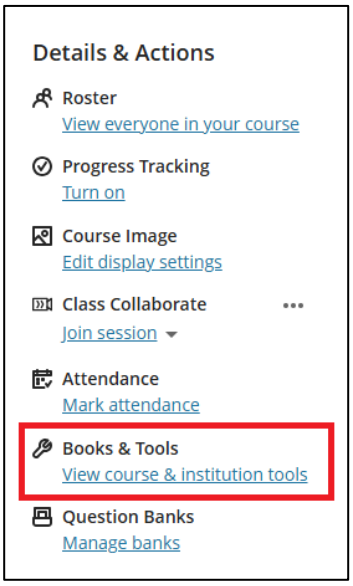
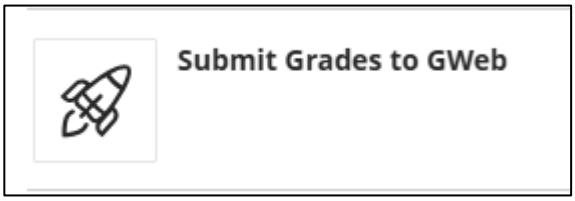
Submitting Final Grades from Blackboard Ultra to GWeb

Submitting Grades via the Grade Submission Tool

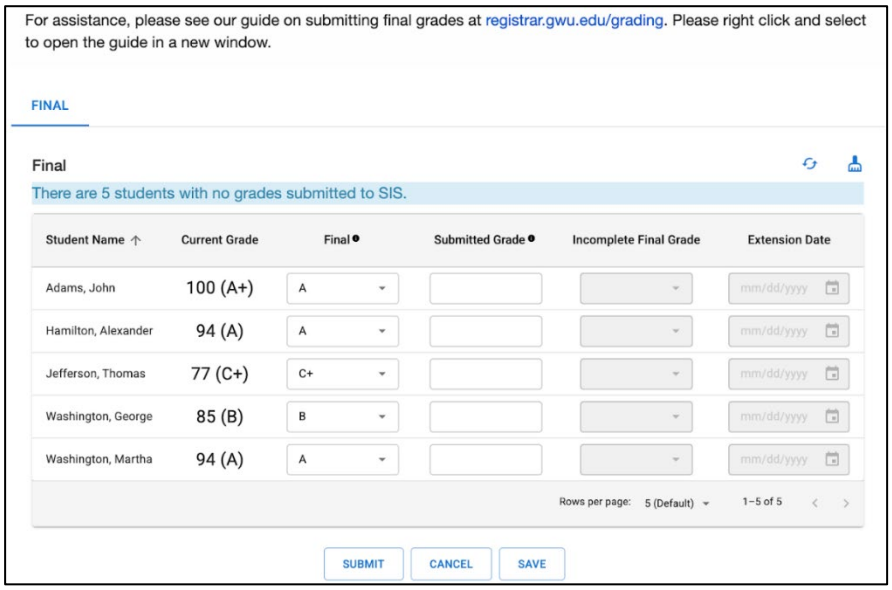
Note: Before navigating to the Grade Submission Tool, ensure that your students' final grades are accurately displayed in the **Overall Grade** column. Blackboard Ultra will only send grades from this column.

