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.
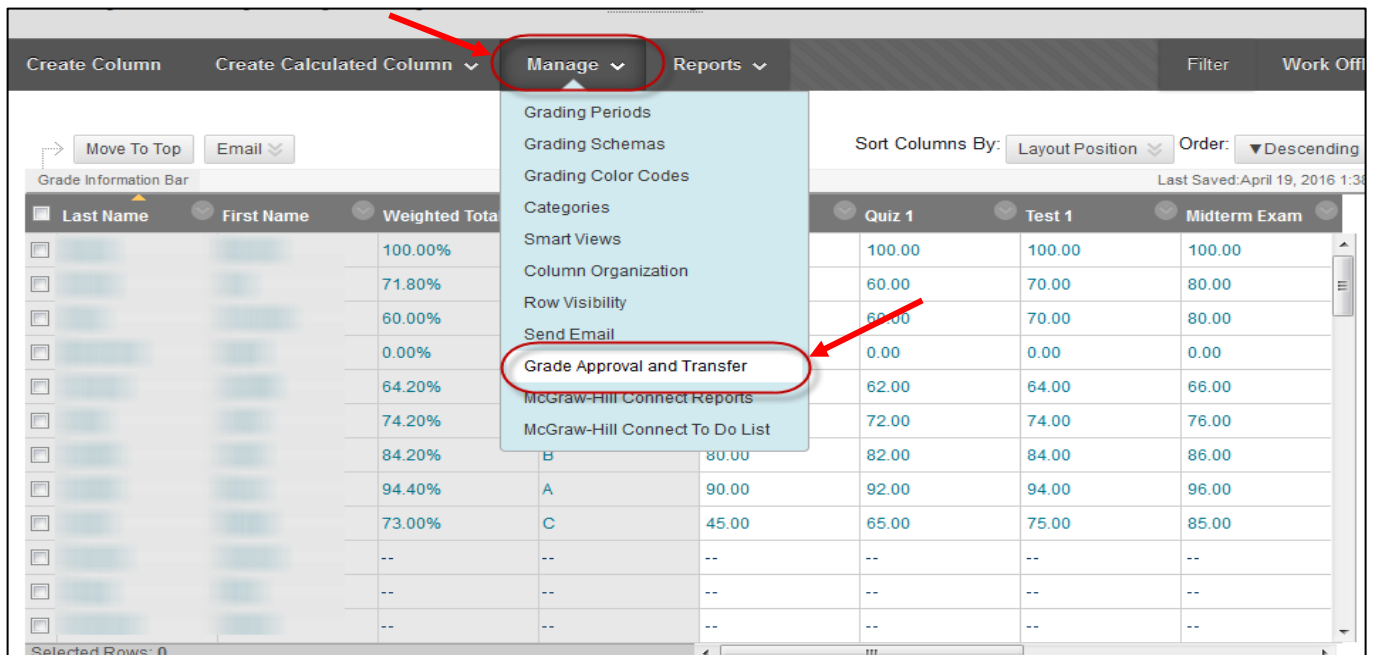
*IMPORTANT: After grades are unapproved, your grades will NOT be submitted automatically. Final grades will **only** be submitted when you, the instructor, click on the **Approve Grades** button.*

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.

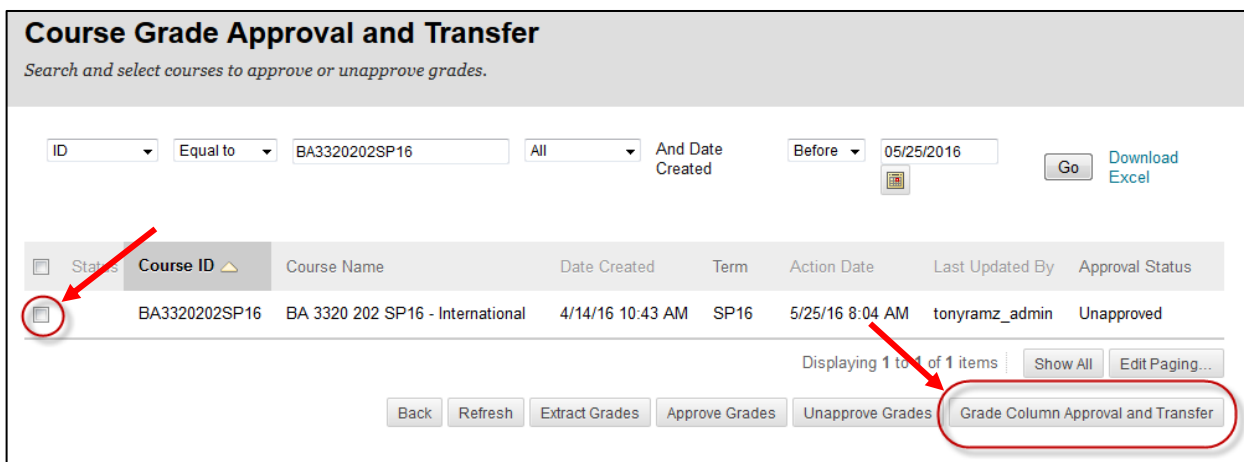Recommended web browsers: Mozilla Firefox or   Google Chrome. **Do NOT** use   Safari.

STEP 1:

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

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.

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Bb
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.

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**.

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.

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: http://www.tamiu.edu/distance/technology/blackboard/grade-center.shtml