




Unapproving Grades on Blackboard from Grade Approval and Transfer Process

This process allows faculty to unapprove final grades in Blackboard during the Registrar's open window if a has changed and needs to be re-approved and transferred.

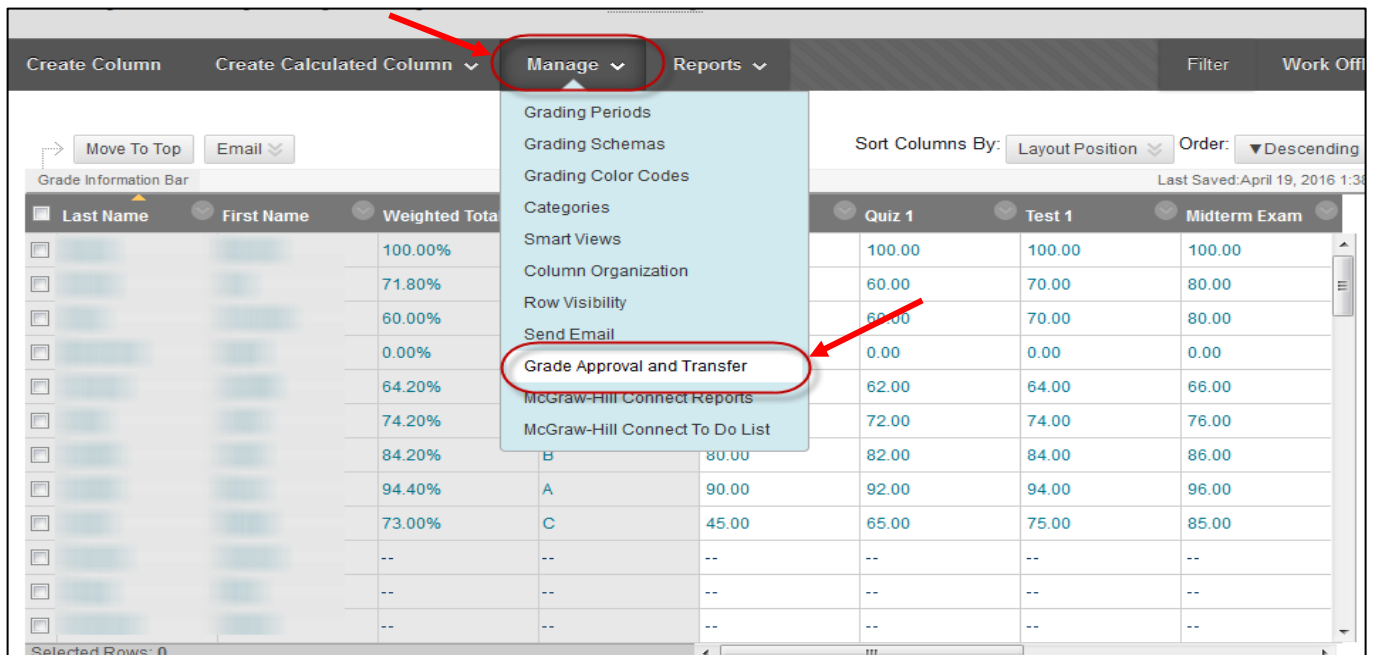
***IMPORTANT:** After grades are unapproved, your grades will NOT be submitted automatically. Final grades will **only** be submitted when you, the instructor, click on the **Approve Grades** button.

The instructor of record will be responsible for unapproving the final grades for the class. Grading Assistants and Teaching Assistants will not be able to unapprove grades.

Recommended web browsers:  Mozilla Firefox or  Google Chrome. **Do NOT** use  Safari.

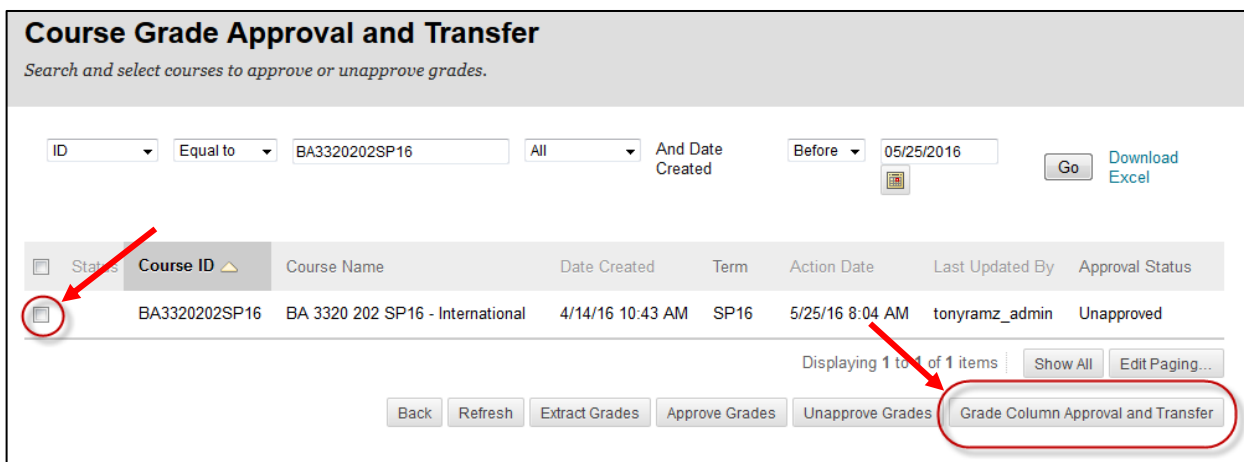
STEP 1:

