

Grades Journey

How to set a Final Letter Grade Column as External Grade

For the grades to export to COIN you must identify the column by setting it as an external grade column.

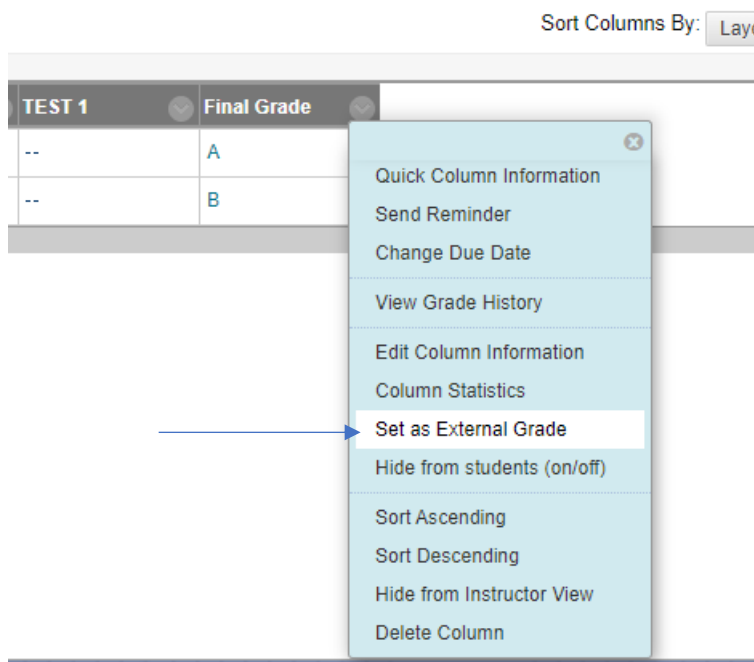
Before you do this please ensure that:

- The grades and calculations in your Blackboard grade center are all correct.
- That the grade column you have created is for **letters grades**, either manual or calculated.

1. On your myCourses roster, click on the down arrow next to final grade and select “Set as External Grade”

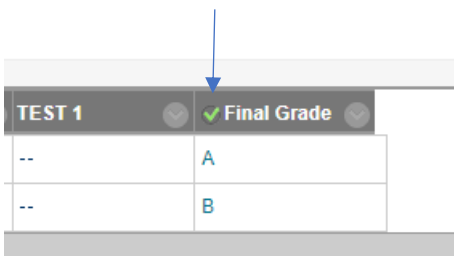
Sort Columns By:

TEST 1	Final Grade
--	A
--	B



- Quick Column Information
- Send Reminder
- Change Due Date
- View Grade History
- Edit Column Information
- Column Statistics
- Set as External Grade**
- Hide from students (on/off)
- Sort Ascending
- Sort Descending
- Hide from Instructor View
- Delete Column

2. The green checkmark will indicate that this column is now set as External grade and is ready to be imported into COIN



TEST 1	✓ Final Grade
--	A
--	B