



# Entering Grades in Blackbaud Enrollment Management (BEM)

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ACADEMIC AFFAIRS

# INTRODUCTION

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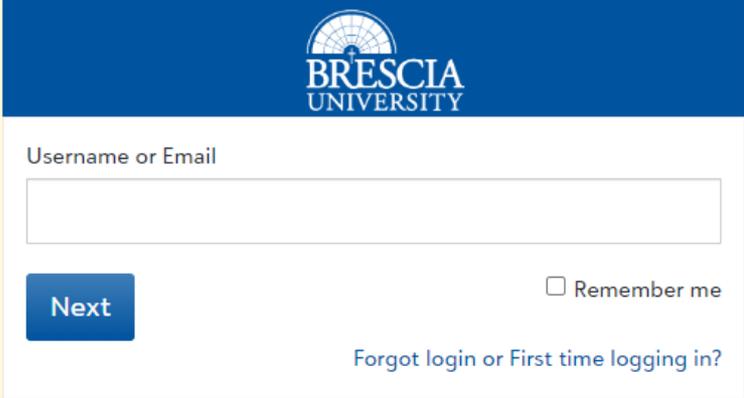
In this session, we will cover:

- ✓ How to login to Blackbaud Enrollment Management (BEM)
- ✓ How to enter grades in BEM

# Logging in to BEM

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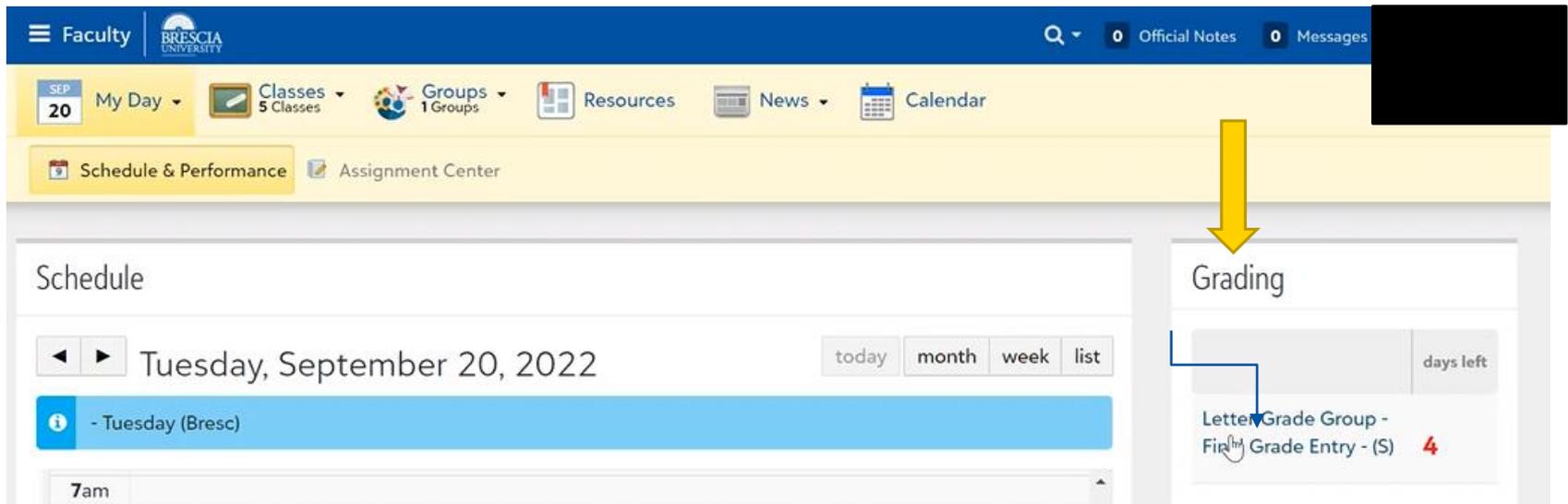
- ❖ Enter the BEM URL: [bem.brescia.edu](https://bem.brescia.edu)
- ❖ Login using your Office365 login and password (this is your Brescia email login and password).



The screenshot shows the login interface for Brescia University. At the top, there is a blue header with the Brescia University logo and name. Below the header, the text "Username or Email" is displayed above a text input field. To the left of the input field is a blue "Next" button. To the right of the input field is a checkbox labeled "Remember me". Below the input field and "Remember me" checkbox, there is a link that says "Forgot login or First time logging in?".

