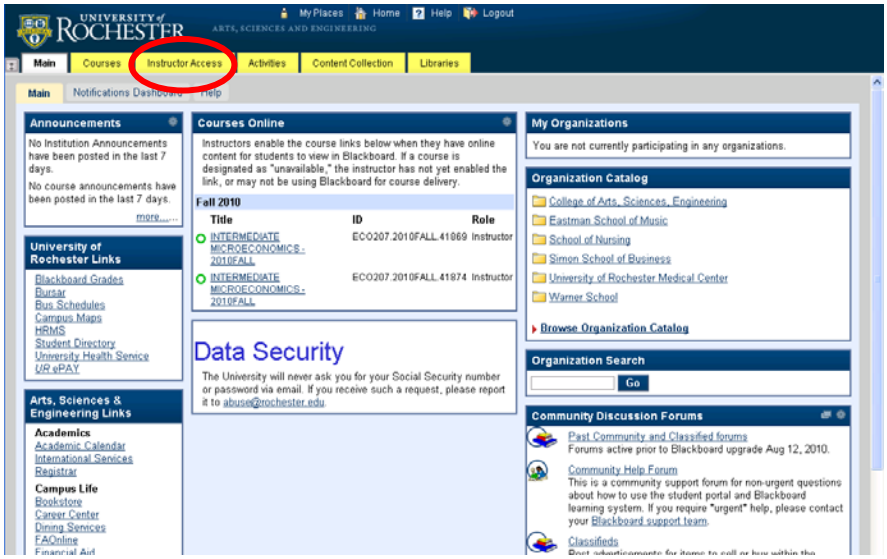
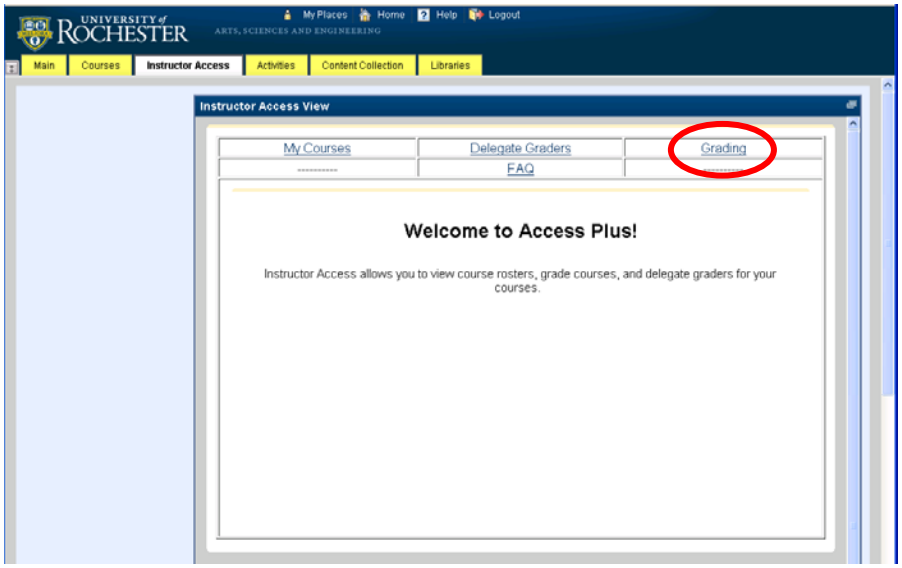
AccessPlus Grading

Step 1: To grade, simply log into Blackboard, and select the Instructor Access tab.



