



## Blackboard Learn

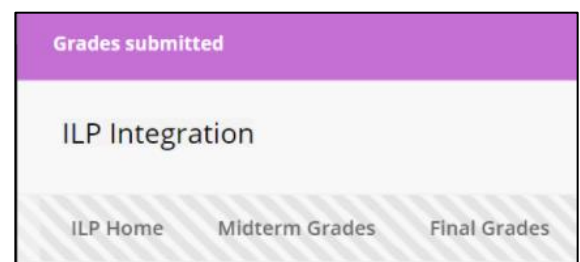
Faculty may submit a Midterm or Final grade using the ILP INTEGRATION tool in Blackboard when the Registrar has opened the grading period. Before you begin, please review these important points:

- All faculty may use this tool, even if they have not used Blackboard to facilitate instruction. All sections have a shell in Blackboard.
- Check the accuracy of grades before you submit them! Once you submit grades, you cannot change them unless you complete a change of grade form and submit it to the Registrar's Office in S115A.
- Faculty who uses Blackboard's Grade Center will notice that the ILP tool's "Current Grade" column will display letter grades for your reference. [Configure an External Grade Column](#) to ensure that the "Current Grade" column accurately reflects your calculations!
- The first time you submit grades, the process may take a few minutes to complete. Subsequent submissions will process faster. An [FAQ](#) is available to support your use of the tool.
- After submitting midterm or final grades, [check the grades in Self-Service](#) to verify that they transferred over.

## Submitting a Midterm Grade in a Course Section

1. When logged into Blackboard, go to the Courses page and select the course you need to access. Within the course, go to the **CONTROL PANEL**. Click **COURSE TOOLS**, then select **ILP INTEGRATION**.
2. On the ILP Integration main menu, click **MIDTERM GRADES**.
3. On the page that appears, locate the **VISIBLE GROUPS** drop-down menu. **Select your section**.
4. A grading form will appear. Enter a letter grade for each student that you want to grade in the **Midterm 1** column. Accepted values are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, U, P, and I.
5. When you are done, click the **SUBMIT GRADES** button.
6. Then, **scroll up to the very top of the page and wait for the confirmation banner to appear**. Once you see the purple confirmation banner, you may exit the page.

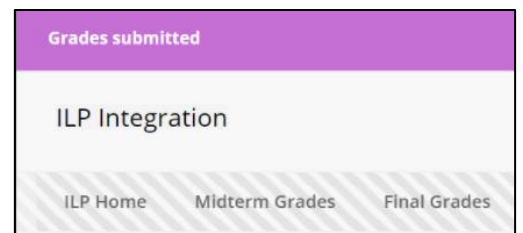
FIRST NAME	SURNAME	CURRENT GRADE	MIDTERM 1
Annie	Asterisk	-	A
Brett	Bracket	-	B-
Collin	Colon	-	C+



## Submitting Final Grades in a Course Section

1. When logged into Blackboard, go to the Courses page and select the course you need to access. Within the course, go to the **CONTROL PANEL**. Click **COURSE TOOLS**, then select **ILP INTEGRATION**.
2. On the ILP Integration main menu, click **FINAL GRADES**.
3. On the page that appears, locate the **VISIBLE GROUPS** drop-down menu. **Select your section**.
4. A grading form will appear. Enter a letter grade for each student that you want to grade in the **Final Grade** column. Accepted values are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, U, P, and I.
5. When you are done, click the **SUBMIT GRADES** button.
6. Then, **scroll up to the very top of the page and wait for the confirmation banner to appear**. Once you see the purple confirmation banner, you may exit the page.

FIRST NAME	SURNAME	CURRENT GRADE	FINAL GRADE
Annie	Asterisk	-	A-
Brett	Bracket	-	B+
Collin	Colon	-	C-



## Troubleshooting Tips

### 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 midterm or final grades when grading is not available. Refer to the academic calendar to determine when grading is open.
- If the error persists, [report it to the Help Desk](#).

### If you need to change a grade:

- **Faculty can update midterm grades as long as the Registrar’s grading window is open.** Simply follow the steps to assign the midterm grade again.
- **Faculty cannot update submitted final grades directly in Blackboard or Self-Service.** Instead, you must complete the Registrar’s [grade change request form](#). The Registrar’s office will coordinate the change of grade in Self-Service. If you have questions about this process, call the Registrar’s Office at 414-297-6470.

### If you cannot assign the midterm or final grades through Blackboard:

- You may try to assign the midterm or final grades directly in Self-Service [through these instructions](#).