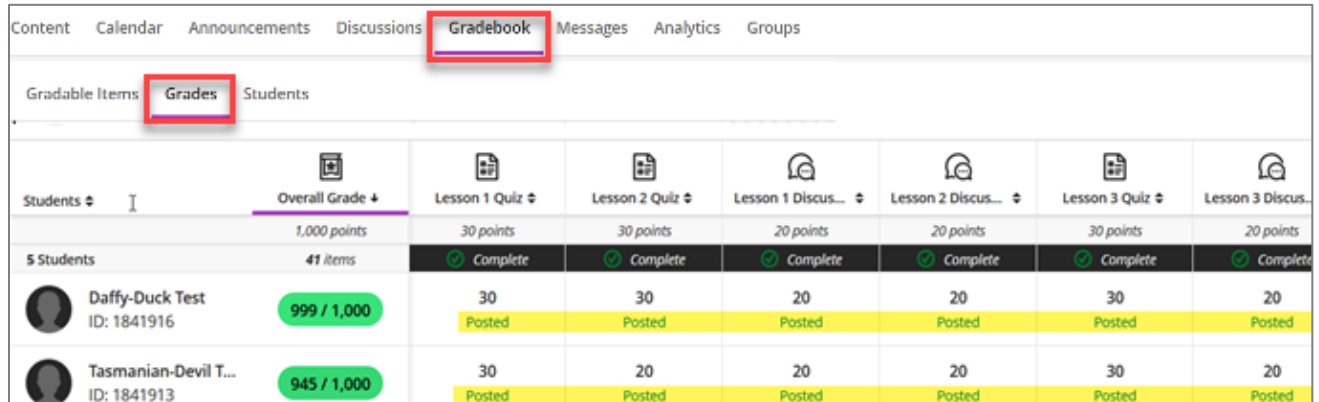


How to submit grades using ILP Submit Grades Tool in Ultra course

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

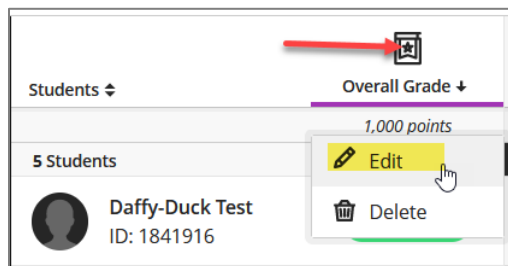
1. Navigate to 'Gradebook' page and check to make sure that all assignments, quizzes, and exams have been **graded and posted**, and **zeros are entered for non-submitted work**:



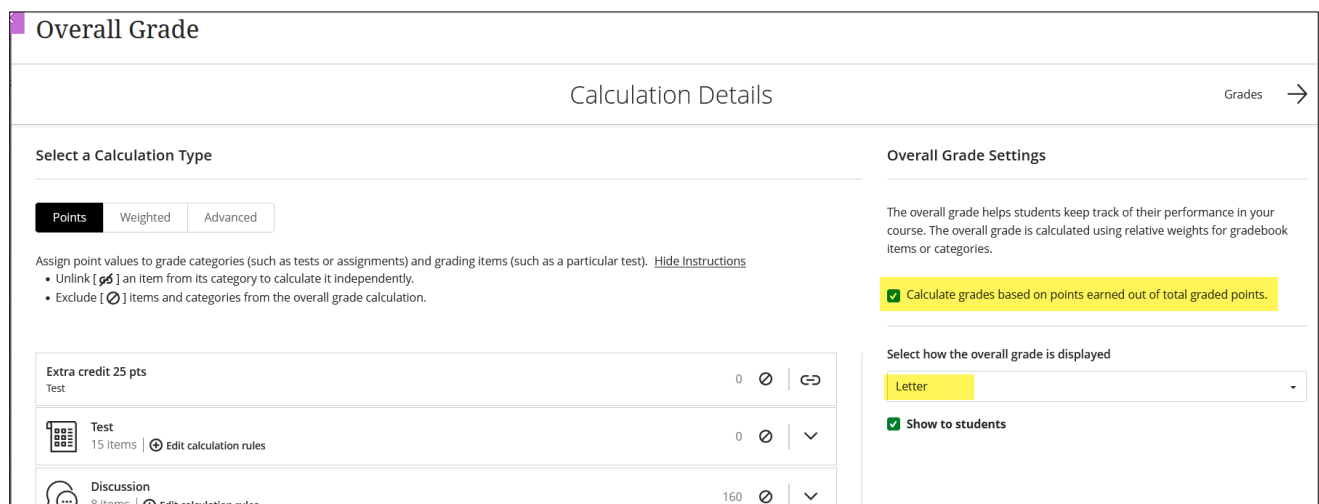
Content	Calendar	Announcements	Discussions	Gradebook	Messages	Analytics	Groups
Gradable Items	Grades	Students					
Students	Overall Grade	Lesson 1 Quiz	Lesson 2 Quiz	Lesson 1 Discus...	Lesson 2 Discus...	Lesson 3 Quiz	Lesson 3 Discus...
	1,000 points	30 points	30 points	20 points	20 points	30 points	20 points
5 Students	41 Items	Complete	Complete	Complete	Complete	Complete	Complete
Daffy-Duck Test ID: 1841916	999 / 1,000	30 Posted	30 Posted	20 Posted	20 Posted	30 Posted	20 Posted
Tasmanian-Devil T... ID: 1841913	945 / 1,000	30 Posted	20 Posted	20 Posted	20 Posted	30 Posted	20 Posted

