

## Blackboard Learn

If you use Blackboard's Grade Center to calculate grades in a course section throughout the semester, you will notice that the ILP Integration tool contains a "Current Grade" column that contains grades for your reference.

If you want to use this feature to support your grading, we strongly recommend [reviewing your calculations for accuracy](#) and then configuring the column's settings as suggested below.

### ILP Integration

ILP Home Midterm Grades Final Grades

FINAL GRADES

| First Name | Surname  | Current Grade | Final Grade          | Extension Date       |
|------------|----------|---------------|----------------------|----------------------|
| Annie      | Asterisk | 585.00 (A)    | <input type="text"/> | <input type="text"/> |
| Brett      | Bracket  | 536.00 (B+)   | <input type="text"/> | <input type="text"/> |
| Collin     | Colon    | 442.00 (C-)   | <input type="text"/> | <input type="text"/> |
| Sally      | Spacebar | 175.00 (U)    | <input type="text"/> | <input type="text"/> |

### Step One – Identify a Course's Letter Grade Schema

Every course in Blackboard contains a [Letter grade schema](#) that faculty can use in their courses to calculate a letter grade. Identify and review a Letter grade schema in the course to ensure that it matches values defined in your grading policy. You may customize the Letter grade schema as needed.

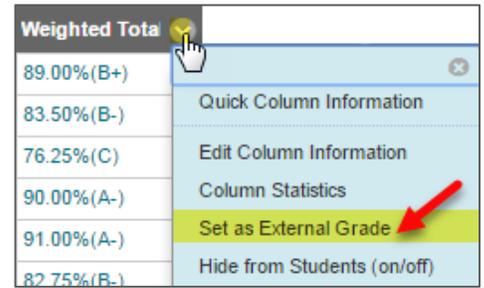
### Step Two – Edit Column Display Settings

1. In the course's **FULL GRADE CENTER**, roll your mouse over the head of the calculated column that you will use for midterm or final grade calculation.
2. Click the gray arrow that appears and select **EDIT COLUMN INFORMATION**.
3. On the **EDIT** screen for the column, edit your display settings as follows:
  - a. **PRIMARY DISPLAY – PERCENT**.
  - b. **SECONDARY DISPLAY – LETTER** or the **Custom Letter Grade Schema** of your choice. This is the source of the letter grades ILP will display in the "Current Grade" column!
4. When you are done, click **SUBMIT**.

### Step Three – Assign the External Grade Column

Only one (1) column in the course can serve as the Full Grade Center's "External Grade" at one time, however, you can change which column has this designation at any time. This setting tells the ILP Integration tool that the selected column is the source of the midterm or final grade.

1. In the **FULL GRADE CENTER**, roll your mouse over the heading of the column you want to use as the source of midterm or final grades and click on the gray context-arrow that appears.
2. Select **SET AS EXTERNAL GRADE** from the context menu.



3. The new column will now be marked with the green *External Grade* checkmark. Only you, the instructor, can see this checkmark.



Once you have performed these steps, the ILP Integration's midterm and final grade screens will display grade values in the Current Grade column that correspond to the column you configured.

Use this information as a reference when typing grades into the provided text fields.

### ILP Integration

ILP Home   Midterm Grades   Final Grades

---

**MIDTERM GRADES**

Visible Groups: All Participants

Populate midterm grade from current grade: --Select the column to populate

Click "Clear Grades on form" to start over. Clear Grades on form

*Once the values are cleared you can repopulate Midterm 1 grades from Current Grade.*

| First Name | Surname  | Current Grade | Midterm 1                       |
|------------|----------|---------------|---------------------------------|
| Annie      | Asterisk | 89.00% (B+)   | <input type="text" value="B+"/> |
| Brett      | Brackett | 83.50% (B-)   | <input type="text" value="B-"/> |
| Collin     | Colon    | 76.25% (C)    | <input type="text" value="C"/>  |
| Terry      | Tilde    | 90.00% (A-)   | <input type="text"/>            |

*Click Submit Grades to save changes.*

Cancel Submit Grades

Use as reference, but verify accuracy!

Type grades here.

If you have any doubts about this process, [contact Distance Learning](#).