

# Grade Submissions

## to Banner

## Managing Schemas

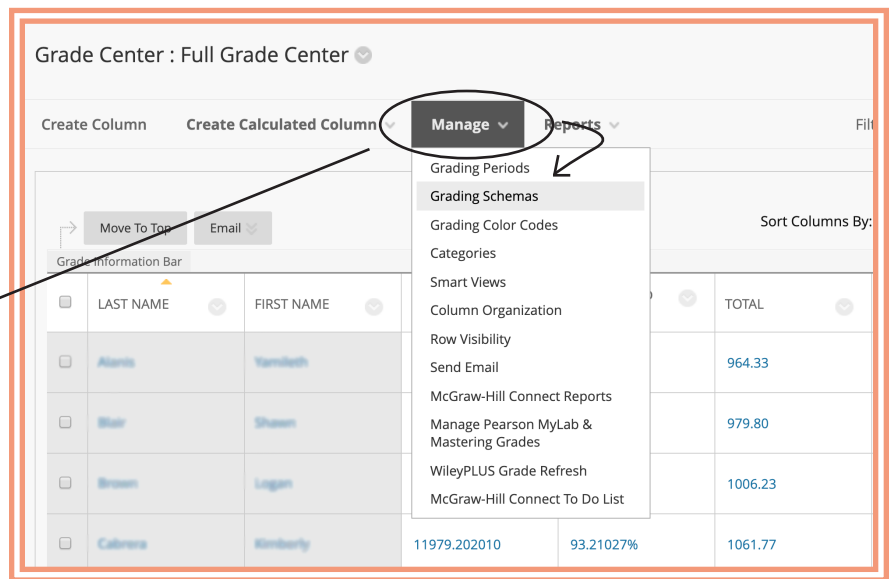
Log into LU Learn (Blackboard) and navigate to the "My Courses" panel.

Click the course that you would like to edit grades in.

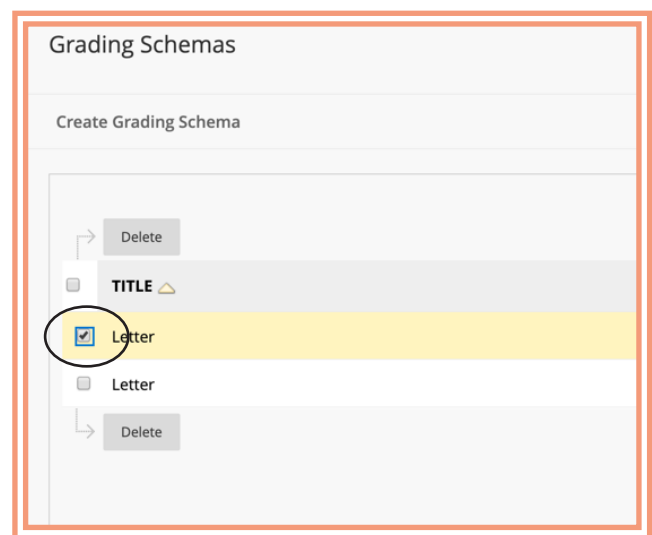
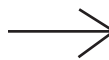
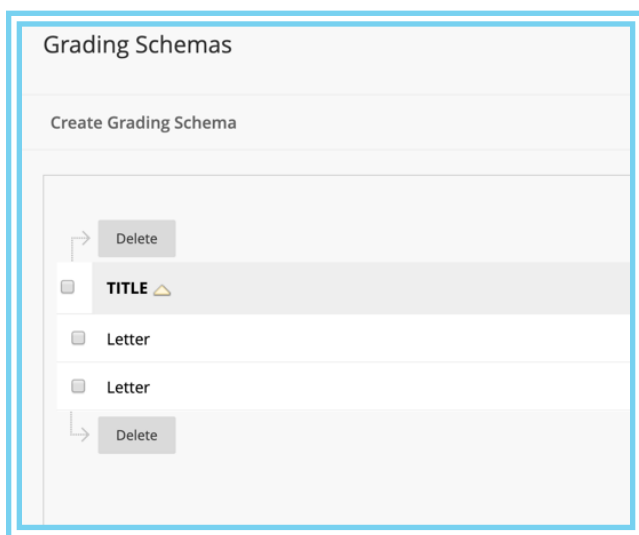
Click the arrow symbol to access the full 'Grade Center'

Before setting up Final Grade Submission you will need to check that the Grading Schema is correct.

