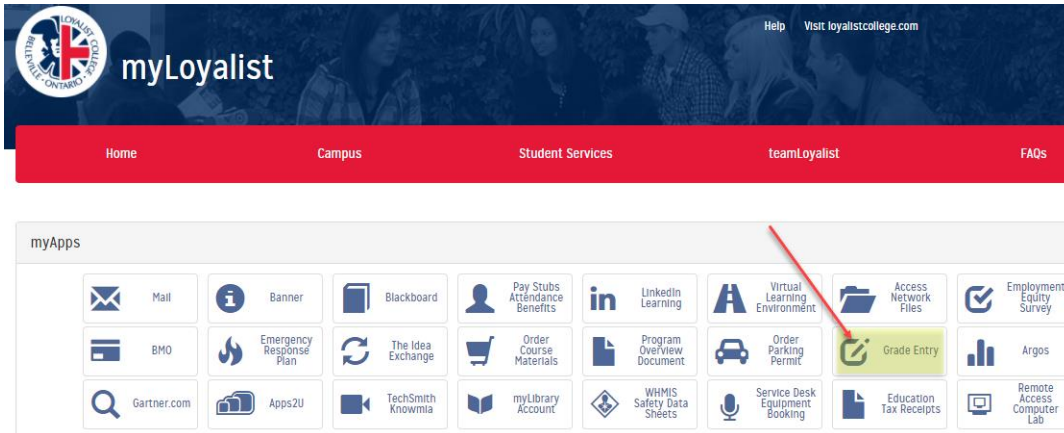


Final Grade Entry

At the end of the semester, faculty are required to manually submit final grades to the student information system so that the grades feed to the student’s transcript. The blackboard grade centre does not automatically load grades to the student information system.

To add grades, **select ‘Grade Entry’** from my apps on the portal. You will be logged in automatically; if you experience any issues, please contact the [Service Desk](#).



A list of courses will appear. **Select** the appropriate course.

Completed	Completed	ECEP - Early Childhood Education	2007	A
Completed	Completed	GNEP - General Education	1064	A
Not Started	Not Started	GNEP - General Education	1064	A
Not Started	Not Started	ECEP - Early Childhood Education	2007	A

The class list will appear, and **grades can be entered** directly in the final grade column.

The screenshot shows the 'Enter Grades' form. It contains a table with the following columns: Full Name, ID, Midterm Grade, and Final Grade. The 'Final Grade' column has a dropdown menu with the value '75' selected. A red arrow points to this dropdown menu.

Save before closing or moving to the next page.

The screenshot shows the bottom of the form with two buttons: 'Save' and 'Reset'. A red arrow points to the 'Save' button. Above the buttons is a pagination control showing 'Page 1 of 2' and 'Per Page 25'.

If you experience any technical issues, please contact the [Service Desk](#).