



# 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: Solution Firefox or Contraction Google Chrome. **Do NOT** use Solution Safari.

### STEP 1:

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

Create Column	Create Calcul	lated Column 🗸	Manage 🗸 🛛 Re	eports 🗸			Filter	Work Off
Grade Information Bar	Email ≫ ♥ First Name	Weighted Tota	Grading Periods Grading Schemas Grading Color Codes Categories Smart Views		Sort Columns By:	Layout Position	Order: Last Saved:April 19 Midterm Exa	scending 9, 2016 1:38 m
		100.00% 71.80% 60.00% 0.00% 64.20% 74.20% 84.20%	Column Organization Row Visibility Send Email Grade Approval and T McGraw-Hill Connect McGraw-Hill Connect	ransfer Reports To Do List 80.00	100.00 60.00 69.00 0.00 62.00 72.00 82.00	100.00       70.00       70.00       64.00       74.00       84.00	100.00 80.00 80.00 0.00 66.00 76.00 86.00	
	ł	94.40% 73.00%   	A C   	90.00 45.00  	92.00 65.00   	94.00 75.00  	96.00 85.00   	

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.

ID       Equal to       BA3320202SP16       All       And Date Created       Before       05/25/2016       Download         Image: State       Course ID       Course Name       Date Created       Term       Action Date       Last Updated By       Approval Status         Image: BA3320202SP16       BA 3320 202 SP16 - International       4/14/16 10:43 AM       SP16       5/25/16 8:04 AM       tonyramz_admin       Unapproved         Image: Displaying 1 to 1 of 1 items       Show AII       Edit Paging	Course G Search and selec	irade App et courses to app	<b>proval and Trans</b> prove or unapprove grades.	fer		
State       Course ID       Course Name       Date Created       Term       Action Date       Last Updated By       Approval Status         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 AII       Edit Paging	ID +	Equal to 🔻	BA3320202SP16	All  And Date Created	Before    O5/25/2016   Go  Download  Excel	
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Instructional Technology and Distance Education Services

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Blackboard

### 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.

Grade Column Approval a elect gradable items to approve or unapprove	nd Transfer			
🗌 Grade Column Name 🛆	Course ID	Action Date	Last Updated By	Approval Status
SP18 UConnect MIDTERM GRADE	BA3320202SP16			Unapproved
SP16 UConnect FINAL GRADE	BA3320202SP16	4/12/17 9:48 AM	tonyrame_admin	Approved
	Back Refresh E	xtract Grades Approve Gr	ades Unapprove Grades	Grade Approval and Tran

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.

Grade Column Approval a						
elect gradable items to approve or unapprove	ε.					
/						
🔄 Grade Column Name 🛆	Course	ID	Action Date		Last Updated By	Approval Status
SP16 UConnect MIDTERM GRADE	BA3320	BA3320202SP16				Unapproved
SP16 UConnect FINAL GRADE	BA3320	BA3320202SP16		1:32 AM	tonyramz_admin	Unapproved
		[]	[			
	Back	Refresh	Extract Grades	Approve Grades	Unapprove Grades	Grade Approval and Trans

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.

Gr	ade Approv	al and Trai	nsfer						
Sele	ct grades to approve	e or unapprove.							
	Grade Column Name 🛆	Course ID	Username	First Name	Last Name	Student Id	Action Date	Last Updated By	Approval Status
	UConnect FINAL GRADE	0011000000010	-uniteresting	Spille	Tester	/60112203	4/12/17 10:00 AM	tonyramz_admin	Extracted
	UConnect FINAL GRADE		Service reactions	-isenalitie	Caragent	4875885	4/12/17 10:00 AM	tonyramz_admin	Extracted
	UConnect FINAL GRADE	0001000000010	manualit_scame	(Manual)	States	/400086581	4/12/17 10:00 AM	tonyramz_admin	Extracted
	UConnect FINAL GRADE	(84),7390000761	(hapolitera)	(Trap)	Weiner	4011038	4/12/17 10:00 AM	tonyramz_admin	Extracted
	UConnect FINAL GRADE	0011000000010	distant, recent	Teaster	ii Meess	/60036348	4/12/17 10:00 AM	tonyramz_admin	Extracted
	UConnect FINAL GRADE	BACTOROLUMINA	materia annan	Million	(Recent)		4/12/17 10:00 AM	tonyramz_admin	Extracted
			Back	Refresh	Extract Grades	Approve Grades	Unapprove Gra	ades) Grade Appr	oval and Transfer

#### 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: <u>http://www.tamiu.edu/distance/technology/blackboard/grade-center.shtml</u>



