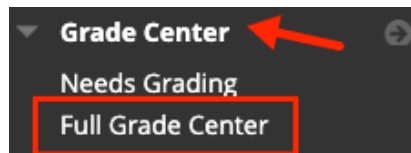


SET EXTERNAL GRADE COLUMN

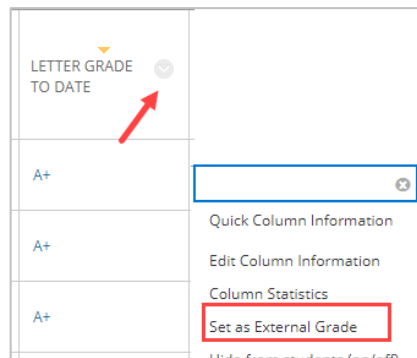
You can set a final letter grade column as the 'external grade' column so that you can import grades from ulearn into [jwuLink](#).

Instructions

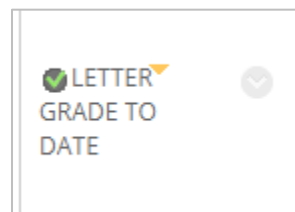
1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.



2. In the Grade Center, find the Final Letter Grade and from the **down arrow** next to the column name choose **Set as External Grade** from the column menu.



3. A green check mark appears at the top of the column indicated it has been set as the external grade.



Note:

Only one column can be flagged as an External Grade column. To select a different column as the External Grade column, identify the correct column and proceed back to step 2 in this user guide.