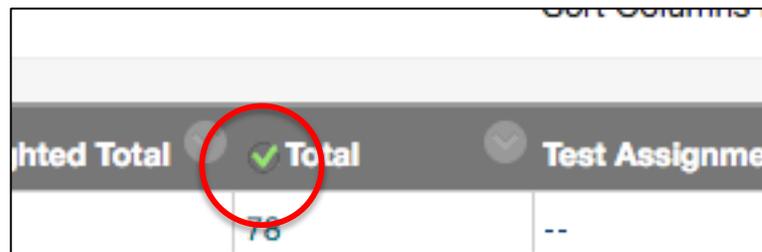


## Banner Grade Submit: What you need to know.

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.

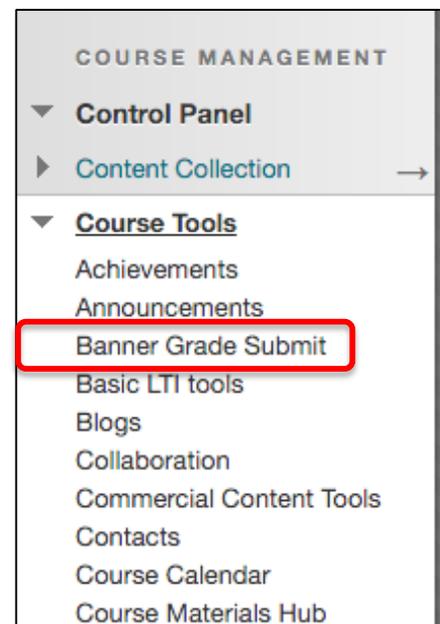
1. You must have a column that has grades in it. The column can be a total column, a weighted total column, a plain column in which you manually enter grades, or one which you uploaded.

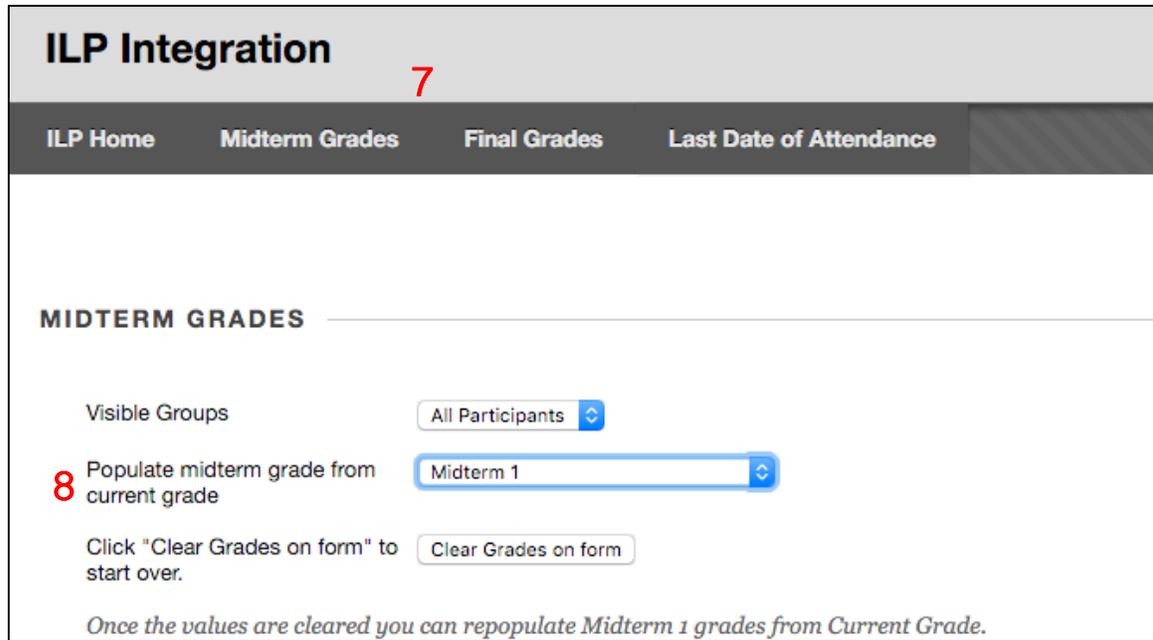
2. The column you want to initially populate the Banner submit grades page must be marked as the "External Grade". The External Grade column is indicated by a green check mark to the left of the column name. To set a column as



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. Do not set the secondary display.
5. Rename the Letter schema to be used as "Letter" – Under the Manage menu, select Grading Schemas. Edit the name of the appropriate schema to "Letter".
6. 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:





7. Click on the Midterm or Final Grades button on the navigation menu.
8. 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 or Final as the destination.
9. You will see the letter grade 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.
10. 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. In the event that 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.