

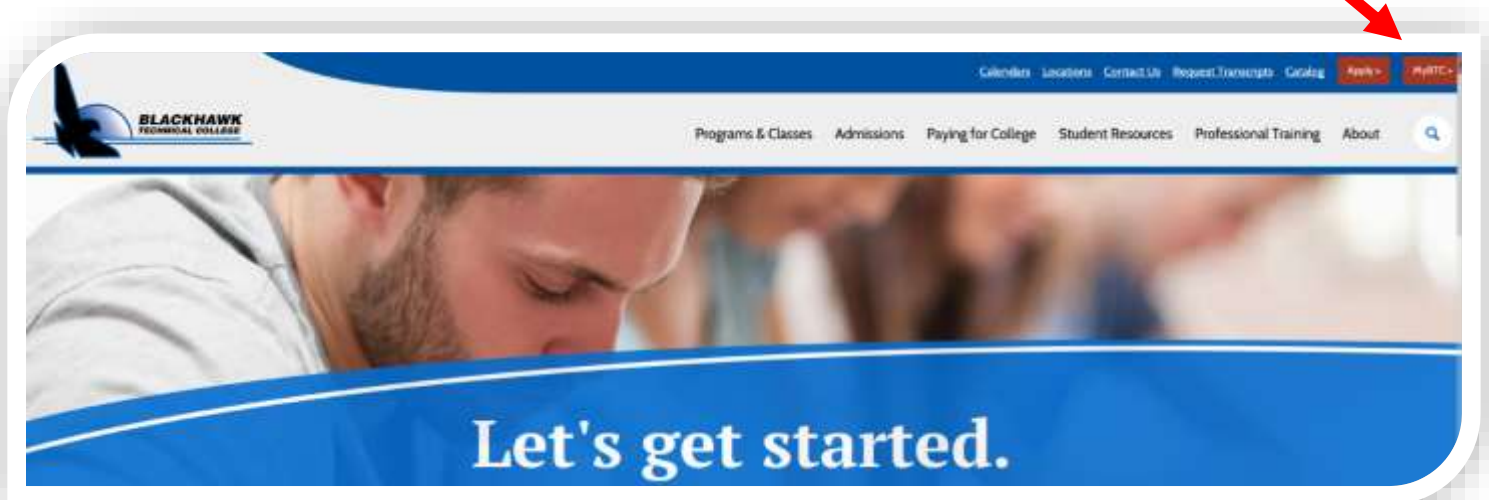
# FINAL GRADING PROCEDURE

## LATE GRADES IMPACT:

Transcripts  
Employment  
Transferability  
Degree Audit for Graduation  
Administrative Drop Process

## Entering Grades:

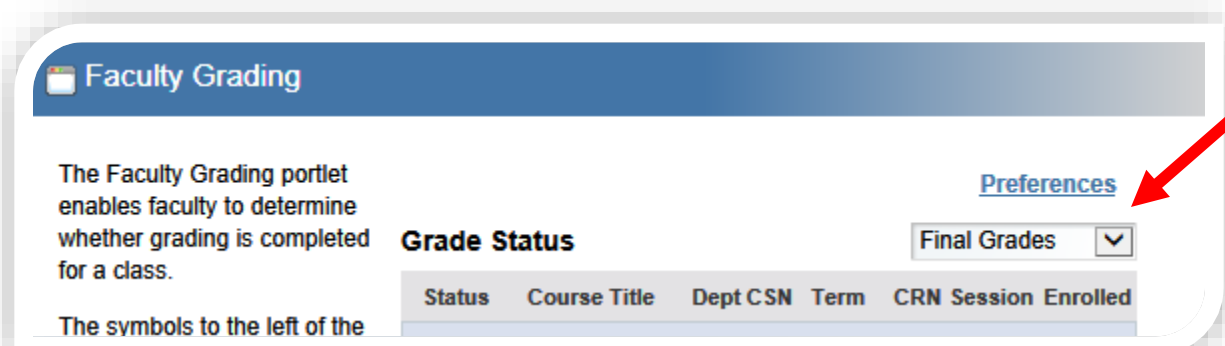
- 1) <http://www.blackhawk.edu/>
- 2) Select MyBTC to login



- 3) Click on the **Faculty** tab near the top, left corner of the main page



- 4) Scroll down to the **Faculty Grading Box** on the right and select **Final Grades**



- 5) Click on the icon next to the course title of the class you want to enter grades for
- 6) Scroll down to each student and select the grade drop-down arrow
  - Enter the respective **Final Grades** for students
  - You must enter the last date of attendance for grades of “F”

ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
000299933	1.000	**Web Registered** Jan 19, 2017	None ▾	<input type="text"/>	<input type="text"/>	39
000291822	1.000	**Registered** Jan 17, 2017	None ▾	<input type="text"/>	<input type="text"/>	14

7) Press Submit

⚠ Please submit grades often. There is a 20 minute time limit on this page.

**PLEASE CLICK THE SUBMIT BUTTON OFTEN AS THERE IS A TWENTY MINUTE TIME LIMIT FOR THE SCREEN!**

Once you've submitted your grades scroll to the top of the page and it will inform you of any possible errors.

**IMPORTANT!**

**VALID FINAL GRADE TABLE**

A	=	4.00	C-	=	1.67
A-	=	3.67	D+	=	1.33
B+	=	3.33	D	=	1.00
B	=	3.00	D-	=	0.67
B-	=	2.67	F	=	0.00
C+	=	2.33	I	=	Incomplete
C	=	2.00			

**HOURS OF ATTENDANCE:** Required for all Basic Skills courses and incomplete grades.

**LAST DATE OF ATTENDANCE:** **Required for "F" grades only.** Enter the date as 3/01/2018 or 01-03-2018 - the computer will not accept "18" for the year.

**STUDENTS NOT ON ROSTER:** Students not listed on your roster may have attended your class, but registered for another section or never registered— please call Theresa Eiden at 608-743-4535 or email her at [teiden@blackhawk.edu](mailto:teiden@blackhawk.edu). **Do Not** simply ignore—please communicate with Express Services.

**INCOMPLETE GRADES:** Enter "I" for a grade, hours of attendance and complete an Incomplete Form found on the Student Services Intranet. This form must be signed by you and the student as it is a contract outlining details specific to course completion. Once finalized, please send to Express Services for processing. Finalized Incomplete Forms are mailed to the students so they have a copy for their records.

**GRADE CHANGES:** Check your roster on Banner Web to see if there is a "Y" or "N" under the Rolled column. If there is a "N" you can enter the new grade, but if there is a "Y" you must complete a Grade Change Form found on the Students Services Intranet and send it to Express Services for processing.