

# How to Enter Final Letter Grades

1. Go to your Gradebook
2. Click on **Course Points to Date** link for the first student and a new window will open
3. Enter final letter grade for student
4. Click **Save & Next** and you will be taken to the next student
5. After entering the last student's final letter grade, click **Save & Close**

The screenshot shows the Blackboard Gradebook interface. At the top, there is a navigation bar with links for Course Admin, Gradebook, Learning, Dropbox, Journal, Webliography, Tech Support, and Help. Below this, the 'Gradebook' section is active, with tabs for 'View Gradebook', 'User Activity', and 'Setup Gradebook & Rubrics'. The 'View Gradebook' tab is selected, showing a 'Select Gradebook View' dropdown set to 'Grades To Date' and an 'Export View' button. Below this, there are options for 'Sort By' (Last Name) and 'Display' (40 rows per page). The main table, titled 'Grades To Date', has columns for 'Student', 'Course Points To Date', and 'Course Average To Date'. The first row of the table is highlighted, and a red arrow points to the 'Course Points To Date' link. A red box labeled '3' highlights the 'Letter Grade' input field in the 'Course Grade to Date for' pop-up window. At the bottom of the pop-up window, there are four buttons: 'Save', 'Save & Next', 'Save & Close', and 'Cancel'. Red arrows point to the 'Save & Next' and 'Save & Close' buttons.

Student	Course Points To Date	Course Average To Date
	<a href="#">120/135</a>	(88.89%)
	<a href="#">75/135</a>	(55.56%)
	<a href="#">110/135</a>	(81.48%)
	<a href="#">134/135</a>	(99.26%)
	<a href="#">130/135</a>	(96.30%)
	<a href="#">99/135</a>	(73.33%)

Course Grade to Date for

Current Points: 120 / 135 (88.89%)  Share grade with student

Letter Grade:

Save Save & Next Save & Close Cancel

**Please Note:** Plus and minus grades are accepted. An "I" may be entered for a grade of *Incomplete*. (See Incomplete Grade Instructions for additional information.) Grades of "W" for *Withdrawn* may **NOT** be entered. Every student in the Gradebook should be assigned a Final Letter Grade.