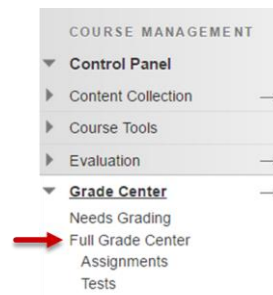


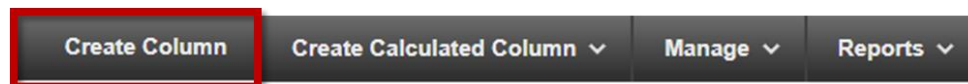
Grade Submit Tool

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: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, Source, HTML, CSS.

Path: p Words:0

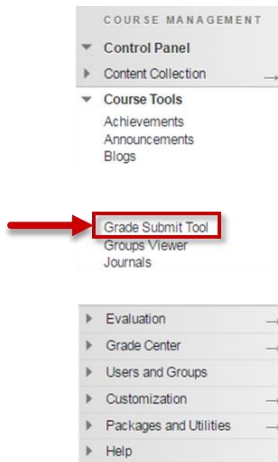
Primary Display ←
Grades must be entered using the selected format. Grades display in this format in both the Grade Center and My Grades.

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**



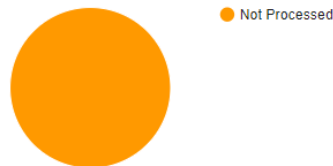
- If you have more than 25 students, scroll down to the bottom of the page and select **Show All**. Therefore, when you choose 'select all grades on the page' it includes your entire roster.
 - Note: Those receiving an F must have the last date of attendance included which can only be accomplished in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

Highlights



● Success
● Not Processed