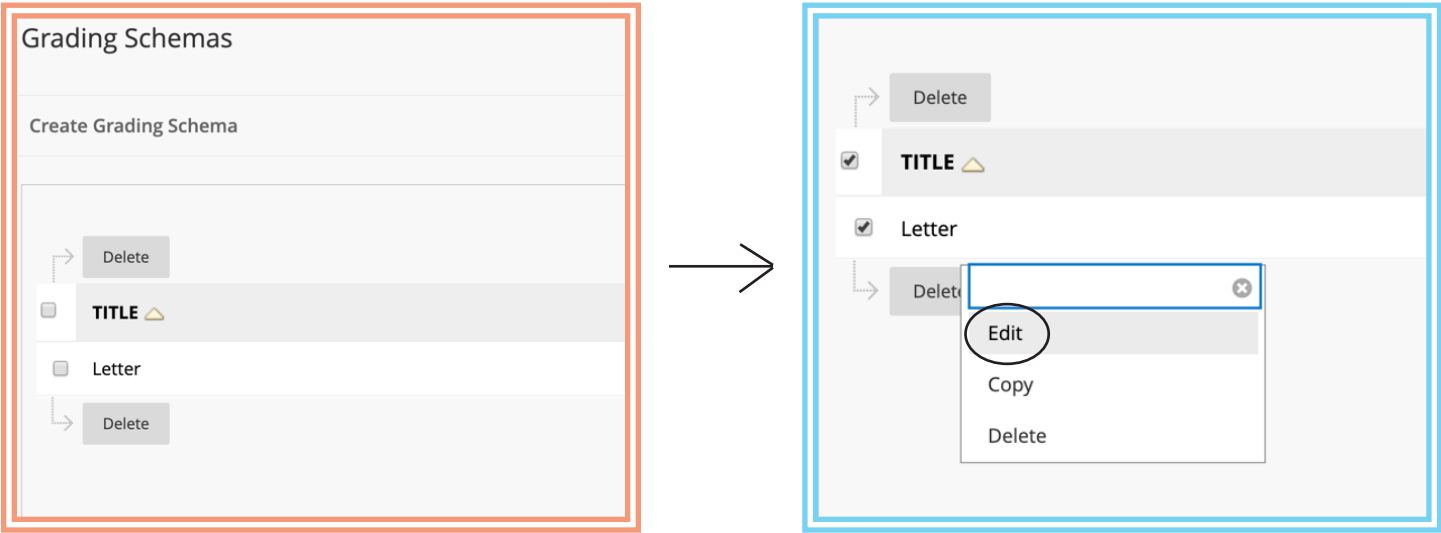
Within Full Grade Center click on "Manage" then "Grading Schemas".



Make sure there is only one Schema titled "Letter". If there is more than one you will need to delete all but one. Click the chevron next to the title and then click "Delete" or click the checkboxes next to the schemas that need to be deleted and then click "Delete" at top of the list.



Check the remaining Schema to ensure that is correct. Click the chevron next to the title then click "Edit". There should be no + grades (A+, C+, B+, etc.). If there any plus grade rows click "Delete Row" to the right of the list.



The diagram shows a table of grading schemas. The table has four main columns: 'Grades Scored Between', 'Will Equal', 'Grades Manually Entered as', and 'Will Calculate as'. There is also an 'Insert Rows' button on the right. The table contains seven rows, each representing a grade range. The 'Delete Row' button is circled in each row.

| Grades Scored Between  | Will Equal | Grades Manually Entered as | Will Calculate as | Insert Rows  |
|------------------------|------------|----------------------------|-------------------|--------------|
| 95 % and 100 %         | A+         | A+                         | 97.5 %            | ←            |
| 90 % and Less Than 95% | A          | A                          | 89.37 %           | ← Delete Row |
| 85 % and Less Than 90% | B+         | B+                         | 88.12 %           | ← Delete Row |
| 80 % and Less Than 85% | B          | B                          | 86.25 %           | ← Delete Row |
| 75 % and Less Than 80% | C+         | C+                         | 82.5 %            | ← Delete Row |
| 70 % and Less Than 75% | C          | C                          | 75 %              | ← Delete Row |
| 65 % and Less Than 70% | D+         | D+                         | 65 %              | ← Delete Row |

The final schema should look like the following:

The diagram shows the final schema table, which has been updated to remove the plus grades. The table has four main columns: 'Grades Scored Between', 'Will Equal', 'Grades Manually Entered as', and 'Will Calculate as'. There is also a 'Delete Row' button on the right. The table contains five rows, each representing a grade range.

| Grades Scored Between  | Will Equal | Grades Manually Entered as | Will Calculate as | Delete Row |
|------------------------|------------|----------------------------|-------------------|------------|
| 90 % and 100 %         | A          | A                          | 95 %              |            |
| 80 % and Less Than 90% | B          | B                          | 85 %              | Delete Row |
| 70 % and Less Than 80% | C          | C                          | 75 %              | Delete Row |
| 60 % and Less Than 70% | D          | D                          | 65 %              | Delete Row |
| 0 % and Less Than 60%  | F          | F                          | 55 %              | Delete Row |

# Selecting a Final Grade Column

Now that the schema is set you can select the correct grading column to pull final grades from.

The green checkmark indicates that your column is set as the External Grade column.

