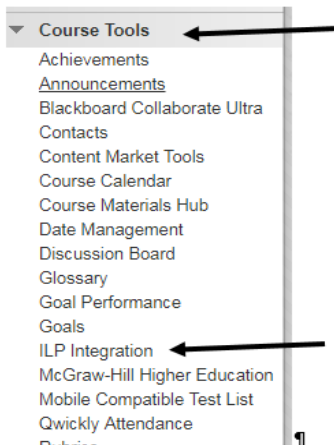


# NEW ILP NO SHOW Process

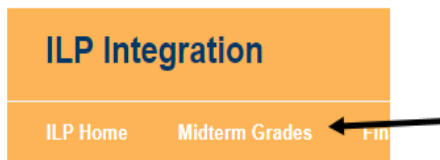
You will be entering No Shows through Blackboard similar to pushing your grades at the end of the semester.

## Enter your Blackboard course

1. click "COURSE TOOLS"
2. click "ILP INTEGRATION"



3. click "Midterm Grades" in the center of the screen. This will be just the name of the column we are using. This will not tie to any grade in your grade center.



4. For each student's name. Click in the Midterm 1 column and enter: **PR** (Present) or **NS** (No Show) into the box. **For Learning Support: enter PR\* (Present) or NS\* (No Show).**

MIDTERM GRADES

Visible Groups

Populate midterm grade from current grade

Click "Clear Grades on form" to start over.

*Once the values are cleared you can repopulate Midterm 1 grades from Current Grade.*

First Name	Surname	Current Grade	Midterm 1	Last Date of Attendance
L****	L****		<input type="text" value="PR"/>	<input type="text"/>

5. Click Submit Grades. Look for the Green box at the top indicating it was completed successfully.

