Using the Grade Submit Tool

*Note: Only those with the role of Instructor will be able to successfully use this feature.*

*Note: The final grade column in the Grade Center needs to be labeled as “Final Grade”. Please refer to Creating a Final Letter Grade Column quick guide.*

1. Log into the course.
2. Under the Control Panel, click on **Course Tools** and select **Grade Submit Tool**.

3. Check the boxes of the students for which you would like to process grades, or click **Select all grades in all pages** to submit all grades at one time.

4. Click **Show All** if you would like all students to appear on one page, and review the Grade column. All grades in the column should be valid letter grades as defined by Purdue University academic policies.
5. Some grades will require you enter a **Last Date of Attendance** for students receiving that letter grade (i.e. a grade of FN). Enter the last date of attendance in MM/DD/YYYY format for any student requiring this information into the textbox under the Last Attendance Date column.  
*Note: Letter grade for F or FN will not be automatically uploaded from Blackboard to MyPUC. Please go to MyPUC to manually enter F or FN grades if there is any.*

6. When finished, click **Process Grades**. You will see a Loading screen. *(Note: It is important to not interrupt this process. Wait until grades are uploaded to continue)*

7. Once uploaded, the Grade Submit Tool will display information about how many grades were successfully uploaded, and any errors if applicable. You can hover your mouse over the pie chart to see more details.
Note: Letter grade F or FN will not be automatically uploaded from Blackboard to MyPUC. Please go to MyPUC to manually enter F or FN grade if there is any.

8. Log into MyPNW to make sure the grades have been successfully uploaded.