Blackboard uses the **Overall Grade** column as 'external grade', thus the Overall Grade column is required for the Submit Grades tool.

2. In the Gradebook, click on the 'Overall Grade' column, and click Edit:



3. Set 'Overall Grade' to 'Calculate grades based on points earned...' and display as 'Letter', click **Save**, then exit:



Overall Grade

Calculation Details Grades →

Select a Calculation Type

Points Weighted Advanced

Assign point values to grade categories (such as tests or assignments) and grading items (such as a particular test). [Hide Instructions](#)

- Unlink [🔗] an item from its category to calculate it independently.
- Exclude [🚫] items and categories from the overall grade calculation.

Extra credit 25 pts Test	0	🚫	↔
Test 15 items Edit calculation rules	0	🚫	✓
Discussion 8 items Edit calculation rules	160	🚫	✓

Overall Grade Settings

The overall grade helps students keep track of their performance in your course. The overall grade is calculated using relative weights for gradebook items or categories.

☒ Calculate grades based on points earned out of total graded points.

Select how the overall grade is displayed

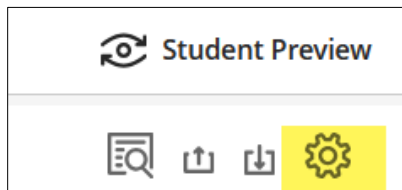
Letter

☒ Show to students

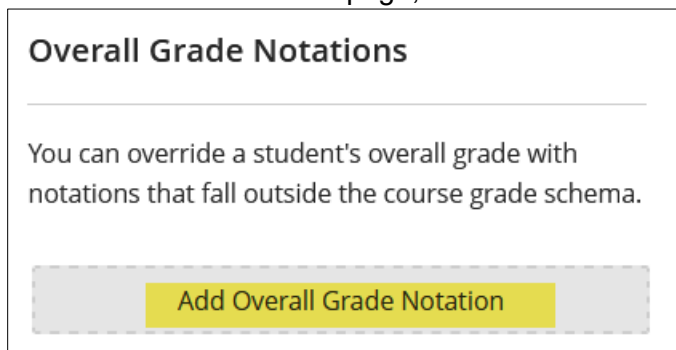
Step 4-7 provide information on how to assign IP, if you don't have students with IP incomplete in your course, please skip to Step 8.

