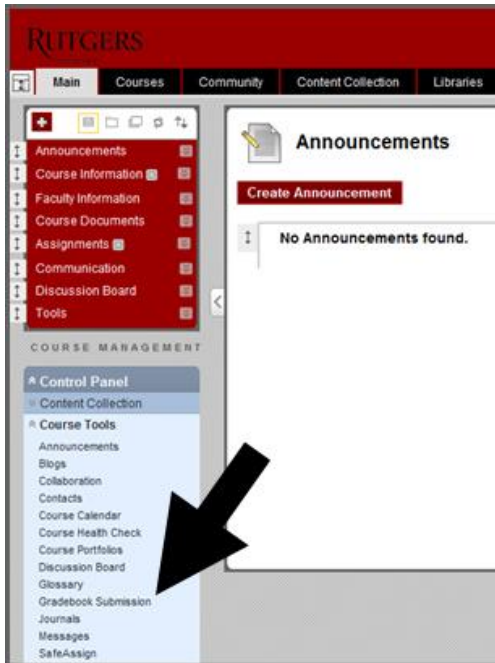


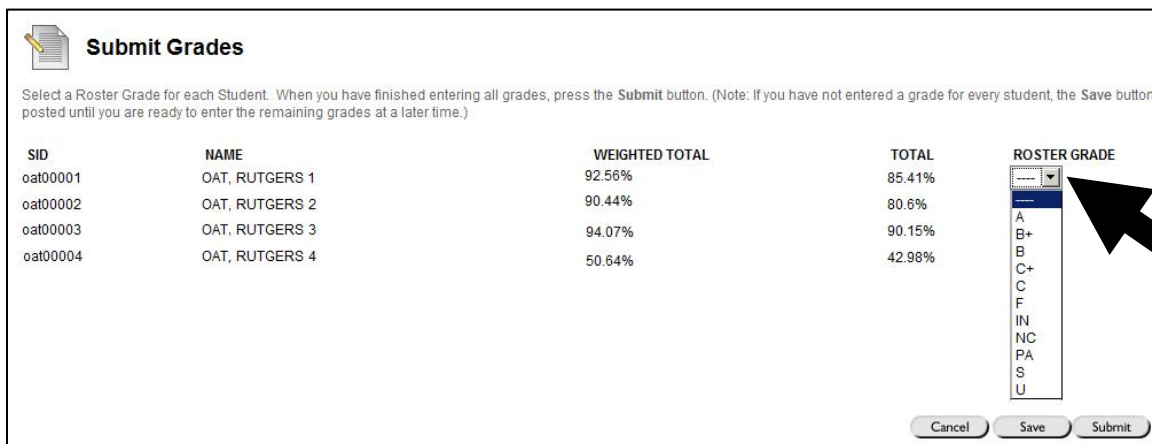
Submitting Final Grades through Blackboard

You can submit your final grades through Blackboard. Each business day the grades are taken from Blackboard and then processed by the Registrar. Students can access their official grades by logging in at: <https://www.acs.rutgers.edu/grades>.

1. In your course, scroll down on the left hand-side to the blue **Control Panel** area and click on **Course Tools**.
2. Click on **Gradebook Submission**.
3. Click on **Submit Grades**.



4. For each student, select the appropriate grade from the dropdown menu. Note that available grades vary depending on the school—Blackboard will only show those grade options that are available for your school.

A screenshot of the 'Submit Grades' form in Blackboard. The form title is 'Submit Grades' with a document icon. Below the title is a note: 'Select a Roster Grade for each Student. When you have finished entering all grades, press the Submit button. (Note: If you have not entered a grade for every student, the Save button posted until you are ready to enter the remaining grades at a later time.)' The form contains a table with the following data:

SID	NAME	WEIGHTED TOTAL	TOTAL	ROSTER GRADE
oat00001	OAT, RUTGERS 1	92.56%	85.41%	---
oat00002	OAT, RUTGERS 2	90.44%	80.6%	---
oat00003	OAT, RUTGERS 3	94.07%	90.15%	---
oat00004	OAT, RUTGERS 4	50.64%	42.98%	---

The 'ROSTER GRADE' column has a dropdown menu open, showing options: A, B+, B, C+, C, F, IN, NC, PA, S, U. A large black arrow points to this dropdown menu. At the bottom of the form are three buttons: 'Cancel', 'Save', and 'Submit'.

5. You may save your grades and return at any point. When you are done assigning grades, click Submit in the bottom right-hand corner. You will see the following pop-up window: “Any changes after submitting this roster must be made through a Grade Change Form. Are you sure you want to submit this roster?” If you are ready to submit your grades, click “OK”. If you are not yet ready to submit your grades click “Cancel”. If you want to save the grades you have entered but submit them at a later time, click “Save” in the bottom right hand corner.
6. After you click **OK** you will be taken to a confirmation page. You should see the following: “Your grades have been successfully exported to Roster”. Click **OK** in the right-hand corner.

Notes:

- If you do not assign a grade to a student when submitting grades through Blackboard, the student will be assigned a grade of NG in the Rosters & Electronic Grading Information System (REGIS).
- Once grades have been submitted in Blackboard, you cannot change them through Blackboard. Grade changes can be submitting through REGIS at: <https://sims.rutgers.edu/rosters/>.
- Late grades must be submitted directly to the Registrar.