

Electronic Grade Submission with Blackboard

Step by Step

Blackboard

Learn

v. 9



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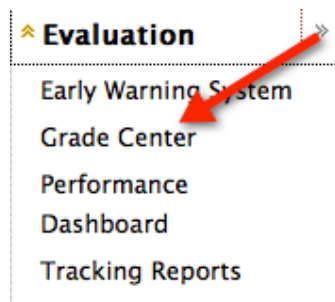
BSU: Submit Grades to Registrar

Midterm deficiencies and final grades can now be submitted to the registrar electronically from Blackboard (Bb.) This new tool was developed at Ball State University by Adam Stegner of University Computing Services. In this document, you will find step by step instructions on how to submit your grades electronically using the Bb course tool “BSU: Submit Grades to Registrar”:

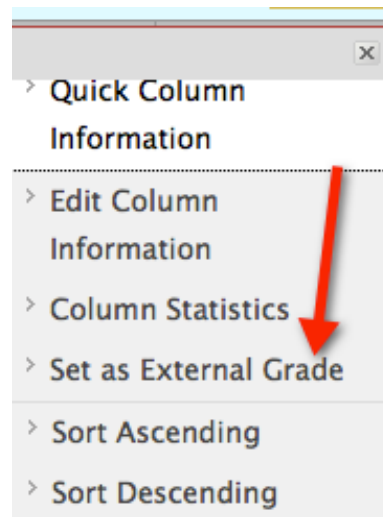
Step 1: Getting your grades ready for submission

In order for the Submit Grades tool to find which grade column to submit, you have to designate an external grade column and set the primary display of this column to letter.

- a. Click on Evaluation > Grade Center in the Control Panel



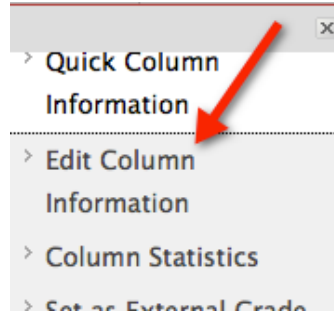
- b. Select which column contains your “submission” grades
- c. Designate that column as the External Grade column
 - i. Click column drop down



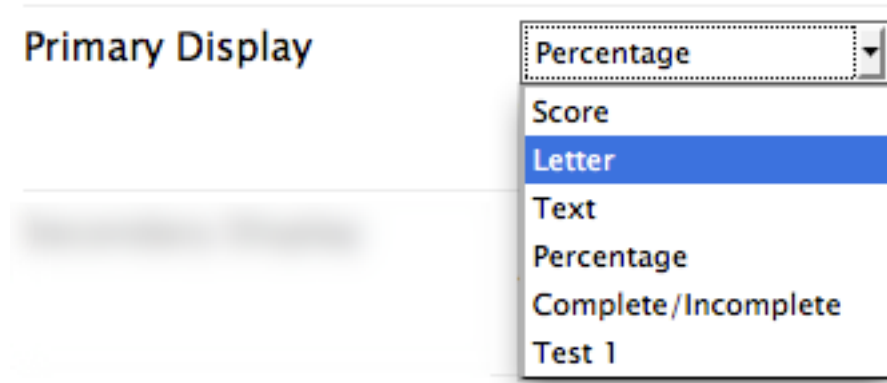
- ii. Choose Set as External grade

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- d. Set primary display to letter
 - i. Click column dropdown



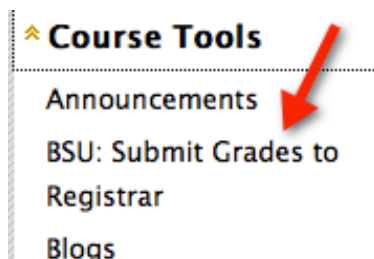
- ii. Select Edit column information
 - iii. Set primary display to letter



- iv. Click Submit

Step 2: Submitting your grades


- e. Click Course Tools>BSU: Submit Grades to registrar from the Control Panel



- f. Review grades

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- i. For midterm deficiencies, freshmen will be bolded and their grades will default to NG (No Grade) during the first time you access this tool. Once you make necessary changes using individual dropdown menus and submit grades, grades will default to last submitted grade.
- ii. For final grades, all students' grades will default to the selected grade column in Bb.

 **BSU: Submit Grades to Registrar**

Instructions

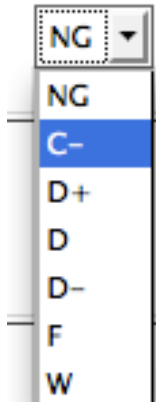
1. Step 1

Midterm grade deficiency submissions are for Freshmen taking 100 and 200 level courses on the Ball State University main campus. All Freshman students meeting those criteria will be in **Bold** and will have a dropdown for selecting grades. Only grades less than C need to be specified. All other Freshmen should be assigned an "NG" so that no deficient grade is submitted. No grade needs to be submitted for other students. Midterm grade deficiency submissions will end Monday, Mar 15 2010 12:00PM. Please be patient after clicking Submit as this process may take a minute or two.

Course: ENG 104 017

BSUID	Student Name	Blackboard Grade	Last Midterm Grade Submitted	Select Grade to Submit
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- g. Make changes as necessary using individual drop down menus



- h. Click Submit when finished
- i. You will receive a confirmation screen addressing you by name and providing a count of grades submitted.