

Correct Submitted Grades

If an instructor makes a mistake in grading, he/she may correct the grade on-line until the on-line grading deadline. Once the on-line grading deadline has passed, the instructor must complete a paper grade change card.

1. To correct submitted grades sign into your Faculty Center and select the Grade Roster icon next to the desired class.

The screenshot shows the Faculty Center interface for Buster Bronco. At the top, there are navigation buttons for 'faculty center', 'class search', 'browse catalog', and 'blackboard'. Below these are links for 'View My Advisees', 'View Personal Data Summary', 'View My Class Permission Nbrs', and 'Assign a Grading Proxy'. The current term is 'Fall 2008 | Boise State University', with a 'change term' button. Under 'Select display option:', there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. Below this are icons for 'Class Roster' and 'Grade Roster'. A blue arrow points from the 'Grade Roster' icon to the 'Grade Roster' text. Another blue arrow points from the 'Show All Classes' radio button to the 'Class Roster' icon. The main content is a table titled 'My Teaching Schedule > Fall 2008 > Boise State University'.

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
GENBUS 202-002 (72568)	The Legal Environ of Business (Lecture)	100	MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Aug 25, 2008- Dec 12, 2008
GENBUS 202-003 (72216)	The Legal Environ of Business (Lecture)	100	Tu 6:00PM - 9:00PM	Business Bldg Rm 101	Aug 25, 2008- Dec 12, 2008
GENBUS 441-002 (70573)	Business, Govt, & Society (Lecture)	40	Mo 6:00PM - 9:00PM	Business Bldg Rm 102A	Aug 25, 2008- Dec 12, 2008
MBA 536-001 (72087)	Global Econ & Bus Analysis (Lecture)	30	Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Sep 6, 2008- Sep 6, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Sep 20, 2008- Sep 20, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Oct 4, 2008- Oct 4, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Oct 18, 2008- Oct 18, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Nov 1, 2008- Nov 1, 2008
			Sa 8:00AM - 4:00PM	Business Bldg Rm 102A	Nov 15, 2008-

Correct Submitted Grades

2. Click on the Request Grade Change button.

Faculty Center

Grade Roster [View FERPA Statement](#)

GENBUS 202 - 002 The Legal Environ of Business
Lecture (72568)
Fall 2008 | Regular Academic Session | Boise State University | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Buster Bronco	08/25/2008 - 12/12/2008

Grade Roster Type: Final Grade Display Ungraded Students Only
Approval Status: Approved

Student Grade

#	Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status
1	<input type="checkbox"/>	112121212	Test Student	F	F	GRD	Undergraduate Degree Seeking - Computer Science	Sophomore	Posted
2	<input type="checkbox"/>	112121212	Test Student	I	I	GRD	Undergraduate Degree Seeking - General Business BBA	Sophomore	Posted
3	<input type="checkbox"/>	112121212	Test Student	A	A	GRD	Undergraduate Degree Seeking - General Business Mgmt	Sophomore	Posted

3. Update the grade.

Faculty Center

Grade Change Request

Grade Roster Information

Course	GENBUS 202	Institution	Boise State University
Title	The Legal Environ of Business	Term	Fall 2008
Class Number	72568	Session	Regular Academic Session
Class Section	002	Career	Undergraduate
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Official Grade
112121212	Test Student	Enrolled	Graded	F <input type="button" value="v"/>
112121212	Test Student	Enrolled	Graded	A
112121212	Test Student	Enrolled	Graded	A+
				A-
				B
				B+
				B-
				C
				C+
				C-
				D
				D+
				D-
				F
				I

Correct Submitted Grades

- Click Submit to make the corrected grade viewable to the student. Once the grade has successfully updated, the word Success will display next to the changed grade.

Faculty Center

Grade Change Request

▼ **Grade Roster Information**

Course	GENBUS 202	Institution	Boise State University
Title	The Legal Environ of Business	Term	Fall 2008
Class Number	72568	Session	Regular Academic Session
Class Section	002	Career	Undergraduate
Component	Lecture		

ID	Name	Enrollment Status	Grading Basis	Official Grade	
112121212	Test Student	Enrolled	Graded	C ▼	Success
112121212	Test Student	Enrolled	Graded	I ▼	
112121212	Test Student	Enrolled	Graded	A ▼	

- Click Return to Grade Roster to see that the Official Grade has updated.

Faculty Center

Grade Roster [View FERPA Statement](#)

GENBUS 202 - 002 The Legal Environ of Business

Lecture (72568)
Fall 2008 | Regular Academic Session | Boise State University | Undergraduate

▼ **Meeting Information**

Days & Times	Room	Instructor	Meeting Dates
MoWe 2:40PM - 3:55PM	Business Bldg Rm 101	Buster Bronco	08/25/2008 - 12/12/2008

Grade Roster Type: Final Grade Display Ungraded Students Only

Approval Status: Approved ▼ Posted

REQUEST GRADE CHANGE
F GRADE FORM AND INCOMPLETE CONTRACT

Find

Student Grade		Notify	ID	Name	Roster Grade	Official Grade	Grade Basis	Program and Plan	Level	Status
1	<input type="checkbox"/>	112121212	Test Student	→	F	C	GRD	Undergraduate Degree Seeking - Computer Science	Sophomore	Posted
2	<input type="checkbox"/>	112121212	Test Student		I	I	GRD	Undergraduate Degree Seeking - General Business BBA	Sophomore	Posted
3	<input type="checkbox"/>	112121212	Test Student		A	A	GRD	Undergraduate Degree Seeking - General Business Mgmt	Sophomore	Posted