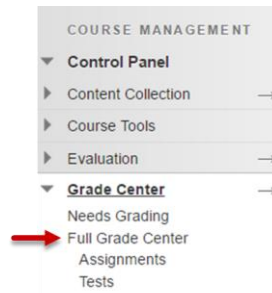


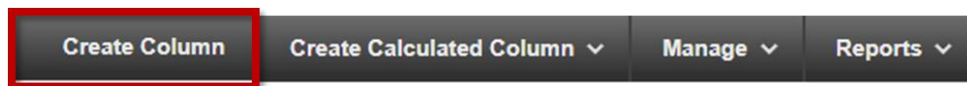
## Grade Submit Tool

The Grade Submit Tool allows instructors to directly transfer Finals Grades for students from Blackboard Learn into Purdue's student information system, Banner.

- Access the **Full Grade Center**



- Create a **Final Grade** column.
  - Column must be labeled **Final Grade** for grades to be processed
  - Primary Display must be **Text**
  - Enter 0 for the point value



✱ Column Name  ←

Grade Center Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Path: p Words:0

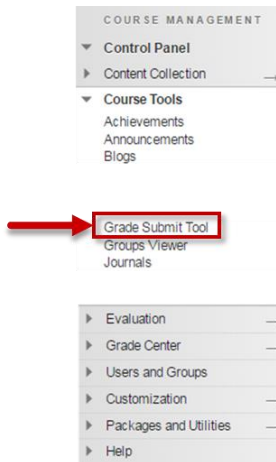
Primary Display  ←  
*Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.*

Secondary Display   
*This display option is shown in the Grade Center only.*

Category

✱ Points Possible  ←

- Once your grades are entered, access the **Grade Submit Tool** by expanding the **Course Tools**



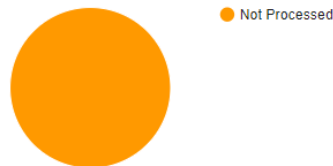
- If you have more than 25 students, scroll down to the bottom of the page and select **Show All**. Therefore, when you choose ‘select all grades on the page’ it includes your entire roster.
  - Note: Those receiving an F must have the last date of attendance included which can only be accomplished in myPNW.

## Grade Submit Tool

### Final Grade Statistics

**Total Number of Students** 27  
**Number of Attempts** 0  
**Completed Attempt(s)** 0  
**Incomplete Attempt(s)** 0  
**Last Attempt Date** No Attempts on Record  
**Error Messages** None  
**Submission Status**

### Highlights



Select grade column to submit:  Midterm Grade  Final Grade

### GRADABLE STUDENTS

Select all grades in all pages

You've selected 27 of 27 Final grades to process.

First Name	Last Name	BatchUID	Section	Email	Final Grade	Last Attendance Date (mm/dd/yyyy)	SIS Status
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- Click **Process Grades**



- The final grade statistics will show grades successfully received and those not processed. **It is highly recommended you double check all your grades were submitted into myPNW before the deadline.**

#### Final Grade Statistics

Total Number of Students	27
Number of Attempts	1
Completed Attempt(s)	1
Incomplete Attempt(s)	0
Last Attempt Date	2017-07-29 20:38:56
Error Messages	None
Submission Status	<b>Submission success.</b>

#### Highlights

