Using Blackboard (ILP Integration) to Submit Final Grades

- 1. Access course in Blackboard.
- 2. In the Control Panel, expand Course Tools and click on ILP Integration.
- 3. Click on the Final Grades tab.
- 4. In **Step 1 Final Grades**, change the **Visible Groups** field to the **Course Name and ID** (example: **MLAB-2472-001 CS125530**). This will populate student names and current grades in the table.
- 5. In **Step 1 Final Grades**, change the **Populate with course grade** field to **Final Grade**. This will populate the Final Grade column with current letter grades.
- 6. Make changes to the **Final Grade** by replacing the existing letter grade with the appropriate final grade.
 - a. For incompletes, use I as the grade.
 - b. For incompletes, enter an expiration date in the Expire Date column. Use MM/DD/YEAR format.
- 7. If necessary, enter the last date of attendance. Use MM/DD/YEAR format. (05/15/2013 = May 15, 2013).
- 8. In Step 2 Submit Grades, click Submit in to submit grades.

