

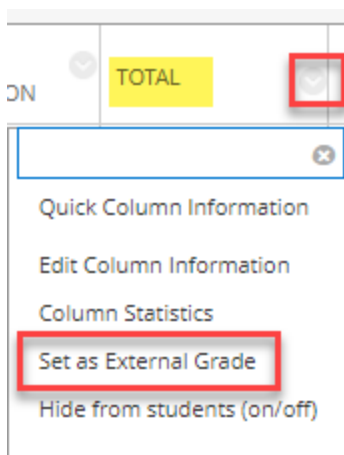
How to submit grades using ILP Submit Grades Tool

In this tutorial, you will learn how to submit Final grades in Blackboard using the ILP Submit Grades tool.

Before you begin, view your Blackboard Gradebook and check to make sure that the **Total** column is set as 'external grade' (Green checkmark):

TOTAL	FINAL COURSE GRADE
984.50	A
958.00	A

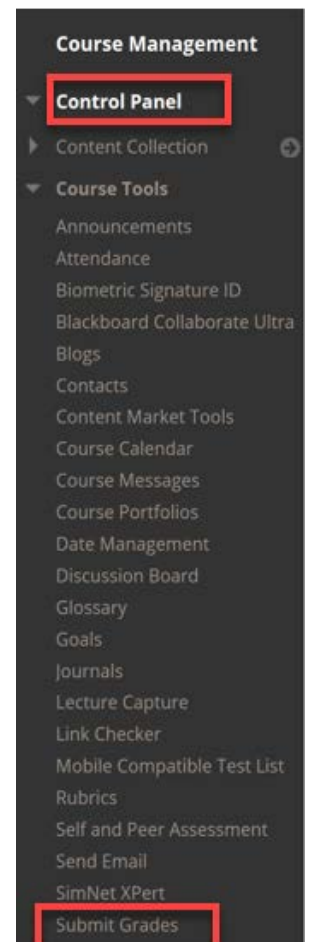
If it is not set, use the drop-down arrow to select **"Set as External Grade"**:



Now open the course shell, locate the **"Control Panel"**, click **"Course Tools"** and select **"Submit Grades"**.

The Submit Grades tool opens up in a new window, but the name of the course will not show on the new submit grades screen.

Please note that the tool shows **30 students** at a time so you will have to submit grades one page at a time, then page down using the Page button in the upper right corner, and do the next page.



Submitting Final Grades

The Final grades page is displayed by default. Whatever grade is in the external column in the grade center will show in the Current Grade column on the tool and be pre-filled in the Final Grade column:

Final Grades Last Attendance

Final Grades

There are 4 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final Grade	Expire Date	Last Attended Date	Never Attended
Blevins, Arthur	1000.00 (A)	<input type="checkbox"/>	A			<input type="checkbox"/>
Flynt, Parker	820.00 (B)	<input type="checkbox"/>	B			<input type="checkbox"/>
Little, Casper	disabled -	<input type="checkbox"/>				<input type="checkbox"/>
Smith, John	850.00 (B)	<input type="checkbox"/>	B			<input type="checkbox"/>

If you need to modify a grade, use the mouse to select the box where you need to enter the grade. **DO NOT use the 'Enter' key as it will submit all of the grades at once.** Be sure to double check for accuracy before clicking submit button.

Dropped students show up on the submit grade screen as 'disabled' and should be ignored.

Please note that the tool shows 30 students at a time so you will have to submit grades one page at a time, then page down using the Page button in the upper right corner, and do the next page. Page 1 of 2

The process may take a few minutes to complete. Do not exit or refresh the page until you get a confirmation that the grades have been submitted.

Final Grades Last Attendance

Final Grades

There were 2 successful submissions.

There are 2 students with unsubmitted grades.

Student Name	Current Grade	Submitted	Final Grade	Expire Date	Last Attended Date	Never Attended
Blevins, Arthur	1000.00 (A)	<input checked="" type="checkbox"/>	A			<input type="checkbox"/>
Flynt, Parker	820.00 (B)	<input checked="" type="checkbox"/>	B			<input type="checkbox"/>
Little, Casper	disabled -	<input type="checkbox"/>				<input type="checkbox"/>
Smith, John	850.00 (B)	<input type="checkbox"/>				<input type="checkbox"/>

Submitting Attendance (if required)

For the Last Attended Date and Never Attended columns, please consult with your department chair or the online manager for instructions. If you wish to enter a Last Attended Date, it must be in format MM/DD/YYYY, for ex, 03/28/2022.

Final Grades **Last Attendance**

Attendance

Student Name	Last Attended Date	Never Attended
Blevins, Arthur	<input type="text"/>	<input type="checkbox"/>
Flynt, Parker	<input type="text"/>	<input type="checkbox"/>
Little, Casper disabled	<input type="text"/>	<input type="checkbox"/>

Please Note

- Once the grades have been submitted, **please log into Eagle Self Service and check to ensure that ALL grades have transferred over successfully and accurately.** If you do not see the new grades in Eagle Self-Service, your browser might be caching, so log out and log back in to refresh your view.
- **If you have submitted an incorrect Final grade, please submit a Change of Grade Form to the Registrar's Office.**

MATH-1314-TD010: College Algebra

Fall 2021
Distance Learning

9/13/2021 - 12/3/2021
100% Online-No Face-to-Face, INTERNET Online Lecture

Seats Available 13 of 25

[Deadline Dates](#)

Roster Attendance **Grading** Waitlist

Overview Final Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Arthur Blevins	c0121212			A		Freshman	3
Parker Flynt	c0234543			B		Freshman	3

For questions or assistance using the ILP Submit Grades tool, please contact de.techsupport@ctcd.edu

Last updated 12/14/2022