Exporting Grades to Banner

This manual provides the steps necessary to export grades from D2L Brightspace to Banner at EIU.

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This written tutorial was developed and brought to you by the

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Contact the FDIC for questions about the tutorials, to suggest topics for new tutorials, or to schedule a consultation appointment. The FDIC staff can recommend integration solutions using D2L and other instructional technologies for your online, hybrid, and face-to-face courses.

For Help with D2L

Call 217-581-HELP (4357), email support@eiu.edu, or
contact the Instructional Support Specialist (ISS) for your department.

Important Notes:

1. The D2L 'Export Grades to Banner' option is only recommended if you have been using the D2L grade book. If you have not been using the D2L grade book this semester, grades should be submitted to Banner through PAWS.

2. The Export Grades to Banner option is only visible in the D2L grade book during the grade submission period determined by the Office of the Registrar.

3. **For FINAL Grades**: You must have "Treat ungraded items as 0" (not "Drop ungraded items") enabled in the Setup Wizard in the gradebook in D2L and the "last date attended" will be entered in D2L for final grades when required

The Final Grade Columns

1. Both midterm and final grades can be exported from either the Final Calculated Grade or the Final Adjusted Grade columns in the D2L grade book. The differences are as follows:

   a. Final Calculated Grade: A user's grade is calculated based on the grading formula set up in the grade book. Instructors cannot adjust the grade to accommodate special circumstances without editing individual grade items or categories and recalculating the total.

   b. Final Adjusted Grade: Enables the instructor to adjust a user's grade before exporting it.

2. To select the type of the grade column (Calculated or Adjusted) to be used for exporting grades:

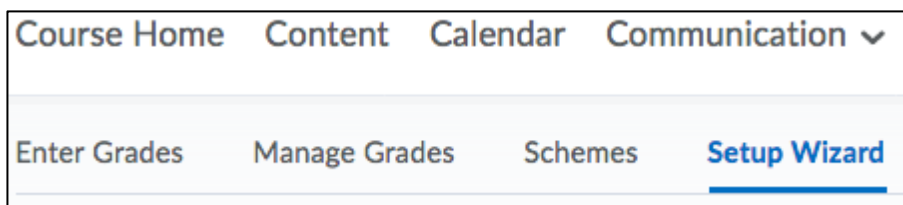   a. Click on the 'Setup Wizard' located near the top of the grade book. (Figure 1)

Figure 1: Click on the 'Setup Wizard' tab

   b. Click on the blue 'Start' button located near the bottom of the page.

   c. Click on 'Continue'.

   d. In the 'Step 2: Final Grade Released' section, select either Calculated Final Grade or Adjusted Final Grade. (Figure 2)

Step 2 of 7
Step 2: Final Grade Released

Release

⦿ Calculated Final Grade

    The grade that is achieved by users based on the grading formula set up in the grade book. It cannot be adjusted without editing grade item scores.

◯ Adjusted Final Grade

    Allows you to modify or adjust users' grades before releasing them.

Figure 2: Select either the Calculated Final Grade or the Adjusted Final Grade

  e. Select 'Continue' until you reach the last page of the wizard and select 'Finish' to save your changes.

Using the Letter Grade Scheme

1. <u>Banner will only accept Letter Grades (grade symbols)</u>.

    Percentages or point totals cannot be exported to Banner. You must use a grade 'Scheme' in D2L to convert point totals or percentages to letter grades (grade symbols) before exporting to Banner. You can edit an existing scheme or create a new grade scheme.

2. To create a New Letter Grades scheme:

    a. Click on the 'Schemes' tab located near the top of the grade book. (Figure 3)
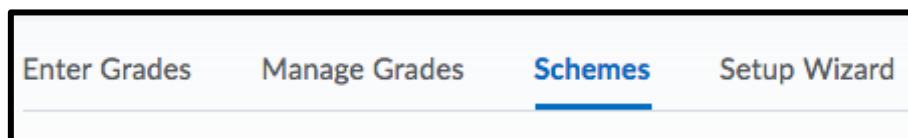

Enter Grades   Manage Grades   **Schemes**   Setup Wizard

Figure 3: Click on the 'Schemes' tab

    b. Click on 'New Scheme

    c. Enter a Name for your Scheme.

3. Insert the 'Symbol' and 'Start %' into the scheme following the guidelines listed below. (Figure 4)

New Scheme

General

Name *

Letter Grades

Short Name

Ranges

#	Symbol*	Start %*	Color	Assigned Value %	Remove
1	F	0			
2	D	59.5			🗑
3	C	69.5			🗑
4	B	79.5			🗑
5	A	89.5			🗑

+ Add Ranges   1

Save and Close   Save   Cancel

Figure 4: Grade Scheme Sample

a. The 'Symbol' is the letter grade to be assigned to that range.

    i. When creating a new grade scheme begin with the lowest grade symbol (such as 'F') in the first grade range since the default start % for the first grade range is 0 and cannot be changed. Continue with each grade symbol from lowest to highest.

    ii. Use only symbols representing the exact letter grade options for the course.

    iii. CAPITALIZE all letter grade symbols. Banner will not accept lowercase letters.

    iv. Do NOT use special characters such as "+" or "-" with your grade symbols.

b. Color is optional and is for display purposes only.

   c. Enter the "Start %" for each symbol. This is the lowest percentage possible for each grade.