4. If you have students with incomplete, you will need to create an IP notation for Overall Grade.

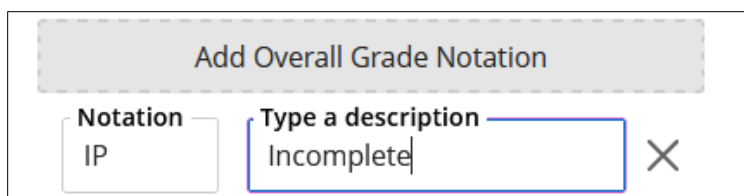
Navigate to the gradebook page, and click on the 'Gear' icon:



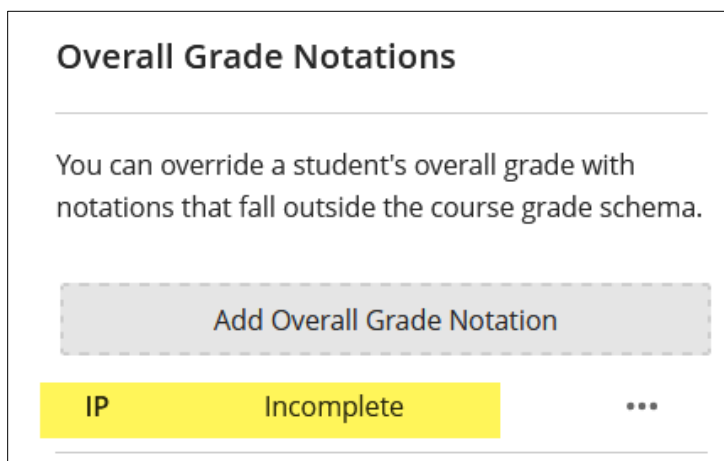
5. Scroll to the bottom of the page, and click "Add Overall Grade Notation":



6. Enter "IP" in the notation box, and "Incomplete" in the description box, then click Enter:

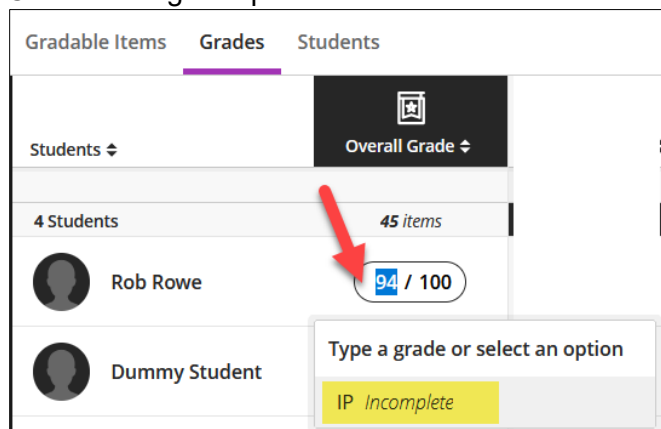
A screenshot of the 'Add Overall Grade Notation' form. It has a title 'Add Overall Grade Notation' and two input fields. The first field is labeled 'Notation' and contains 'IP'. The second field is labeled 'Type a description' and contains 'Incomplete'. There is a close button (X) to the right of the description field.

The IP notation is now created:



7. To assign an IP, navigate to the grade book Overall Grade column.

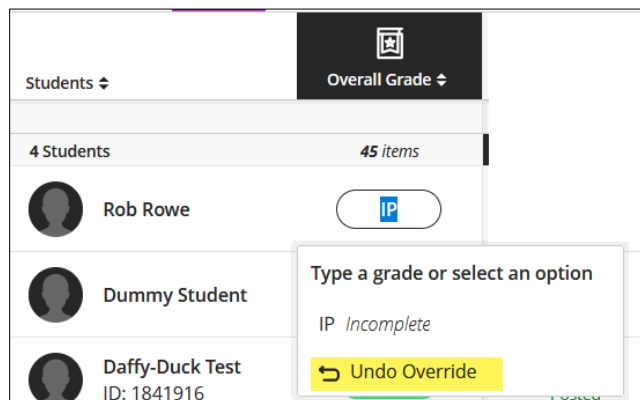
Click on the grade pill for the student who receives an IP, and select “IP Incomplete”:



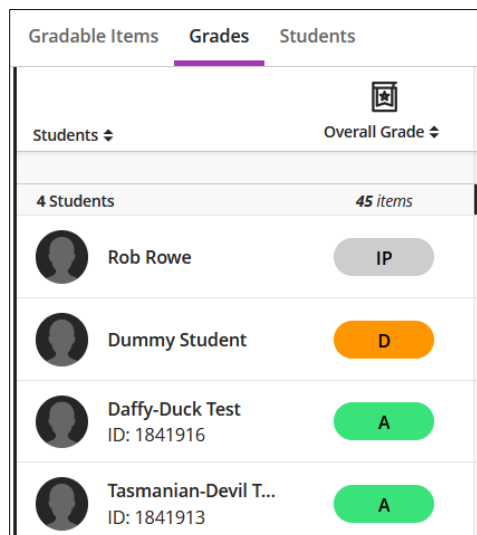
The grade of IP will display like this:



