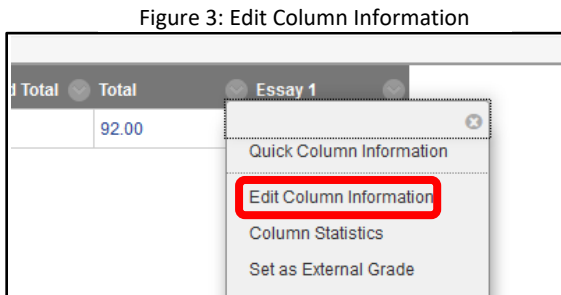


Figure 3: Edit Column Information

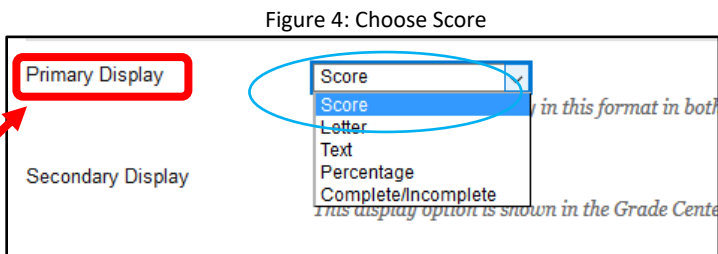
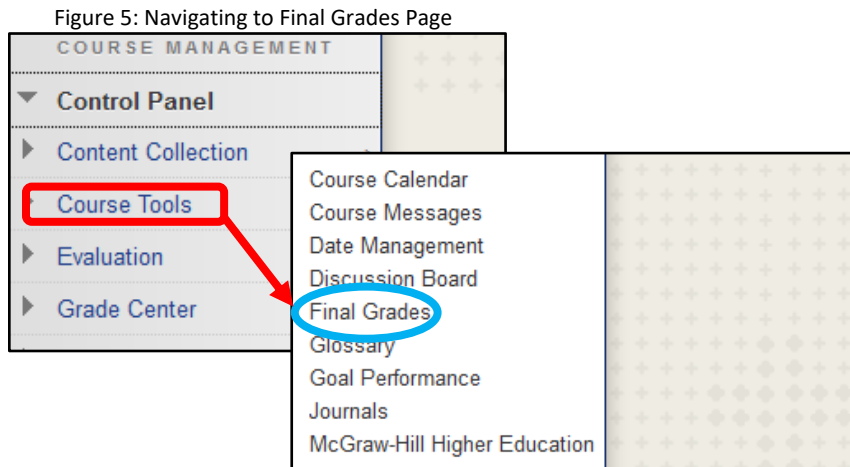