      IMPORTANT NOTE: The D2L grade scheme does NOT round. You must enter the exact start % acceptable for each grade. For example, if you enter 90% as the start % for an "A", a student earning 89.5% or 89.99% will be assigned a "B" using that grade scheme. If you want an 89.5% to earn an "A", you must enter 89.5% as the start % for an "A".

   d. Leave the "Assigned Value %" column blank. This is NOT the high end of the grade percent range. There is no column for the high end of the range.

   e. Add ranges as necessary by using the "+ add ranges" option.

   f. Delete a range by selecting the trashcan icon to the right of the range.

   g. After all Symbols and 'Start %' have been entered, click on 'Save and Close.'

4. Associate the newly created scheme to the Calculated Final Grade or the Adjusted Final Grade.

   a. On the Manage Grades page: Click on the 'Calculated Final Grade' or the 'Adjusted Final Grade.'

      NOTE: Select the grade column you identified in the setup wizard to be used for the export and the release of grades.

   b. In the Grade Scheme drop down menu, select the grade scheme you just created.

   c. Select 'Save and Close.'

Add, Verify, Adjust Grades in the Grade Book

Before exporting grades to Banner

1. Enter additional grades if necessary.

2. Verify grades are displaying properly.

3. Verify the final calculated grade column is calculating correctly.

4. Verify all required grade items are included in the final grade calculation.

The Adjusted Final Grade (if applicable)

1. Enter an adjusted final grade (if using the adjusted column).

   a. On the Enter Grades page in Spreadsheet View, if you want a user's grade to be different from the calculated final grade, enter the adjusted score in the Final Adjusted Grade field (Figure 5) then select 'Save' and 'Yes.'
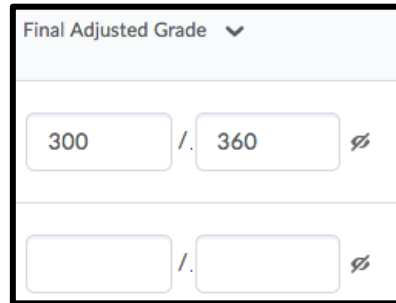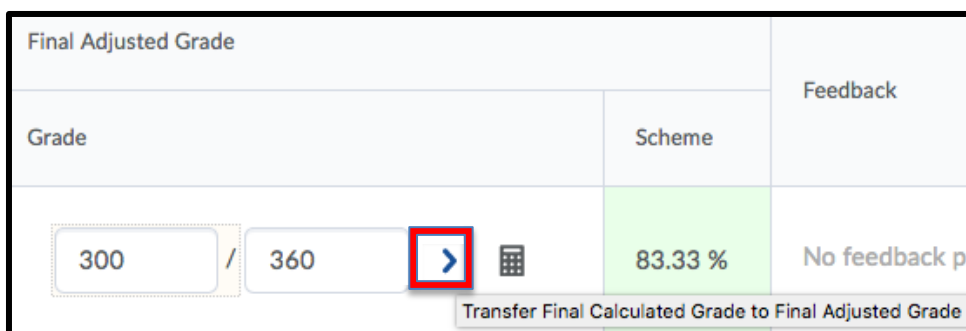

Figure 5: Enter the 'Final Adjusted Grade'

   b. For grades that do not need to be adjusted, release the calculated final grade as the adjusted grade. Click Grade All from the Final Calculated Grade action menu. Click the Transfer Calculated Final Grade to Adjusted Final Grade icon, arrow (Figure 6) then select 'Save' and 'Yes.'


Figure 6: The "Transfer Final Calculated Grade to Final Adjusted Grade" icon

Accessing the Export Grades to Banner Button

NOTE: The Export Grades to Banner button will only be visible during the actual grade submission period.

1. In the Grade Book select 'Enter Grades'

2. On the Enter Grades page, click on the 'Export Grades to Banner' button.

   a. If the System shows an 'Internal Error,' press the back button in your browser and click on the Export Grades to Banner button again. (Figure 7)

