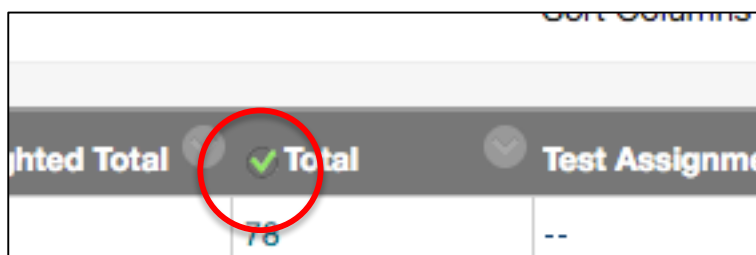


## Banner Grade Submit: What you need to know.

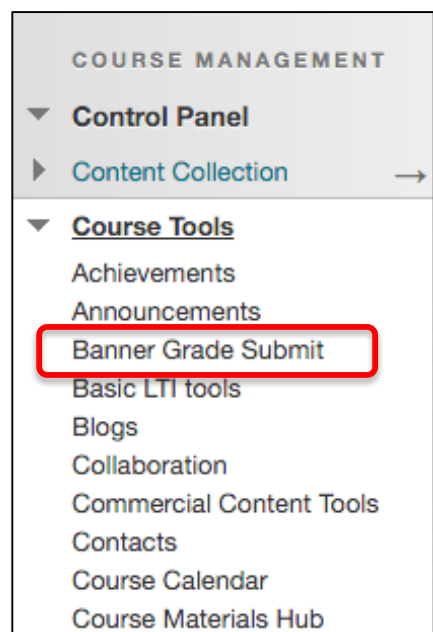
Blackboard now has the functionality to submit grades to our Banner Student Information System. To accomplish that task you'll need to do some basic set-up of your Blackboard Grade Center. Full details of setting up a Gradebook and calculating grades in Blackboard are provided in additional documentation available on our website. This document explains the process you follow after setting up your Grade Center.

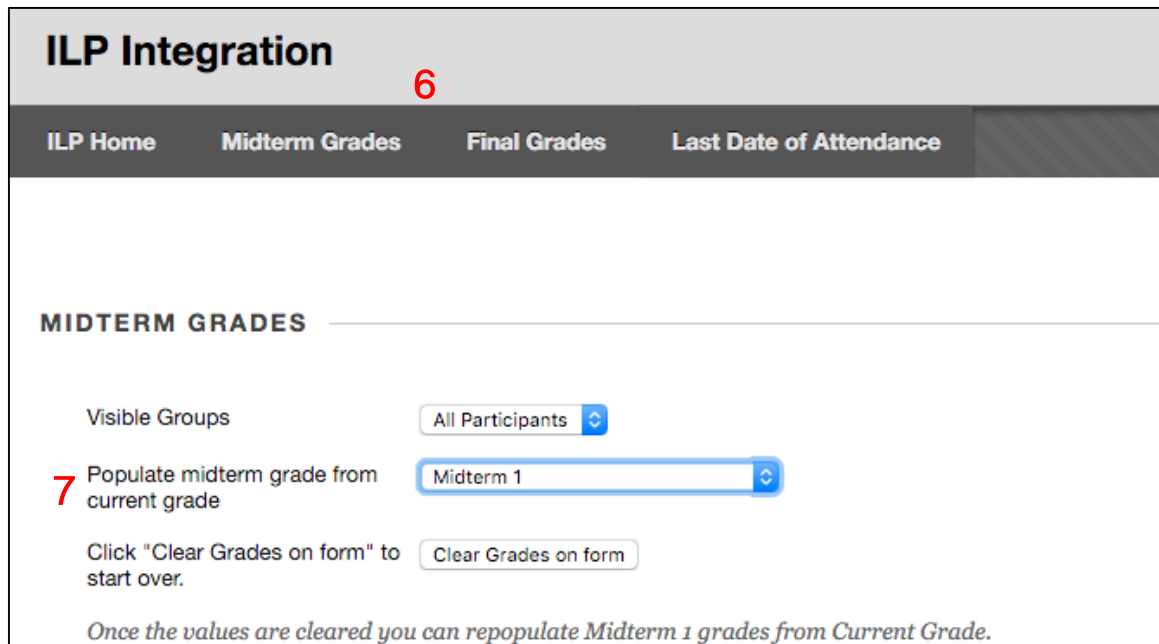
1. You must have a column that has grades in it. The column can be a total column, a weighted total column, a plain column in which you manually enter grades, or one which you uploaded.

2. The column you want to initially populate the Banner submit grades page must be marked as the "External Grade". The External Grade column is indicated by a green check mark to the left of the column name. To set a column as the "External Grade," navigate to that column in the Grade Center and click on the drop-down menu for that column. Select "Set as External Grade." The green check mark will appear to the left of the column name.



3. Set the primary display as a numeric display either score or percentage.
4. It is best that you do not set the secondary display. We have seen problems when the secondary display is set to letter.
5. Once the External Grade column has been populated with the grades you want to transfer to Banner, click on the Banner Grade Submit link under Course Tools in the Control Panel:





**ILP Integration** 6

ILP Home Midterm Grades Final Grades Last Date of Attendance

**MIDTERM GRADES**

Visible Groups All Participants

7 Populate midterm grade from current grade Midterm 1

Click "Clear Grades on form" to start over. Clear Grades on form

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

6. Click on the Midterm or Final Grades button on the navigation menu.
7. On the Midterm and Final Grades pages, you'll have an option to enter grades or to populate based on the External Grade set in the Grade Center. To populate with the grade from the Grade Center, click the dropdown labeled "Select the column to populate" and choose – Midterm 1 or Final as the destination.
8. You will see the letter grade translated from the External Grade column entered in the destination grade. At this point you can override the Blackboard Grade Center value and adjust the grade, if needed.
9. One you are satisfied the grades are correct, click the Submit Grades button and the grades will be sent to Banner. You can correct grades as needed until the grades are "rolled" by the Registrar's office at which time they are not editable.

**Note:** if you have had sections merged, you will have additional options in the menu for "Visible Groups". When your sections are merged we will create a group for each section so you can work with each section individually. You may need to verify group membership because these groups are not tied directly to the child course membership and may have changed since they were created.

**IF you are co-teaching with another instructor:** Each instructor must submit the grades for the section they are assigned to teach. The system will not permit user other than the Banner assigned instructor to submit grades for a section/class.