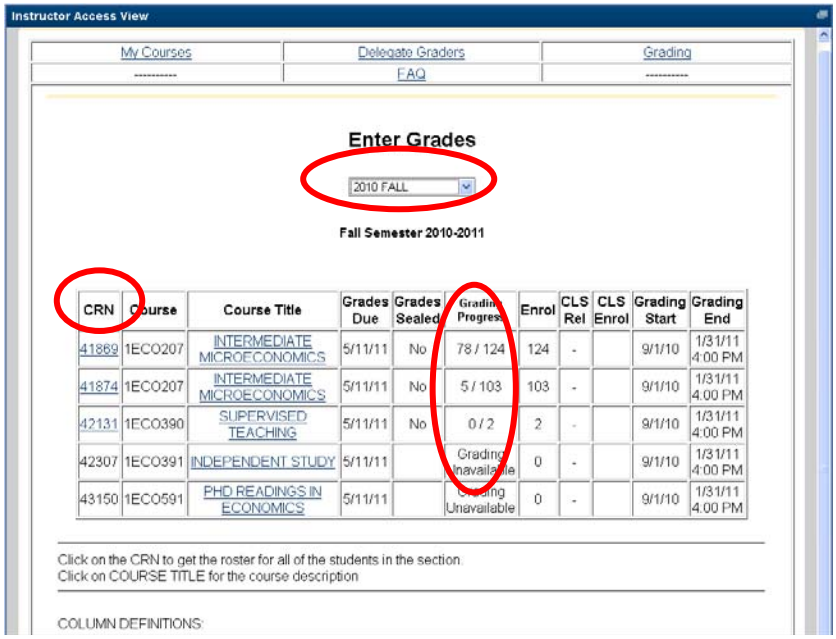
Step 2: Click the “Grading” link:



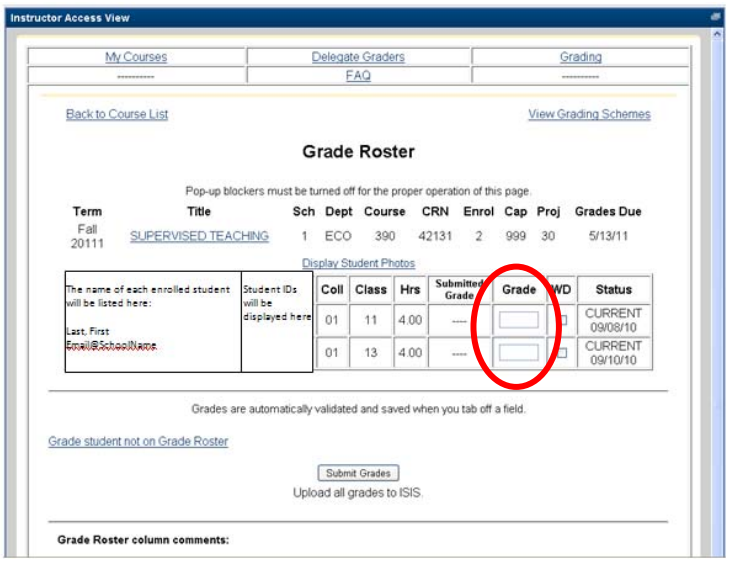
AccessPlus Grading

Step 3: Select a term from the dropdown for which grading is open. Click the CRN number to begin grading.

Notice the column labeled “Grading Progress” that displays how many students have been graded to date.

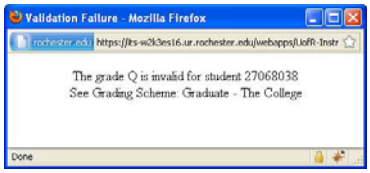


Step 4: To enter a grade, enter the correct grade in the column marked “Grade”:

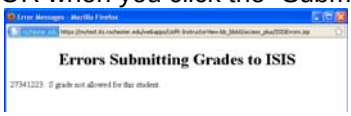


AccessPlus Grading

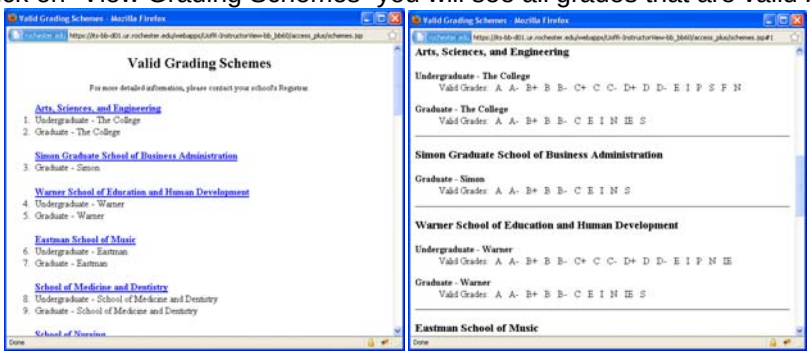
Please enter only appropriate grades for your course. Note that if an incorrect grade is entered, when you move to the next grade cell a message will appear.