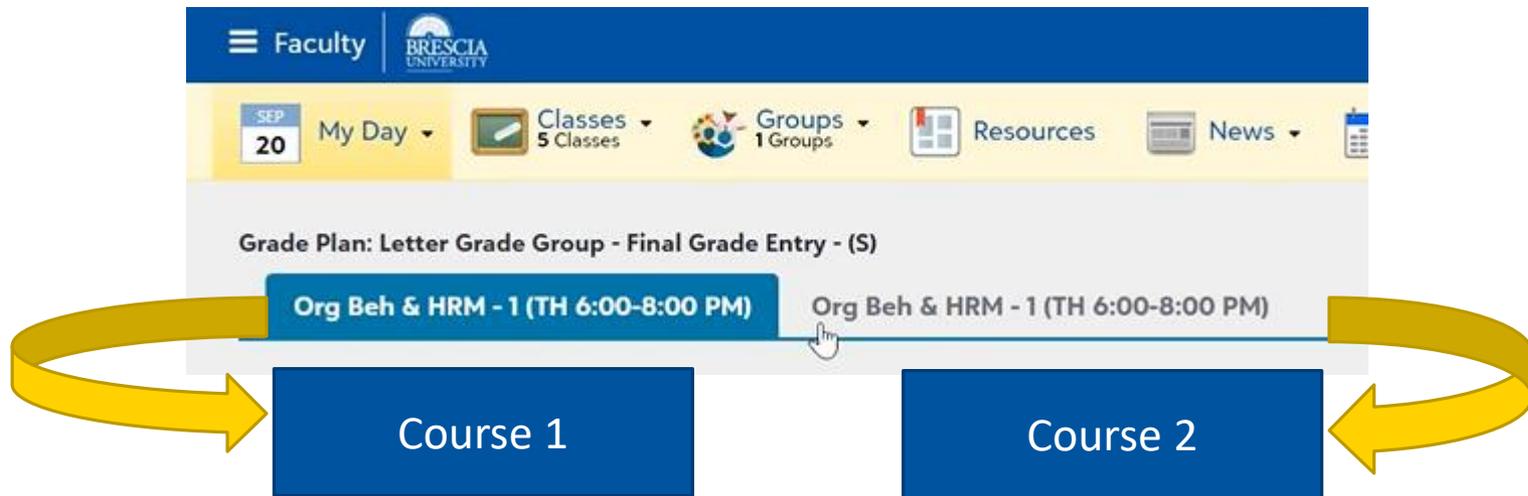
# Final Grade Entry

❖ When you log in, you will see Faculty, My Day on the left side of the screen. On the right side of the screen, “Grading” is a heading in a block. Under “Grading”, click on “Final Grade Entry”.



# Identifying Active Courses to Enter Grades

- ❖ On the Grade Plan: Letter Grade Group-Final Grade Entry page, each course you are teaching for the reported term will appear.



# Active Courses for Grade Entry (cont)

❖ The course that is highlighted in blue is the course for which you are actively entering grades. Here is the initial view:

Grade Plan: Letter Grade Group - Final Grade Entry - (S)

Org Beh & HRM - 1 (TH 6:00-8:00 PM)    Org Beh & HRM - 1 (TH 6:00-8:00 PM)

Students	Final*	Comment	Review
	Calculate	Add to all	<input type="checkbox"/> All
Student 1	Grade    Inc	<input type="checkbox"/> Add	<input type="checkbox"/>
Student 2	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> Add	<input type="checkbox"/>
Student 3	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> Add	<input type="checkbox"/>
Student 4	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> Add	<input type="checkbox"/>
Student 5	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> Add	<input type="checkbox"/>
Student 6	<input type="text"/> <input type="checkbox"/>	<input type="checkbox"/> Add	<input type="checkbox"/>

# Entering the Grades

- ❖ To enter a grade for each student, click on the down arrow in the Grade box next to each student's name:

Final*	
<input type="button" value="Calculate"/>	
Grade	Inc
<input type="text" value="v"/>	<input type="checkbox"/>
A	<input type="checkbox"/>
B	<input type="checkbox"/>
C	<input type="checkbox"/>
D	<input type="checkbox"/>
F	<input type="checkbox"/>
CR	<input type="checkbox"/>
I	<input type="checkbox"/>
NC	<input type="checkbox"/>
R	<input type="checkbox"/>
W	<input type="checkbox"/>

Note: Faculty should only enter options A, B, C, D, or F. The other options are for the Registrar's Office.

# Additional Notes

- ❖ The grade saves automatically in the system once the faculty member enters the grade. Grade entry is complete for a course section when you see grades entered for each student.

Grade Plan: Letter Grade Group - Final Grade Entry - (S)

Org Beh & HRM - 1 (TH 6:00-8:00 PM) Org Beh & HRM - 1 (TH 6:00-8:00 PM)

Students	Final*	Inc	Comment	Review
	Calculate		Add to all	<input type="checkbox"/> All
Student 1	A	<input type="checkbox"/>	+ Add	<input type="checkbox"/>
Student 2	B	<input type="checkbox"/>	+ Add	<input type="checkbox"/>
Student 3	A	<input type="checkbox"/>	+ Add	<input type="checkbox"/>
Student 4	A	<input type="checkbox"/>	+ Add	<input type="checkbox"/>
Student 5	A	<input type="checkbox"/>	+ Add	<input type="checkbox"/>
Student 6	A	<input type="checkbox"/>	+ Add	<input type="checkbox"/>

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# Additional Documentation Required for F Grades

❖ If a faculty member assigns an F grade, they must indicate “True F” or LDA (Last Date of Attendance (Attendance=Academic Engagement)). To do so, click on the “Add” button in the “Comment” Column to the right of the entered letter grade. Enter the LDA or True F information and click Save and Close in the blue box:

Final*	Comment	Review
Calculate	Add to all	<input type="checkbox"/> All
Grade	Inc	
A	<input type="checkbox"/>	<input type="checkbox"/>
A	<input type="checkbox"/>	<input type="checkbox"/>
F	<input type="checkbox"/>	<input type="checkbox"/>

## Comment

LDA: 9/01/2022  
or  
True F

## Grades

Grades recorded for Final Grade Entry:

Final: F

Save and close Cancel

# Assigning Incomplete Grades

❖ To assign an Incomplete Grade, click inside the “Inc” box next to the “Grade” box. (Once selected, the box background will turn blue and you will see a white checkmark inside):

Final*	
Calculate	
Grade	Inc
A ▾	<input type="checkbox"/>
A ▾	<input type="checkbox"/>
▾	<input checked="" type="checkbox"/>



Note: Faculty must submit the “Incomplete Grade Form” to the registrar’s office via email if submitting an incomplete grade.

# Resources

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If you have additional questions, please contact [registrar@brescia.edu](mailto:registrar@brescia.edu).

# Thank you

