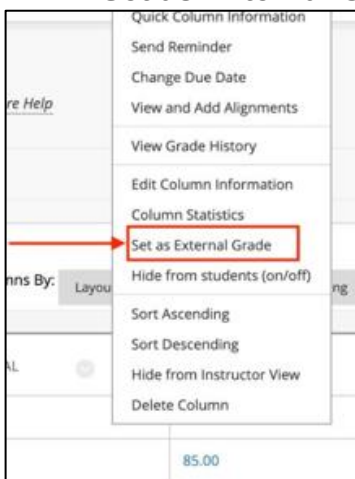


Submitting Final Grades from Blackboard to GWeb

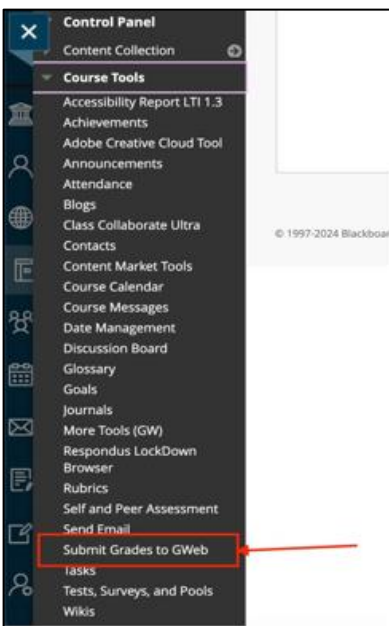
Designating the Final Grade Column

1. Navigate to your Blackboard course.
2. On the left menu under **Grade Center**, select **Full Grade Center**.
3. Identify the grade center column containing final grades and click on the grey dropdown icon at the top of the column.
4. Select **Set as External Grade** on the dropdown menu.



Submitting Grades via the Grade Submission Tool

1. Click on the **Course Tools** tab on the course menu and select **Submit Grades to GWeb**.



- On the next page, ensure the grades displayed correspond to the grades in the external grade column you selected.

FINAL

LAST ENGAGED DATE

Final

There are 5 students with no grades submitted to SIS.

Student Name ↑	Current Grade	Final ●	Submitted Grade ●	Incomplete Final Grade	Extension Date	Last Engaged Date
Adams, John	100 (A)	A			mm/dd/yyyy	mm/dd/yyyy
Hamilton, Alexander	94 (A)	A			mm/dd/yyyy	mm/dd/yyyy
Jefferson, Thomas	77 (C+)	C+			mm/dd/yyyy	mm/dd/yyyy
Washington, George	85 (B)	B			mm/dd/yyyy	mm/dd/yyyy
Washington, Martha	94 (A)	A			mm/dd/yyyy	mm/dd/yyyy

Rows per page: 5 (Default)

1-5 of 5

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SUBMIT

CANCEL

SAVE

- If everything is correct, click **Submit**. A confirmation message will appear indicating the submission was successful.

FINAL

LAST ENGAGED DATE

Final

There were 5 successful submissions.

Student Name ↑	Current Grade	Final ●	Submitted Grade ●	Incomplete Final Grade	Extension Date	Last Engaged Date
Adams, John	100 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy
Hamilton, Alexander	94 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy
Jefferson, Thomas	77 (C+)	C+	C+		mm/dd/yyyy	mm/dd/yyyy
Washington, George	85 (B)	B	B		mm/dd/yyyy	mm/dd/yyyy
Washington, Martha	94 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy

Rows per page: 5 (Default)

1-5 of 5

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SUBMIT

CANCEL

SAVE

Note: Any unsuccessful submissions will display with an error message in red. These error messages displayed in Blackboard will be identical to those present through GWeb Final Grade Submission. You will be able to correct the error identified and click **Submit** again.

FINAL

LAST ENGAGED DATE

Final

There were 1 unsuccessful submissions. See the errors below.

Student Name ↑	Current Grade	Final ●	Submitted Grade ●	Incomplete Final Grade	Extension Date	Last Engaged Date
Adams, John	100 (A)	A+	A		mm/dd/yyyy	mm/dd/yyyy
The Final grade A+ is not valid.						
Hamilton, Alexander	94 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy
No changes made to the record for student Hamilton, Alexander						
Jefferson, Thomas	77 (C+)	C+	C+		mm/dd/yyyy	mm/dd/yyyy
No changes made to the record for student Jefferson, Thomas						
Washington, George	85 (B)	B	B		mm/dd/yyyy	mm/dd/yyyy
No changes made to the record for student Washington, George						
Washington, Martha	94 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy
No changes made to the record for student Washington, Martha						

Rows per page: 5 (Default)

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SUBMIT

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Assigning an Incomplete Grade

To assign an incomplete grade:

1. Set the final grade to "I" for Incomplete.
2. Indicate the grade a student will receive if the outstanding work is not submitted.
3. Provide an extension date for student to complete outstanding work.
4. Use the date selector to enter the student's "Last Engaged Date".

FINAL

LAST ENGAGED DATE

Final

Student Name ↑	Current Grade	Final ●	Submitted Grade ●	Incomplete Final Grade	Extension Date	Last Engaged Date
Adams, John	100 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy
Hamilton, Alexander	94 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy
Jefferson, Thomas	77 (C+)	I	C+		12/08/2026	mm/dd/yyyy
Washington, George	85 (B)	B	B		mm/dd/yyyy	mm/dd/yyyy
Washington, Martha	94 (A)	A	A		mm/dd/yyyy	mm/dd/yyyy

Rows per page: 5 (Default)

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SUBMIT

CANCEL

SAVE

Assigning a Z Grade

To assign a Z grade:

1. Set the final grade to “Z.”
2. Enter the student’s “Last Engaged Date”. (Activities that constitute academic engagement can be found on the [Office of the Registrar’s website](#)).

FINAL

LAST ENGAGED DATE

Final

Student Name ↑	Current Grade	Final ●	Submitted Grade ●	Incomplete Final Grade	Extension Date	Last Engaged Date
Adams, John	100 (A)	A ▾	A	▾	mm/dd/yyyy 📅	mm/dd/yyyy 📅
Hamilton, Alexander	94 (A)	A ▾	A	▾	mm/dd/yyyy 📅	mm/dd/yyyy 📅
Jefferson, Thomas	77 (C+)	C+ ▾	C+	▾	mm/dd/yyyy 📅	mm/dd/yyyy 📅
Washington, George	-	▴	B	▾	mm/dd/yyyy 📅	mm/dd/yyyy 📅
Washington, Martha	94 (A)	D	A	▾	mm/dd/yyyy 📅	mm/dd/yyyy 📅
		D+				
		D-				
		F				
		I				
		NP				
		P				
		Z				

Rows per page: 5 (Default) ▾

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SUBMIT

CANCEL

SAVE

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