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.
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.

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

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