



# Instructor Use of Blackboard for Field Courses

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## Instructions

1. Log into <https://uws.blackboard.com>
2. Use the username and password you were sent for Blackboard. If you do not have one contact the Student Accounts Coordinator, Rachel Gaither at [rgaither@unity.org](mailto:rgaither@unity.org).
3. Click on the course with which you are working. (Only the courses where you are listed as instructor should appear in your list).
4. Scroll down on the left hand side and click on Grade Center then Full Grade Center. The list of students who have enrolled for credit should appear.
5. Enter the percentage earned by each student into the "Assignment" Column. For example if the student earned an 80% then enter 80 into this column.
6. When all students and grades for this column have been entered then enter a "1" in the "Completed" column for each student.
7. Congratulations you have completed grading and grades will post to student accounts the next day.
8. Please send an email to Enrollment Coordinator, Juli Boyd at [jboyd@unity.org](mailto:jboyd@unity.org) that states you have completed all grading.

Thank you for all your hard work!