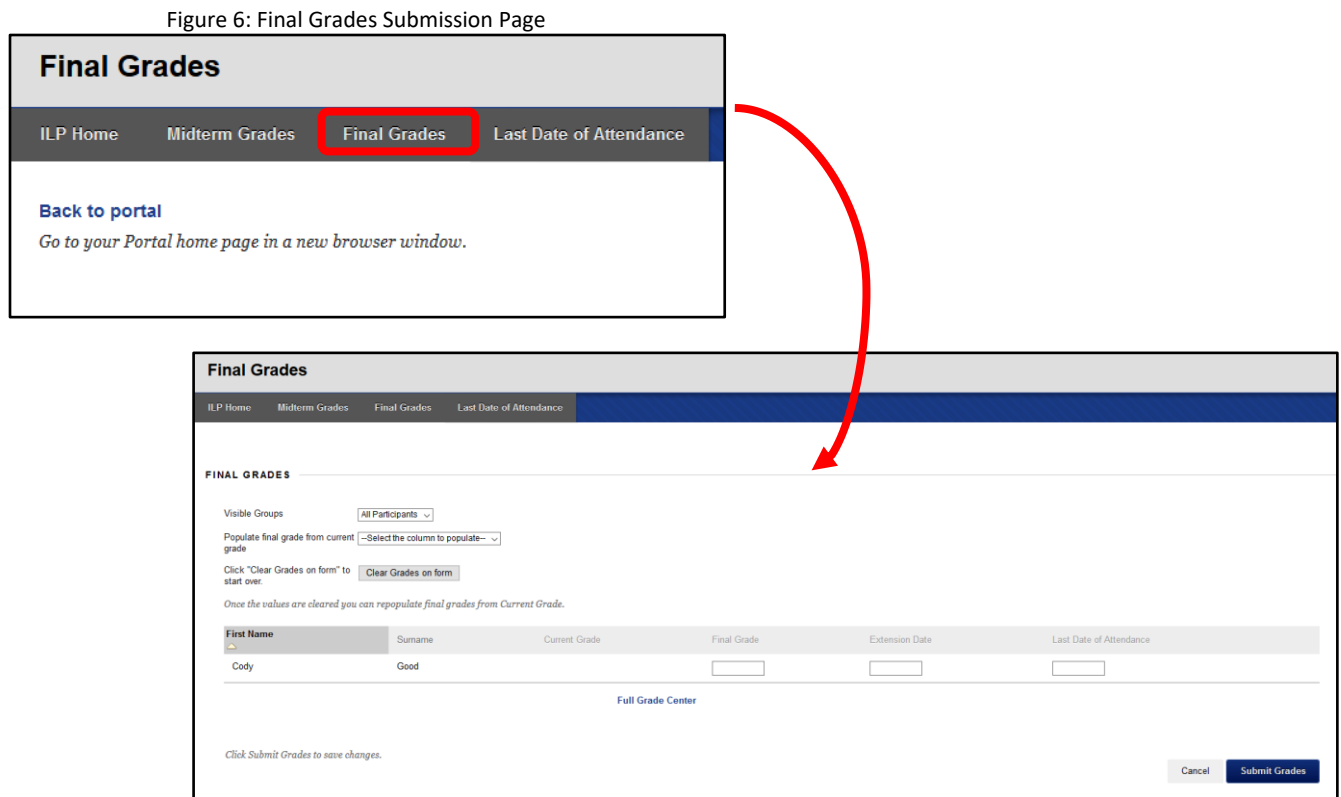
Figure 4: Choose Score

Submit Final Grades

1. Navigate to **Course Tools**
2. Select **"Final Grades"**



3. Select **"Final Grades"** from the ribbon
- *Note:** You will now see the Final Grades Submission page (See Figure 6).



4. Expand the drop down menu for **"Populate final grade from current grade"**
 5. Choose **"Final Grade"** (See Figure 7)
- *Note:** The grades from the external grade column will now populate into the Final Grade column on this page. If you wish to start over for any reason, click the **"Clear Grades on form"** button to clear the grades.

Figure 7: Populate Grades

FINAL GRADES

Visible Groups: All Participants

Populate final grade from current grade

Final Grade: --Select the column to populate--
Final Grade

Clear Grades on form

Click "Clear Grades on form" to start over.

6. Identify **failing grades** and **enter in Last Date of Attendance** under the respected column

Figure 8: Mark Last Date of Attendance

Final Grade	Extension Date	Last Date of Attendance
A		
F		04/15/2018
A		

7. **Review grades** and **adjust final grades if necessary** in the Final Grade column
8. Click the **Submit Grades** button to the lower right corner to send to Banner

Figure 9: Submit Grades

Cancel Submit Grades

Verify Confirmation

1. Verify a green bar appears across the top of the Final Grades page
***Note:** The green bar will read Successful. If a red bar appears instead, double check that you have entered all grades for all students. If a failing grade was given, be sure to indicate Last Date of Attendance

Figure 10: Grades Submitted Successfully

Grades submitted

Final Grades

ILP Home Midterm Grades Final Grades Last Date of Attendance

Optional Confirmation

1. Login to **Rampport**
2. Click on the **Faculty Tab**
3. Select "**Final Grades**"
4. Expand the drop down menu and **choose the appropriate term**
5. **Select the course** with final grades entered
6. **Confirm final grades are shown** for each student

Grade Changes

If final grades were entered incorrectly, a Grade Change Request Form must be submitted to the Registrar's Office. For questions regarding this form, **please contact the Registrar's Office at 325-942-2043.**

Help

For further assistance submitting final grades through Blackboard, **please contact the IT Service Center at 325-942-2911.** Please visit the [eLearning Center website](#) for these instructions and more.