Manual Final Grades
Steps to enter Letter grades manually in Blackboard Learn

Step 1
Go to Grade Center > Full Grade Center

Step 2
In Create Column Screen: Enter ASAPMidterm for midterm grades or ASAPFinal for final grades as the Column Name (no spaces and capitalization does not matter. Leave Grade Center Name blank).

Step 3
Set Primary Display to ‘Text’ and Secondary Display to ‘None’, and Points Possible to zero (0).

Step 4
Scroll to OPTIONS. Select No for Include this Column in Grade Center Calculations.
Step 5
Click **Submit**, and manually enter your grades in the **ASAPMidterm** or **ASAPFinal** column. Grades must be capitalized: A, A+, B, C-, etc.

Step 6
**ONLY** after you have letter grades finalized and are ready to transfer grades to ASAP, set the grade column as the **External Grade** column. To do so, click the dropdown menu of the column title and choose **Set as External Grade**. The grade center column will now have a green check in front of the column name. See the image below in the Summary.

![Set as External Grade](image)

Step 7
**IMPORTANT**: “F” and “I” grades do not automatically transfer from Blackboard Learn to **ASAP**. Enter them manually in **ASAP**.