1. Click on **Books & Tools** tab and select **Submit Grades to GWeb**.

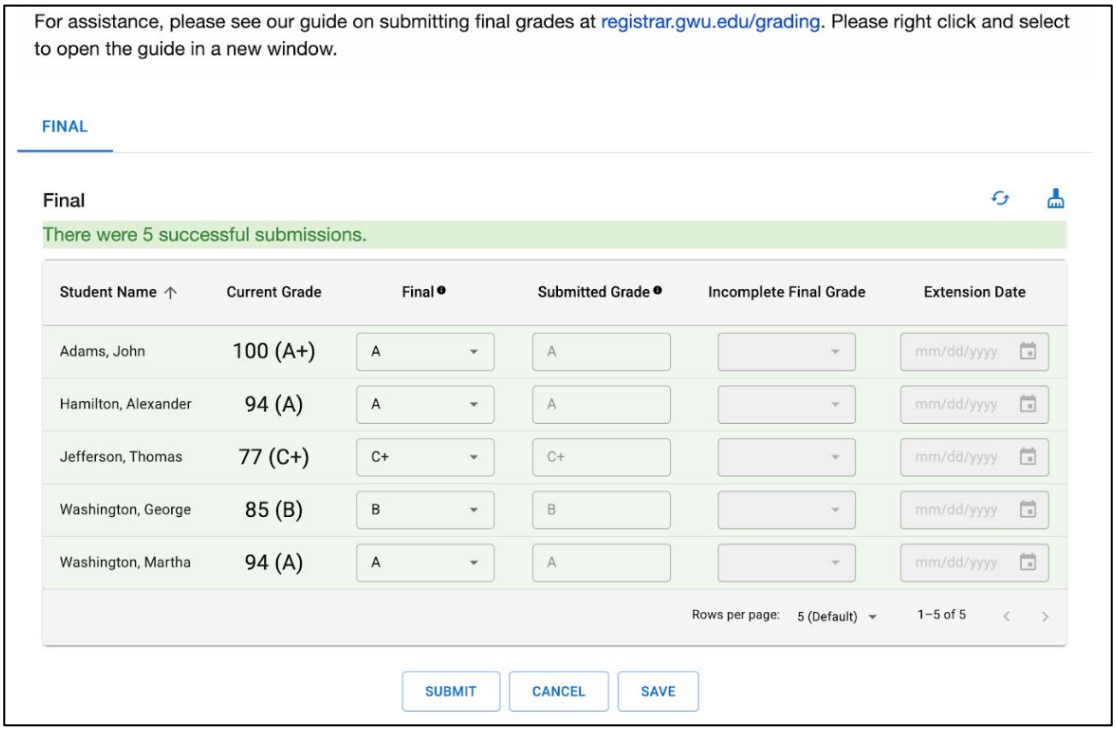


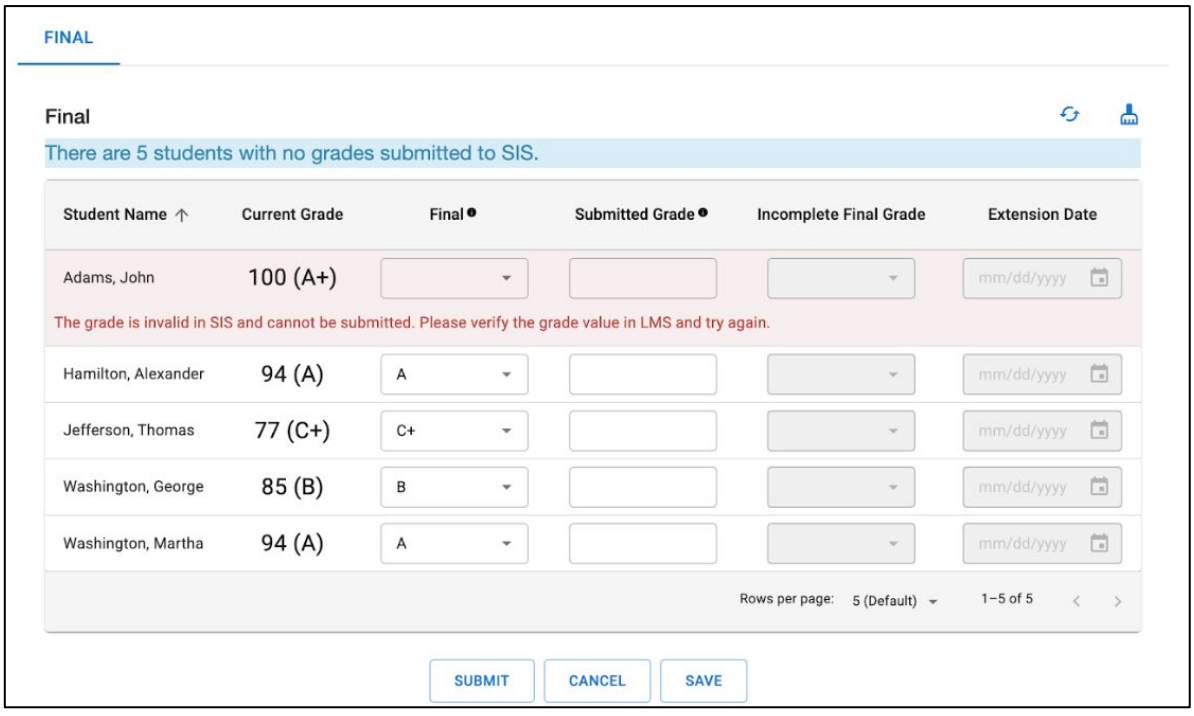


2. On the next page, ensure the grades displayed correspond to the grades in your **Overall Grade** Column.

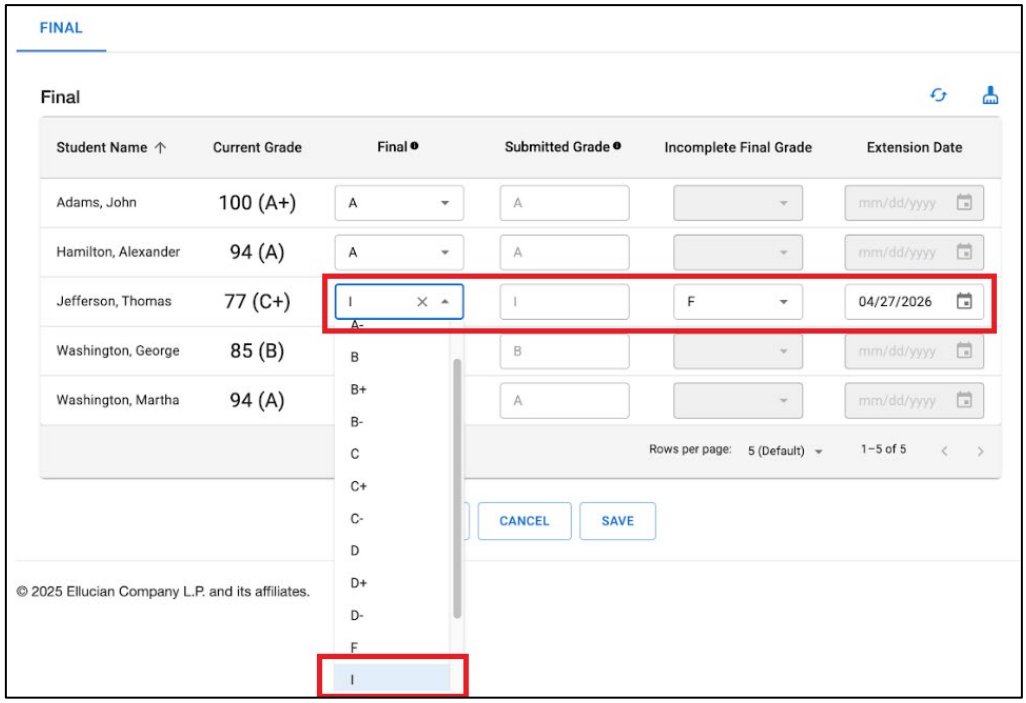


3. If everything is correct, click **Submit.** A confirmation message will appear indicating the submission was successful.





Assigning an Incomplete Grade

On the Grade Submission page:

1. Click on the dropdown next to the grade entered under **Final** and select “I” for Incomplete.
2. Under **Incomplete Final Grade,** use the dropdown to select the grade the student will receive if the outstanding work is not submitted. The default grade for unsubmitted work is an "F."
3. Provide an extension date for the student to complete outstanding work under **Extension Date.** The default date provided is a year after the end of the current semester.