This column will populate your grade submission to Banner.

If you need to move green check to another column. Click on the chevron of the column that you want to be your "final grade" column. Select "set as External Grade." A green checkmark will appear next to the column title.

| WEIGHTED TOTAL | TOTAL   |
|----------------|---------|
| C              | 964.33  |
| B              | 979.80  |
| A              | 1006.23 |

FilterDiscover

Sort Columns By: Layout Position

WEIGHTED TOTAL

TOTAL

ATTENDANCE VERIFICATION

76.22262%

964.33

Set as External Grade

Hide from students (on/off)

Sort Ascending

Sort Descending

Hide from Instructor View

Delete Column

| WEIGHTED TOTAL | TOTAL   |
|----------------|---------|
| C              | 964.33  |
| B              | 979.80  |
| A              | 1006.23 |

You will also need to set the column to display grades as Letter in your primary grade display. Click on the chevron next to the column title and then click "Edit Column Information".

Set Primary Display to Letter.

Secondary Display can be set to any option you see fit. Be aware that Secondary Display will not be visible to students.

| WEIGHTED TOTAL | TOTAL | ATTEN VERIFI |
|----------------|-------|--------------|
| C              |       |              |
| B              |       |              |
| A              |       |              |

Quick Column Information  
 Edit Column Information  
 Column Statistics  
 Sort Ascending

★ Column Name

Weighted Total

Grade Center Name

Description

The weighted sum of all grades for a user based on item or c

Path: p

Primary Display

Letter

Secondary Display

None

| WEIGHTED TOTAL | TOTAL   |
|----------------|---------|
| C              | 964.33  |
| B              | 979.80  |
| A              | 1006.23 |
| A              | 1061.77 |
| B              | 1081.85 |
| C              | 786.68  |
| F              | 199.73  |

# Final Grade Submission

## ▼ Course Tools

Achievements  
Announcements  
Blackboard Collaborate  
Blackboard Collaborate Ultra  
Blogs  
Cengage Learning  
MindLinks™  
Cengage Tool  
Contacts  
Content Market Tools  
Course Calendar  
Course Messages  
Course Portfolios  
Date Management  
Discussion Board  
EAC Visual Data  
ExamSoft Registration  
**Final Grade Submission to Banner**  
Glossary  
Goal Performance

When you are ready to submit grades.

On Bb Left-hand menu, click on "Course Tools."

Select "Final Grade Submission to Banner."

The "Final Grades" page is where you will review and edit final grades before submission. The following items appear on the screen:

1. Student Name ( First, Last)
2. Current Grade ( Populated by the "External Grade Column" from the Bb Grade Center.)
3. Final Grade ( This is the column reported to BANNER)
4. Incomplete Final Grade. If an "I" (Incomplete) is given in Final Grade Column you must place the letter grade the student would receive if student does not complete the course work.
5. Extension Date - This column is to be left blank.
6. Last Date of Attendance (Note: If a student receives an "I" or "F," a last date of attendance must be submitted in this format MM/DD/YYYY.)

Final Grades

Last Attendance

Final Grades

| Student Name    | Current Grade | Submitted                | Final Grade                    | Incomplete Final Grade | Extension Date       | Last Attended Date   |
|-----------------|---------------|--------------------------|--------------------------------|------------------------|----------------------|----------------------|
| Alaris, Yordeth | 78.05%(C)     | <input type="checkbox"/> | <input type="text" value="C"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| Black, Shanon   | 86.30%(B)     | <input type="checkbox"/> | <input type="text" value="B"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |
| Brown, Logan    | 93.45%(A)     | <input type="checkbox"/> | <input type="text" value="A"/> | <input type="text"/>   | <input type="text"/> | <input type="text"/> |

You should now see your 'Final Grade' column populated. Verify that all other grade values are correct.

# Key

FN – Used to indicate any student who failed the course because they NEVER attended the course. Date of start of term must be entered in place of last date of attendance.

FS – Used to indicate any student who failed the course because they STOPPED attending. A last date of attendance must be entered.

F – Used to indicate any student who failed the course because they earned the F through grades, and NOT due to attendance. A last date of attendance must still be entered.

If you attempt to change a grade after the registrar has already rolled grades to history, you will see an error message. In this event, you will need to contact the registrar and fill out a grade change form for that student.

Grade all assignments before submitting to Banner. Ungraded assignments do not calculate into the final grade. A student that missed an assignment would need to be manually given a grade of "0".

| --    | -- |
|-------|----|
| 86.54 | !  |

If final grade is an I the Incomplete final grade would be an F . Extension Date can be left blank.

Students listed with disabled next to their name is a banner issue. these are students that are not enrolled in the course presently due to drop or withdrawal from the course.

|                |          |   |
|----------------|----------|---|
| Pardo, Rebecca | disabled | - |
|----------------|----------|---|