



MASSACHUSETTS COLLEGE *of* PHARMACY *and* HEALTH SCIENCES

Grade Center Upload

Rev: April 23, 2026

Help Desk, Information Services

Tel: 617.732.2170

helpdesk@mcphs.edu

1 CONTENTS

2	Grade Center Upload Overview.....	3
2.1	Accessing the Grade Center Upload.....	3
2.2	Early Alert and Academic Warning.....	5
2.3	Final Grades.....	6
2.4	Submitting or Saving Grades	7
2.5	Additional Information	7

2 GRADE CENTER UPLOAD OVERVIEW






This new system will facilitate faster grade submissions. To implement this, we require standardized grade columns for Early Alert and Academic Warning within your courses. Courses that have a template applied during course creation will already have these columns present.

2.1 ACCESSING THE GRADE CENTER UPLOAD

Open Firefox or Chrome and navigate to mcpshs.blackboard.com






Open one of your courses, and, from within the course, click on **View course & institution tools** from the **Details and Actions** section of the course homepage.

Details & Actions

-  Roster
[View everyone in your course](#)
-  Course Image
[Edit display settings](#)
-  Attendance
[Mark attendance](#)
-  Books & Tools
[View course & institution tools](#)
-  Question Banks
[Manage banks](#)





Click on **Grade Center Upload** from the available tools.

Available tools

-  **Accessibility Report**
Blackboard Ally Course Accessibil...
-  **Brainfuse Live Tutoring**
-  **Course Evaluations**
Anthology Course Evaluations Co...
-  **Digication Tool**
-  **Grade Center Upload**

An embedded window will load (which may take a minute or two if there are many students in the course) with a list of all students enrolled in the course, tabs at the top for Early Alert, Academic Warning, and Final grades, and dropdown menus to select grades.

EARLY ALERT ACADEMIC WARNING FINAL

Early Alert    

There are 9 students with no grades submitted to SIS.

Student Name ↑	Current Grade	Early Alert ●	Submitted Grade ●
Chung, Jean	-	<input type="text"/>	<input type="text"/>
Do, Yunju	-	<input type="text"/>	<input type="text"/>
Eskandar, Fady	-	<input type="text"/>	<input type="text"/>
Hong, TaeSeol "Kevin"	-	<input type="text"/>	<input type="text"/>
Jung, Minki	-	<input type="text"/>	<input type="text"/>
Kim, Daeun	-	<input type="text"/>	<input type="text"/>
Park, Dabin	-	<input type="text"/>	<input type="text"/>
Sehli, Nada	-	<input type="text"/>	<input type="text"/>
Woo, Jinah	-	<input type="text"/>	<input type="text"/>

Rows per page: 9 (Default) 1-9 of 9 < >

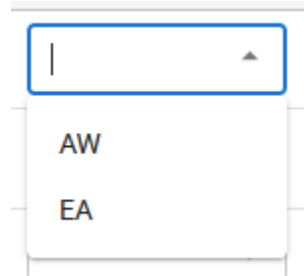
At the top of the screen, there will be three tabs: **Early Alert**, **Academic Warning**, and **Final** for each respective midterm/final grade.

2.2 EARLY ALERT AND ACADEMIC WARNING

For both midterm alerts, only one option will be available and accepted from the dropdown menu.

For **Early Alert** select **EA**

For **Academic Warning** select **AW**.



A screenshot of a web form element, specifically a dropdown menu. The menu is open, showing two options: "AW" and "EA". The menu is enclosed in a light gray border. The selected option is not visible, but the text "AW" and "EA" are listed below the input field. The input field itself is a white box with a blue border and a small upward-pointing triangle on the right side.

2.3 FINAL GRADES

To submit Final Grades, navigate to the tab titled **Final** at the top of the screen. You will a screen with the following columns:

Student Name

Current Grade which should be directly imported from Blackboard

Final which is where you can change the grade from the available dropdown.

Submitted Grade is what has been currently submitted to the Registrar

Expire Date was the last time the student attended or was withdrawn.

Current Grade	Final ●	Submitted Grade ●	Expire Date
-	<input type="text"/>	<input type="text"/>	mm/dd/yyyy
-	A Close	<input type="text"/>	mm/dd/yyyy
-	A-	<input type="text"/>	mm/dd/yyyy
-	B	<input type="text"/>	mm/dd/yyyy
-	B+	<input type="text"/>	mm/dd/yyyy
-	B-	<input type="text"/>	mm/dd/yyyy
-	C	<input type="text"/>	mm/dd/yyyy
-	C+	<input type="text"/>	mm/dd/yyyy
-	C-	<input type="text"/>	mm/dd/yyyy
-	D	<input type="text"/>	mm/dd/yyyy
-	F	<input type="text"/>	mm/dd/yyyy
-	I	<input type="text"/>	mm/dd/yyyy
-	P	<input type="text"/>	mm/dd/yyyy

Rows per page: 9 (Default) 1-9 of 9 < >

2.4 SUBMITTING OR SAVING GRADES

You can select **Submit**, **Cancel**, or **Save** when you are finished.

Submit will submit the grades to the Registrar. These can be changed up until the grade deadline.

Cancel will discard any changes that haven't been saved.

Save will save the grades you have entered without submitting them so that you can return to the page and continue where you left off. If you select **Cancel** after saving and then making changes, the information will revert to your last saved state.

SUBMIT

CANCEL

SAVE

2.5 ADDITIONAL INFORMATION

This process coexists with the current Grade Entry Form, however only one system should ideally be used to prevent any issues if the two records conflict. Feel free to use whichever you are comfortable with. We hope this new system helps make grade entry more streamlined.

If you have any questions or require additional assistance, please submit a help desk ticket at <https://mcphs.service-now.com> or call the help desk at 617.732.2170 if you are unable to do so.