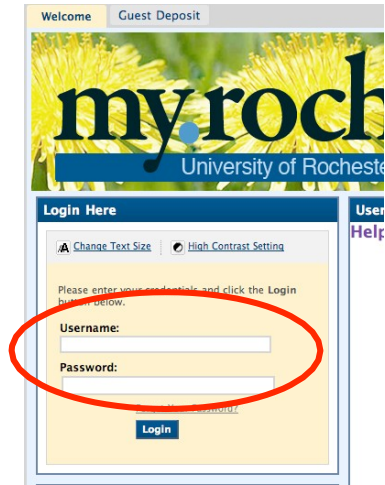
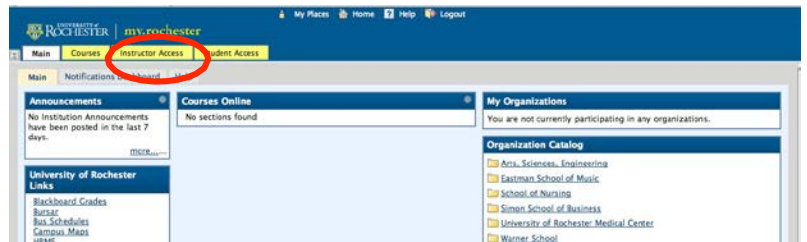


Blackboard Instructor Access – Creating a Printable Grade Roster

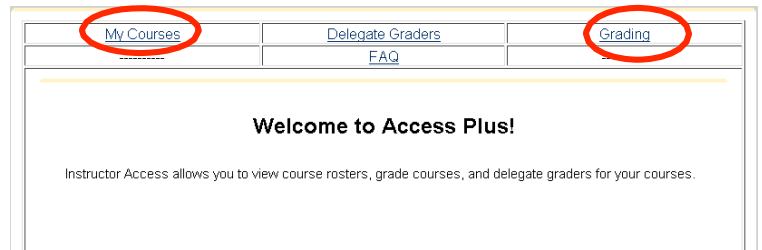
Step One: Sign into Blackboard with your NetID and Password (what you use for HRMS)



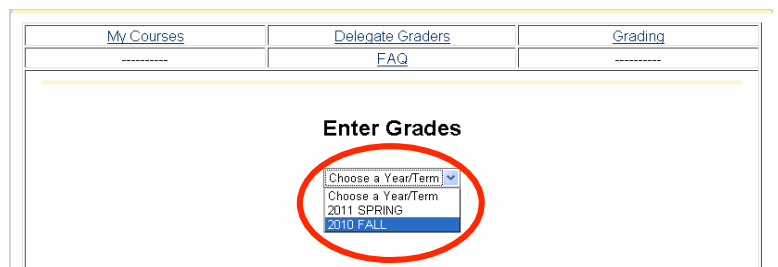
Step Two: Select the Instructor Access tab.



Step Three: Click either the “Grading” link OR the My Courses Link:



Step Four: Select a term from the dropdown for which grading is open.



Blackboard Instructor Access – Creating a Printable Grade Roster

Step Five: In the Grading area, click the CRN number of the “Graduating” **OR** “Non-Grad” column links to the grade roster. In My Courses area, click the course CRN number.

Enter Grades

2010 SPRING

Spring Semester 2009-2010

CRN	Course	Course Title	Graduating Grades Due / Sealed	Non-Grad Grades Due / Sealed	Grading Progress	Enrol	CLS Rel	CLS Enrol	Grading Start	Grading End
52536	1HIS201	THE THIRD WORLD	5/6/10 No	5/8/10 No	4 / 20	20	P	24	2/1/10	5/31/10 11:59 PM
10037	1AAS202		5/6/10 Yes	5/8/10 Yes	4 / 4	4	C		2/1/10	5/31/10 11:59 PM
52794	1HIS347W	POLITICAL ECON OF FOOD IN AFR	5/7/10 No	5/11/10 No	0 / 1 Grading Closed	1	P	3	3/1/10	3/15/10 11:59 PM
10153	1AAS335		5/7/10 No	5/11/10 No	0 / 0 Grading Closed	0	C		5/1/10	5/31/10 11:59 PM
53422	1HIS447		5/7/10 No	5/11/10 No	2 / 2	2	C		2/1/10	5/31/10 11:59 PM

Step Six: Choose the Print Grade Roster button in the top right hand corner.

Grade Roster

Pop-up blockers must be turned off for the proper operation of this page.