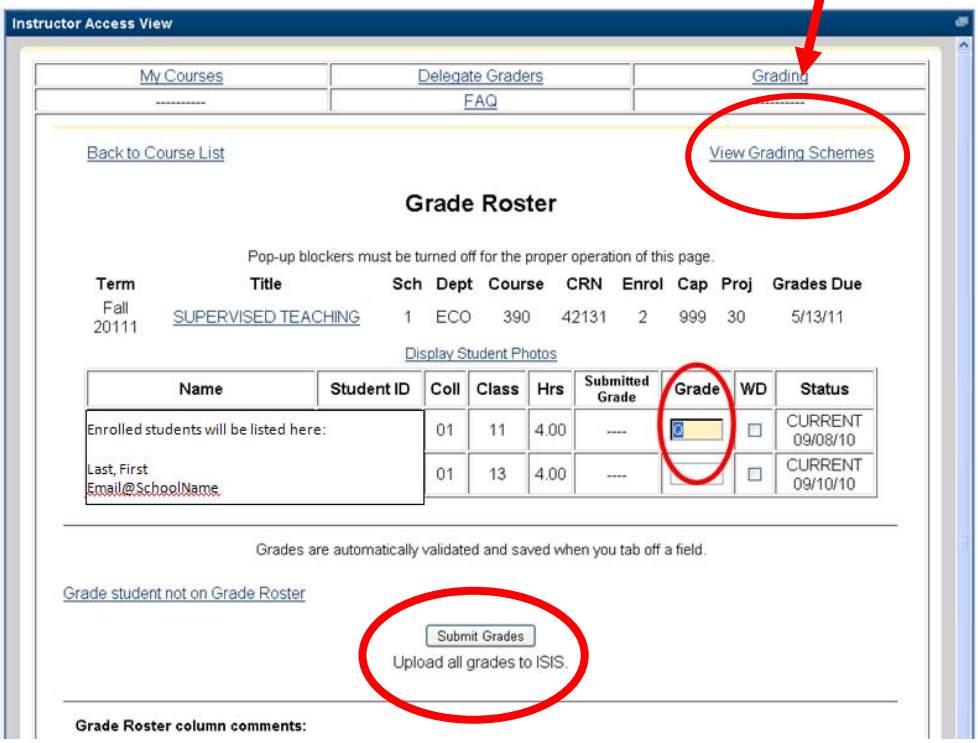
OR when you click the "Submit Grades" button you may receive this message



If you click on "View Grading Schemes" you will see all grades that are valid by school.



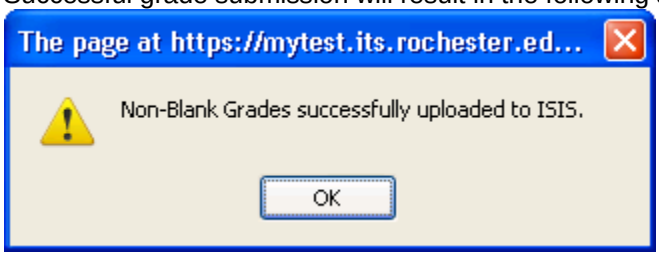
Step 5: After receiving the message that a bad grade was entered, the cell with the bad grade will turn blue so you know where you left off:



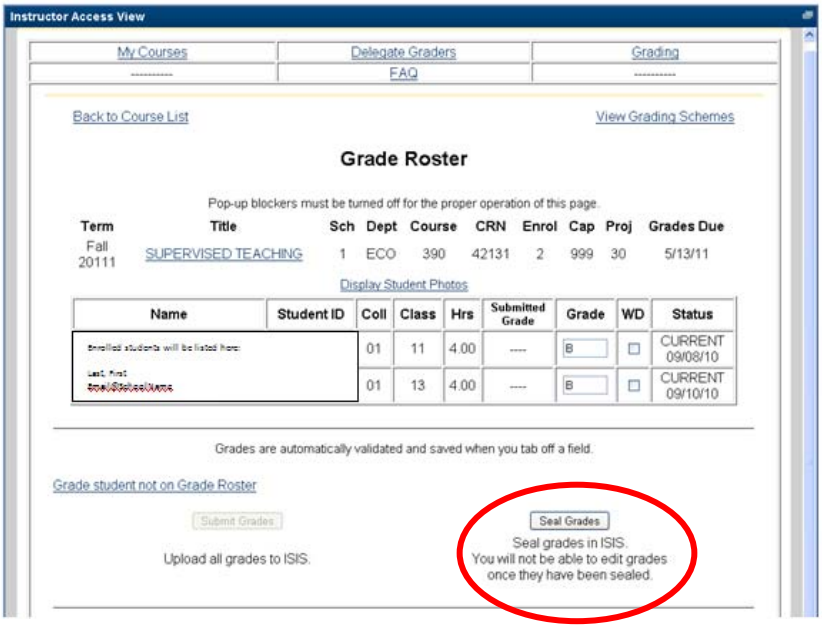
AccessPlus Grading

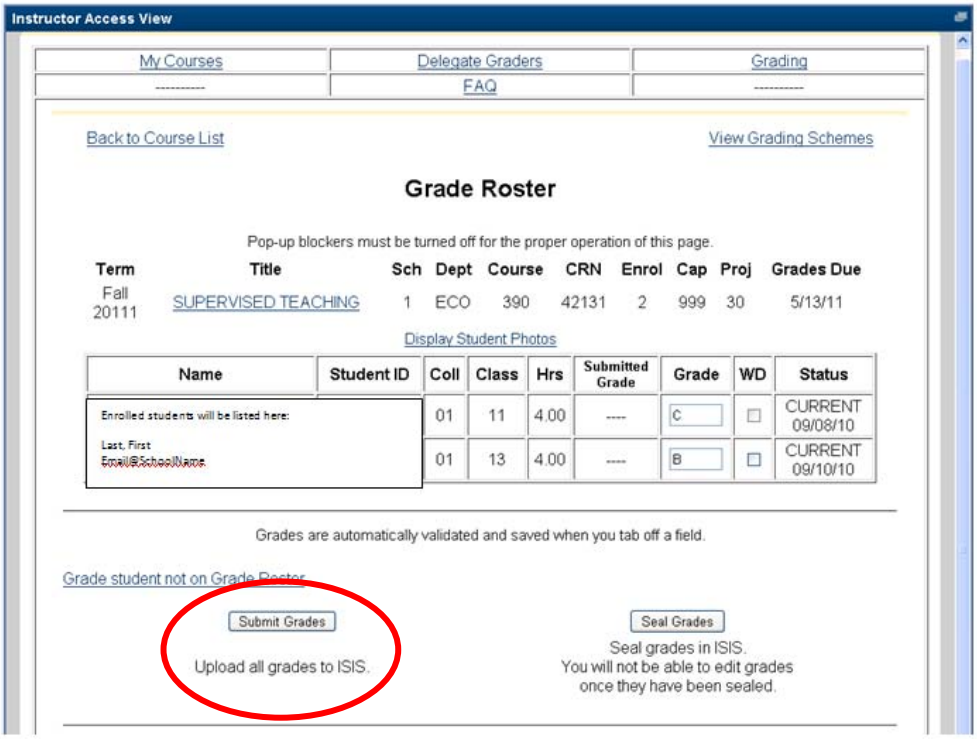
Please note that you must click the “Submit Grades” button before the “Seal Grades” button will appear. When the “Submit Grades” button is clicked the grades will be submitted to ISIS (official student information database). This feature is available only to Instructors, not Delegates.

Step 6: Successful grade submission will result in the following screen:



Step 7: To seal grades, click the “Seal Grades” button. Changes can no longer be made once grades are sealed. A grade MUST be entered for all students before a course can be sealed. This feature is available only to Instructor, not delegate graders.



AccessPlus Grading

If you would like to change a grade, edit the grade in the “Grade” column and the “Submit” button will reappear: