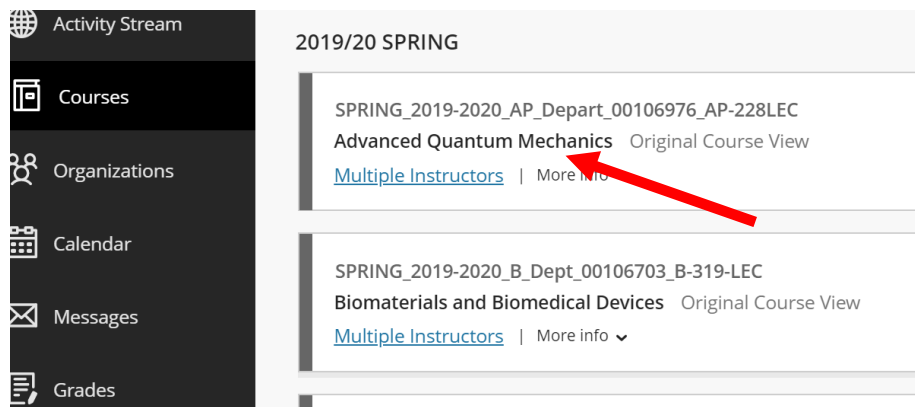


How to grade in Blackboard

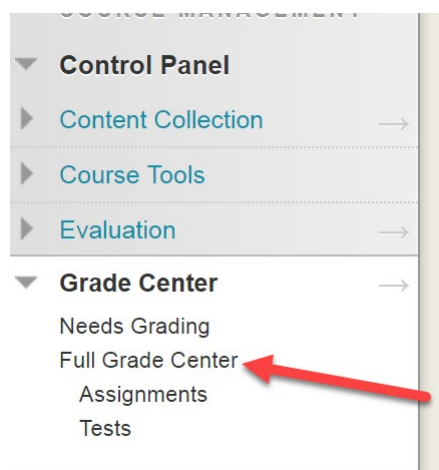
Step One:

Access the course you wish to grade from the Dashboard on the Blackboard home screen.



Step Two:

Select the **Grade Center** from the left hand menu and then select **Full Grade Center**.



Step Three:

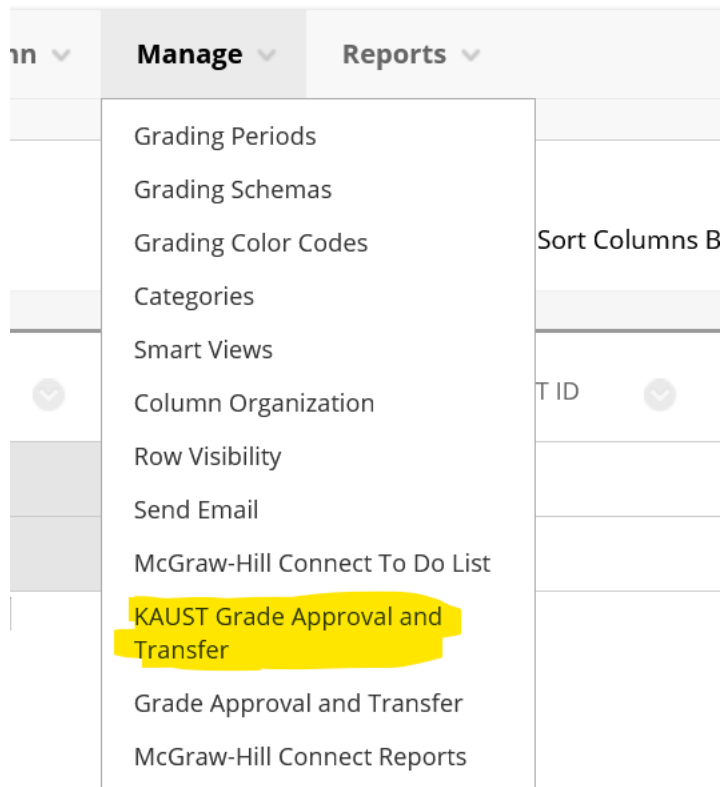
Enter your grades in the **'Final Grades'** column.

The screenshot shows the 'Grade Information Bar' at the top of a Blackboard course page. Below it is a table with the following columns: Last Name, First Name, Username, Student ID, Last Access, and Final Grades. A red arrow points to the 'Final Grades' column. The table contains two rows of student data.

Last Name	First Name	Username	Student ID	Last Access	Final Grades
Last Name	First Name	Username	Student ID	Last Access:	Final Grades: IP
Last Name	First Name	Username	Student ID	Last Access: March 28, 2018	Final Grades: IP

Step Four:

Select **Manage** and then select 'KAUST Grade Approver and Transfer' from the sub menu



Step Five:

Tick the **box** and select 'Approve Grades'.