- A. In Full Grade Center, hover over the **Manage** tab at the top and select **Grade Approval and Transfer**.



| Last Name | First Name | Weighted Total | Quiz 1 | Test 1 | Midterm Exam |
|-----------|------------|----------------|--------|--------|--------------|
| | | 100.00% | 100.00 | 100.00 | 100.00 |
| | | 71.80% | 60.00 | 70.00 | 80.00 |
| | | 60.00% | 60.00 | 70.00 | 80.00 |
| | | 0.00% | 0.00 | 0.00 | 0.00 |
| | | 64.20% | 62.00 | 64.00 | 66.00 |
| | | 74.20% | 72.00 | 74.00 | 76.00 |
| | | 84.20% | 82.00 | 84.00 | 86.00 |
| | | 94.40% | 90.00 | 92.00 | 94.00 |
| | | 73.00% | 45.00 | 65.00 | 75.00 |
| | | -- | -- | -- | -- |
| | | -- | -- | -- | -- |
| | | -- | -- | -- | -- |

- B. Click the **check box next to the Course ID** and then click the **Grade Column Approval and Transfer** button to select the column that you will be transferring over. Do not click on Unapprove Grades yet.



Course Grade Approval and Transfer
Search and select courses to approve or unapprove grades.

ID: BA3320202SP16 And Date Created: Before 05/25/2016

| Course ID | Course Name | Date Created | Term | Action Date | Last Updated By | Approval Status |
|---|----------------------------------|------------------|------|-----------------|-----------------|-----------------|
| <input checked="" type="checkbox"/> BA3320202SP16 | BA 3320 202 SP16 - International | 4/14/16 10:43 AM | SP16 | 5/25/16 8:04 AM | tonyramz_admin | Unapproved |

Displaying 1 to 1 of 1 items Show All Edit Paging...

Buttons: Back, Refresh, Extract Grades, Approve Grades, Unapprove Grades, **Grade Column Approval and Transfer**

Step 2: Choose to unapprove WHOLE class or INDIVIDUAL students

- **WHOLE Class**

For unapproving all grades at once, click the **(term) Uconnect FINAL GRADE checkbox** to select the column and then click the **Unapprove Grades** button on the bottom to unapprove all of the grades in your gradebook.

The screenshot shows the 'Grade Column Approval and Transfer' interface. At the top, it says 'Select gradable items to approve or unapprove.' Below this is a table with columns: Grade Column Name, Course ID, Action Date, Last Updated By, and Approval Status. The table contains two rows: 'SP16 Uconnect MIDTERM GRADE' (Unapproved) and 'SP16 Uconnect FINAL GRADE' (Approved). A green circle highlights the 'SP16 Uconnect FINAL GRADE' row. A red circle highlights the 'Unapprove Grades' button at the bottom of the interface.

The Approval Status will change from **Approved** to **Unapproved**. Make your grade changes on Blackboard Grade Center.

- **INDIVIDUAL Students**

If you do not want to unapprove all of your student's grades, you can unapprove them one at a time. Click the **(term) Uconnect FINAL GRADE checkbox** to select the column. Instead of clicking on the **Unapprove Grades** button, click on the **Grade Approval and Transfer** button.

The screenshot shows the 'Grade Column Approval and Transfer' interface. At the top, it says 'Select gradable items to approve or unapprove.' Below this is a table with columns: Grade Column Name, Course ID, Action Date, Last Updated By, and Approval Status. The table contains two rows: 'SP16 Uconnect MIDTERM GRADE' (Unapproved) and 'SP16 Uconnect FINAL GRADE' (Unapproved). A red circle highlights the 'SP16 Uconnect FINAL GRADE' row. A red circle highlights the 'Grade Approval and Transfer' button at the bottom of the interface.

Next, select the students' names whose grade you want to unapprove by **clicking on the checkbox next to their name** and then clicking on the **Unapprove Grades** button on the bottom of the page.

The screenshot shows the 'Grade Approval and Transfer' interface. At the top, it says 'Select grades to approve or unapprove.' Below this is a table with columns: Grade Column Name, Course ID, Username, First Name, Last Name, Student Id, Action Date, Last Updated By, and Approval Status. The table contains six rows, all for 'Uconnect FINAL GRADE'. The first and fifth rows are highlighted in yellow. Red arrows point to the checkboxes in the first, second, third, and fifth rows. A red circle highlights the 'Unapprove Grades' button at the bottom of the interface.

STEP 3: (Optional) Re-approve Grades

If needed, re-approve grades either as WHOLE class or INDIVIDUAL students. Refer to the appropriate guides available on our website: <http://www.tamtu.edu/distance/technology/blackboard/grade-center.shtml>