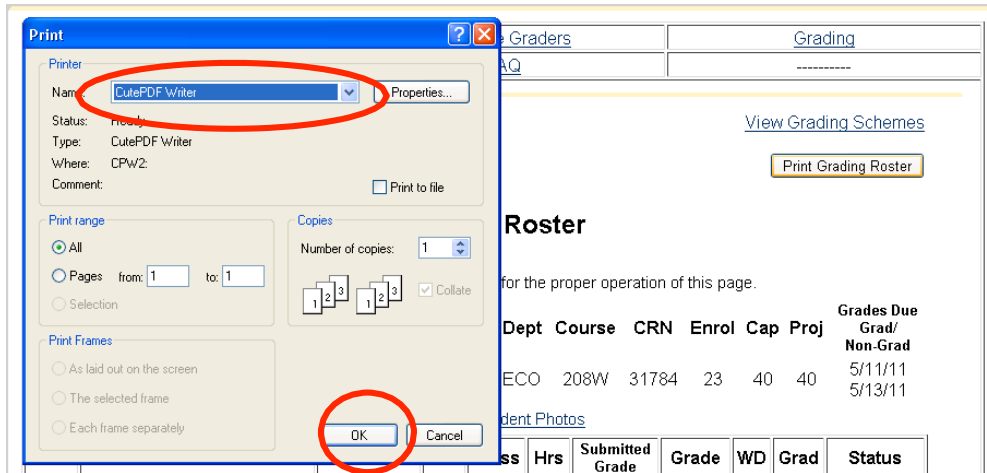
Term: Fall 2011 Title: INTERMEDIATE MICROECONOMICS Sch Dept Course CRN Enrol Cap Proj Grades Due: 1 ECO 207 41869 124 120 120 5/13/11

[Print Grading Roster](#)

Name	Student ID	Coll	Class	Hrs	Submitted Grade	Grade	WD	Status
The name of each enrolled student will be listed Last, First	Student IDs will be displayed here.	01	11	4.00	C	C	<input type="checkbox"/>	CURRENT 05/02/10
		01	13	4.00	B	B	<input type="checkbox"/>	CURRENT 04/07/10
		01	14	4.00	B	B	<input type="checkbox"/>	CURRENT 08/28/10
		01	13	4.00	A	A	<input type="checkbox"/>	CURRENT 04/07/10

Blackboard Instructor Access – Creating a Printable Grade Roster

Step Seven: The browser will automatically open the Print dialog. Choose your local printer and click OK. The roster prints best in Landscape Orientation.



The printed roster will show any already entered and validated grades, or an underline for grades that need to be entered.

CRN	ID	GRADE	NAME	COL	CLASS	MAJOR	DEG	CRHRS	STATUS	EMAIL
31784	27025024	B	BROKMAN, AVIV	01	11	MTH	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27200421	___	FAN, CHING	01	11	FEC	BA	4.00	DROPPED	Email@WillNotWork.Here
31784	27436400	___	FEISZLI, ALEXANDER	01	14	ECO	BA	4.00	CURRENT	afeiszli@u.rochester.edu
31784	26959474	___	FRIEDLAND, SCOTT	01	11	BMG	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27008126	___	JOSEPHSON, MITCHELL	01	11	FEC	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27296851	___	KARLSEN, DEVIN	01	11	APM	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	26625515	___	LANDSBURG, CAYLEY	01	12	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	26820569	___	MILLER, TREVOR	01	T5	BMG	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27173930	___	MURPHY, RYAN	01	12	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27459201	___	RICE, BRIAN	01	13	ECO	BA	4.00	CURRENT	brice7@u.rochester.edu
31784	27043950	___	ROACH, JENNIFER	01	11	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27277126	___	ROMANOFF, JUSTIN	01	13	MTH	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27187289	___	SHABER, ALLISON	01	12	CHM	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27299203	___	TIAN, YE	01	13	APM	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	26995052	___	TSANG, GREGORY	01	11	BNS	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27186022	___	VOLKOV, MATTHEW	01	12	ECO	BA	4.00	CURRENT	Email@WillNotWork.Here
31784	27474525	___	WANG, SIMENG	01	12	BIO	BA	4.00	CURRENT	swang55@u.rochester.edu
31784	27451847	___	XIANG, HAORAN	01	13	EBS	BA	4.00	CURRENT	hxiang@u.rochester.edu
31784	27437865	___	YANG, XIAO	01	14	PSC	BA	4.00	CURRENT	xyang14@u.rochester.edu
31784	27426944	___	YIN, WEIYI	01	14	CHE	BS	4.00	CURRENT	wyin6@u.rochester.edu
31784	27433829	___	YUAN, XIAOYUE	01	14	ECO	BA	4.00	CURRENT	xyuan2@u.rochester.edu
31784	27455654	___	ZHANG, KAIQI	01	14	FEC	BA	4.00	CURRENT	kzhang8@u.rochester.edu
31784	27310533	___	ZHANG, YUANYANG	01	13	APM	BS	4.00	CURRENT	Email@WillNotWork.Here
31784	27275436	___	ZUCKERMAN, DAVID	01	13	PHY	BA	4.00	CURRENT	Email@WillNotWork.Here

Step Ten: Fill in grades for each student. Sign the bottom of the Roster and submit to the Eastman Registrar's office.