Figure 7: Click on the 'Export Grades to Banner' button
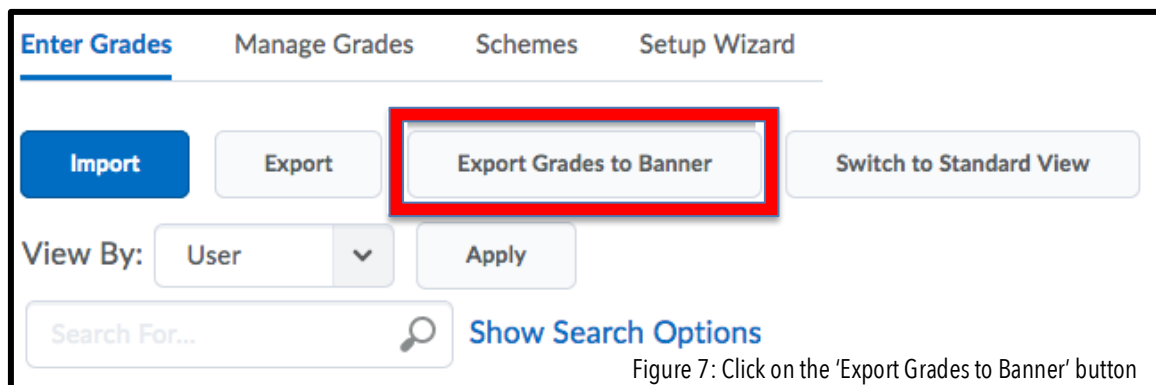
   b. On the 'Export Grades to Banner' Confirmation pop-up window, select 'Final' or 'Midterm' to correspond with the grades you are submitting. (Figure 8)

Figure 8: Select Final or Midterm.
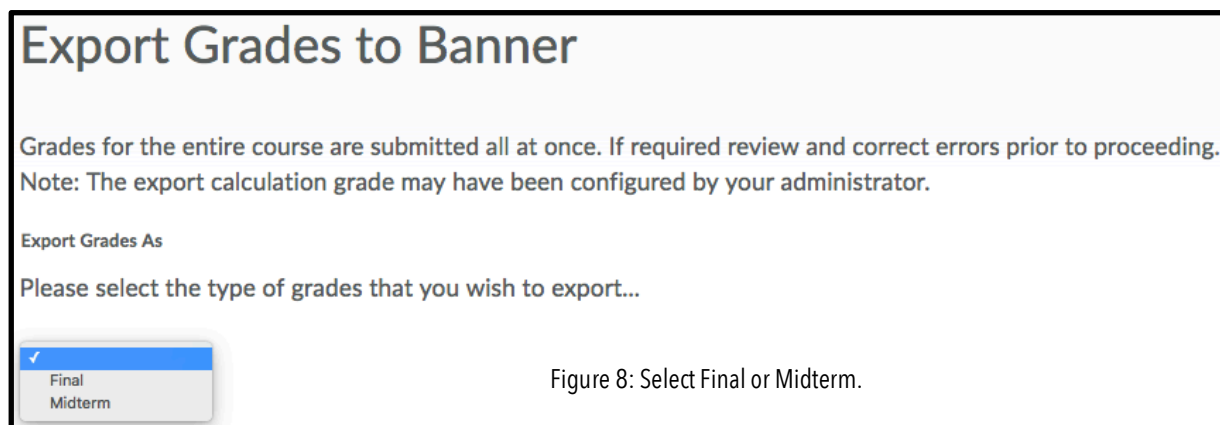
   c. If **Final** is selected, you must enter 'Last Date of Attendance' for each failing grade then select 'Save and Continue.'

Exporting Grades

On the Export Grades to Banner page:

1. The 'Status' option helps you sort your grades into categories.

   NOTE: All grades are exported to Banner regardless of the Status selected.

2. Click on the blue 'Export All Grades' button located at the bottom of the page.

3. The system will now take a few minutes to process the information.

4. Select "Continue" to view details of the grade submission. If errors occurred, details will be provided on the next page in the status and details columns.

   Common error messages:

   a. "The grade is invalid for the org. unit (course /section) on Banner"
      Check to verify you are submitting letter grades appropriate for your course. The letter grades must be capitalized and cannot contain special characters. For more information refer to the 'Using the Letter Grade Scheme' section beginning on page 3 above.

   b. "Student is not enrolled in this Org Unit (course/section) on Banner." (Figure 8)
      This error will occur for any student that may have dropped your course in Banner but is still on your classlist in D2L, your s-username demo account enrolled in your course, and anyone else you may have enrolled in your course as a student such as a colleague. This error does not prevent the other grades in the course from being submitted.

5. Grades can be re-submitted at any time during the grade submission period. The last grade submitted will be recorded in Banner.

6. Successful grade submission to Banner is real time. Therefore, after exporting grades to Banner from D2L, grades can be verified in Banner by logging into PAWS.

NOTES:

1. Grades can be exported even if they haven't been released.

2. If the term 'Not Ready to Send' appears in the Details section, it indicates the Grades have not been entered for that particular student.

3. If all the grades have been 'Submitted to Banner' the table at the bottom should be empty.

Exporting Grades to Banner for Combined Sections in D2L

1. On the 'Export Grades to Banner' page, there is a drop-down list to select the section.

2. The section drop-down list will only appear for combined sections.

3. The instructor of a combined section would need to select the section and export grades for each section individually.

For Help with D2L including exporting grades:

Call 217-581-4357, email support@eiu.edu, or
contact the Instructional Support Specialist (ISS) for your department.