McMillan Grade Refresh

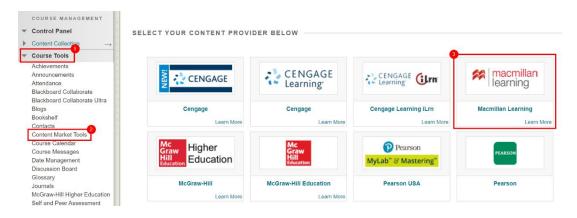
Grades in your Blackboard course will update automatically to match your Macmillan gradebook. However, grades often take several hours to update. If you need your grades to appear in Blackboard immediately, you can use the **Manual Grade Refresh** support tool. You can refresh grades at any time. It won't interfere with the automated gradesync.

Note: The Grade Refresh tool only updates grades for items that have been added to Blackboard. For instructions on how to add items, see one of the following help articles for your Macmillan product.

- Achieve
- LaunchPad

Navigate to the tool

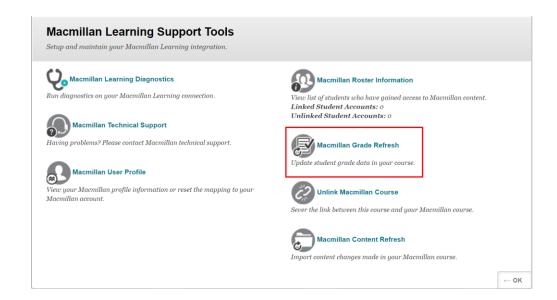
- In your Blackboard course, scroll down the left-hand menu and select Course Tools, then Content Market Tools.
- Then, click the Macmillan Learning logo under Select your content provider
 below. If you do not see Content Market Tools as an option, please visit this article.



Click "Macmillan Grade Refresh"

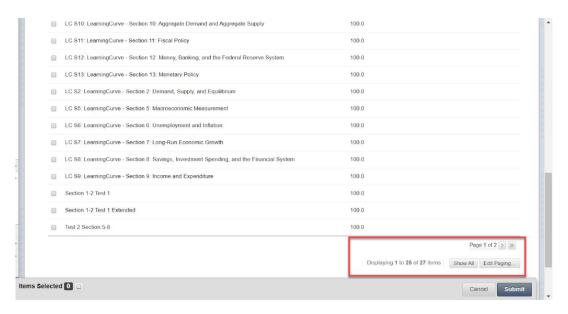
• On the **Macmillan Learning Tools** page, scroll down to the **Support Tools** area and click **Macmillan Grade Refresh**.

Note: If you experience an error message, or a new window or tab does not open after clicking on the tool link, see the help article <u>LMS integration troubleshooting</u> for information on how to adjust your browser settings and disable pop-up blockers.



Make sure all items are displaying

• If there are multiple pages of items to display, scroll down to the bottom right of the list and click **Show All** or **Edit Paging** so all items appear on one page.

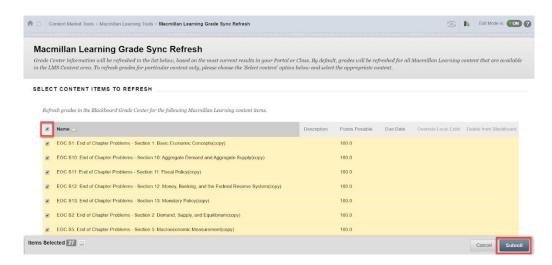


Note: Any Macmillan assignments not listed must be added to Blackboard for grades to be refreshed. See the instructions below on how to add content from your Macmillan product:

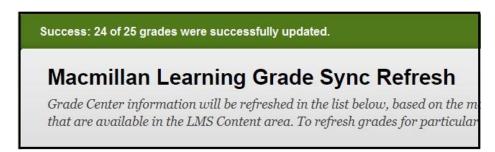
- Achieve
- LaunchPad

Refresh grades

- Select items to refresh grades for using the checkboxes at the left.
- To select all of the items, use the checkbox at the top. Then click **Submit**.



- Blackboard will perform the gradebook refresh for all the items selected.
- It will then return you to the **Macmillan Learning Tools** page, and display a bar at the top indicating a successful update.



Confirm grade update

 Return to the Blackboard Grade Center to confirm that the students' scores were refreshed.