

# First Time Guide to Assigning Midterm or Final Grades through Blackboard's ILP Integration



## Blackboard Learn

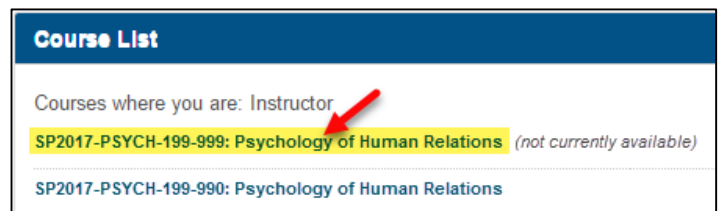
Every course section that faculty teach has a course shell in Blackboard. When the Registrar's Office opens the grading period, faculty may submit a Midterm or Final grade using a tool located within their course shells in Blackboard. Faculty may use these steps even if they have *never* used their course shell in Blackboard.

### Read Before You Begin

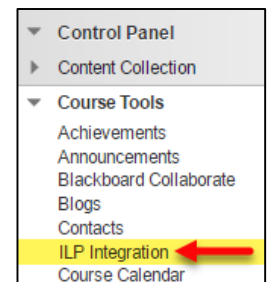
- Plan on submitting grades between the hours of 4:00 AM to 11:59 PM (Central Time). For best results, we recommend submitting all grades within a course section at the same time.
- Check the accuracy of grades before you submit them! Once you submit grades, you can't change them unless you complete a change of grade form and submit it to the Registrar's Office in S115A.
- Faculty who use Blackboard's Grade Center will notice that the ILP tool's "Current Grade" column will display letter grades for your reference. If you want to use this feature to support your grading, [Configure an External Grade Column for ILP](#) to ensure that the "Current Grade" column accurately reflects your calculations.
- A [video demonstration](#) of the grading process and a [FAQ](#) are available to support your use of the tool.
- **Once you have submitted your grades through this tool, we recommend [checking the assigned grades in INFOline](#) to verify that they have transferred over successfully and to print the grades for your records.**

### Submitting a Midterm Grade in a Course Section

1. Log into Blackboard with your MATC network account. Once logged in, select the course link from your Course List. It does not matter whether the course shell is available to students or not.



2. On the left-side of the course screen, scroll down and locate the **CONTROL PANEL**. Click **COURSE TOOLS**, then select **ILP INTEGRATION**.



3. On the ILP Integration page, click the **MIDTERM GRADES** button.
4. On the Midterm Grades screen, type a letter grade within each student's **MIDTERM 1** text-box.
5. When complete, click the **SUBMIT GRADES** button at the bottom of the page.
  - a. The first time you submit grades, the process may take a few minutes to complete. Subsequent grade submissions will process faster.

**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](#)

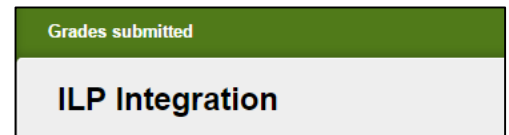
Once the values are cleared you can repopulate Midterm 1 grades from Current Grade.

First Name	Surname	Current Grade	Midterm 1
Annie	Asterisk	-	A-
Brett	Brackett	-	B+
Collin	Colon	-	C-
Terry	Tilde	-	

Click Submit Grades to save changes.

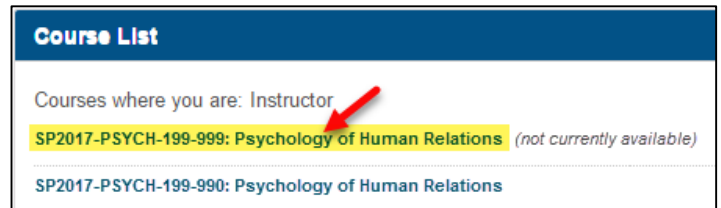
[Cancel](#) [Submit Grades](#)

6. If you are successful, you will see a confirmation message stating that grades have been submitted.

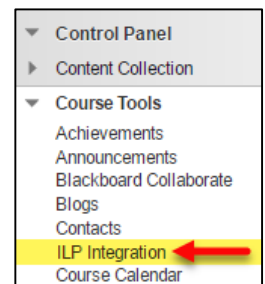


### Submitting Final Grades in a Course Section

1. Log into Blackboard with your MATC network account. Once logged in, select the course link from your Course List. It does not matter whether the course shell is available to students or not.



2. On the left-side of the course screen, scroll down and locate the **CONTROL PANEL**. Click **COURSE TOOLS**, then select **ILP INTEGRATION**.



3. On the ILP Integration page, click the **FINAL GRADES** button.
4. On the Midterm Grades screen, type a letter grade within each student's **FINAL GRADE** text-box.
  - a. When assigning a Final grade, ignore the *Extension Date* column. We do not use this feature.
5. When you are done, click the **SUBMIT GRADES** button at the bottom of the page.
  - a. The first time you submit grades, the process may take a few minutes to complete. Subsequent grade submissions will process faster.

**ILP Integration**

ILP Home Midterm Grades **Final Grades**

**FINAL GRADES**

Visible Groups: All Participants

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

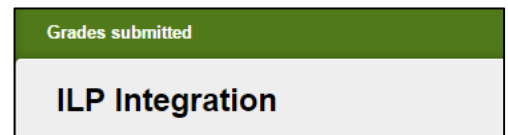
Click "Clear Grades on form" to start over.

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

First Name	Surname	Current Grade	Final Grade
Annie	Asterisk	-	A-
Brett	Brackett	-	B+
Collin	Colon	-	C-
Terry	Tilde	-	

*Click Submit Grades to save changes.*

6. If you are successful, you will see a confirmation message stating that grades have been submitted.



### Troubleshooting Tips

- If you do not see the ILP Integration tool within your Blackboard course's Course Tools, [check the tool's availability](#) and refer to the academic calendar to see when grading becomes available.
- Because the ILP tool communicates directly with INFOnline, you will not be able to submit grades when INFOnline is down for daily maintenance from 12:00 AM to 3:00 AM (Central Time).
- If you experience an "Error Communicating with Server" error message:
  - Make sure that you are assigning grades during the Registrar's open grading period. You will not be able to submit grades using ILP or INFOnline when grading is not available. Refer to the academic calendar to determine when grading is open.
  - INFOnline may be down for regular scheduled maintenance. Plan on submitting Midterm or Final grades between the hours of 4:00 AM to 11:59 PM (Central Time).
  - If the error persists, [report it to the Help Desk](#) and [access INFOnline to assign Midterm or Final grades](#).
- Attempting to change a Final grade through the ILP tool will result in a "Final grade cannot be changed once it has been verified" error. You must go to the Registrar's Office to submit a change of grade form. If you have questions about this process, call the Registrar's Office at 414-297-6470.