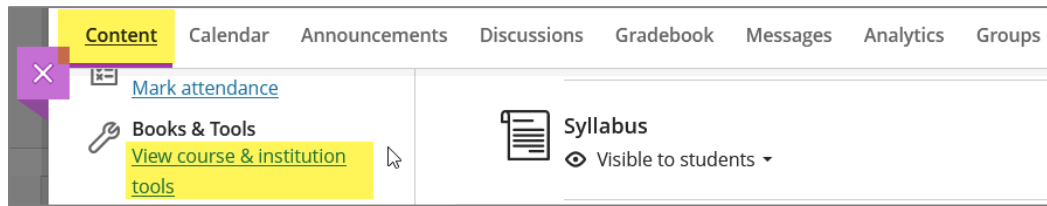
Once the student has completed the course, the IP can be removed by clicking ‘Undo Override’:



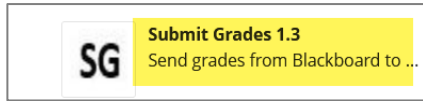
8. Verify that the Overall grade column displays correct letter grades for all students:



9. Navigate to the 'Content' menu and select 'View course & institution tools':



10. Select 'Submit Grades 1.3' from the tool panel on the right:



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

Submitting Final Grades

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

Final						
There are 5 students with unsubmitted grades.						
Student Name	Current Grade	Submitted	Final	Expire Date (mm/dd/yyyy)	Last Attended Date (mm/dd/yyyy)	Never Attended
Test, Daffy-Duck	999.00 (A)	<input type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Test, Pattytest	875.00 (B)	<input type="checkbox"/>	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>	<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 HIT 'ENTER' while submitting grade.** This will submit the whole screen whether you are ready or not. Just enter the grades you want to send, (clearing out any other pre-filled grades that you are not ready to send) and hit the SUBMIT button.

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						
There were 1 successful submissions.						
There are 4 students with unsubmitted grades.						
Student Name	Current Grade	Submitted	Final	Expire Date (mm/dd/yyyy)	Last Attended Date (mm/dd/yyyy)	Never Attended
Test, Daffy-Duck	999.00 (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have students with IP, manually enter 'IP' in the Final box. An expiration date is required (date format is given on the screen), per a new rule implemented on 9/26/23 by the Dean of Student Services. If you have questions about what date to enter, please contact your department chair or site director:

Final						
There are 4 students with unsubmitted grades.						
Student Name	Current Grade	Submitted	Final	Expire Date (mm/dd/yyyy)	Last Attended Date (mm/dd/yyyy)	Never Attended
Test, Daffy-Duck	999.00 (A)	<input checked="" type="checkbox"/>	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Rowe, Rob	Incomplete	<input type="checkbox"/>	<input type="text" value="IP"/>	<input type="text" value="11/05/2023"/>	<input type="text"/>	<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, 09/28/2023.

Final

Attendance

Attendance

Student Name	Last Attended Date (mm/dd/yyyy)	Never Attended
Test, Daffy-Duck	<input type="text"/>	<input type="checkbox"/>
Test, Pattytest	<input type="text"/>	<input type="checkbox"/>
Test, Pepe-Le-Pew	<input type="text"/>	<input type="checkbox"/>
Rowe, Rob	<input type="text"/>	<input type="checkbox"/>
Test, Tasmanian-Devil	<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.**

ABCD-1301-TD012: Gradebook

Spring 2024
Distance Learning
4/2/2024 – 6/2/2024
100% Online-No Face-to-Face, INTERNET Online Lecture
Seats Available 13 of 25
[Deadline Dates](#)

RosterAttendanceGradingWaitlist

OverviewFinal Grade

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
 Daffy-Duck Test	c1841916			A		Freshman	3
 Pattytest Test	c0641628			B		Freshman	3

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