Submit Final Grades in MyParker

Faculty members are responsible for maintaining student course grades and communication in MyParker Learn (Blackboard). However, final course grades and attendance are managed on MyParker. This handout will present step-by-step instructions on how to submit final grades in MyParker. These instructions along with others are available on the Information Technology page on MyParker.

Grade Submission

1. Access the Grade Submission page in MyParker from the Academics-Clinics tab on the MyParker homepage. From the Academics-Clinics page, click on the Academics link.

2. From the menu bar, select the Grade Submission link.
3. This will take you to the Grade Submission page where you will see three sections: Grade Entry, Grade Change Forms, and Instructions. To submit your final grade, click on **View Course List** link located in the Grade Entry section.

4. From the Grading Course List screen, search for the course by term and division.

Please note that you may have multiple sub-sections for each course you teach in Blackboard (e.g. 2014-FA-HIST-1301-002, 2014-FB-HIST-1301-002, 2014-FC-HIST-1301-002, etc.). In Blackboard, sort your course by Child Course ID so you may submit final grades by sub-section.
5. Choose the course for which you will enter final grades.

![Grade Submission](image)

6. Navigate through the student list and enter final grades. Note that any student who already has a final grade submitted will display the grade but will not allow you to modify it.

![Grade Submission](image)
You may also enter the Last date of Attendance, Absences, and Clock hours. Absences and Clock Hours are not required by the system. The Last Date of Attendance is required for any student with a grade of D, F, NG or W.

To enter the Absences and Clock Hours simply click in the field and type in the correct data using your keyboard. To enter the Last Data of Attendance click the calendar icon located to the right of the field and click on the appropriate date.

7. When all grades have been tendered, submit the final grade by clicking the Save button on the bottom of the screen. Once grades have been submitted, you are no longer able to edit them.

8. After saving the final grades you’ll be shown a summary screen with the message that you have successfully updated grades
Frequently Asked Questions

Q: Can I enter final grades at any time?

A: Final grades are open for submission for a limited time at the end of the term. Here is the official grade schedule:

**15 Week Courses** - Sunday prior to Finals Week. The deadline for submission is the day after Final Exams at 10 a.m.

**8 Week Courses (sub terms)** - Sunday prior to last day of class. The deadline for submission is 10 am the day after their last class day.

**4 Week Course** – Sunday prior to the last day of class. The deadline for submission is 12 noon the day after their last class day.

Q: What if I submit an incorrect grade?

A: If you enter an incorrect grade you will need to complete a Grade Change form and submit it to the Registrar’s Office either in person, via interoffice mail, or by scanning the completed form and emailing it to askregistrar@parker.edu.

There are two forms, one for individual student grade corrections and one for multiple students. These forms are located in the Grade Change Forms section of the Grade Submission page.