**Grade Push**  
**READY, SET, GO!**

**Ready**
In Blackboard Learn, create a grade column labeled ‘Final Grade for Posting’ or ‘Midterm Grade for Posting’ to hold the letter grade for the student and coordinate the data between Blackboard Learn and the corresponding Grade roster.

**Set**
Enter the letter grade for each student manually, or utilize the Calculated Column feature in Blackboard Learn to calculate and enter the letter grade.

**Go**
Access the Grade Push application through FlashLine’s Faculty Dashboard, under Grading Resources. Navigate to the appropriate Term and Course and Push the grades to the university Final Grade roster or Midterm Grade roster.

You will receive an email confirmation once you have successfully completed the push.