

# NON BLACKBOARD GRADEBOOK USERS -

## Pushing Grades from Blackboard to Banner

### Step 1: Correcting your Grading Schema

There should only be one Grading Scheme inside of your course but due to copying masters, templates, etc., you may have multiple. This will need to be cleaned up and worded appropriately.

1. Go to the Grade Center found under the Control Panel area of the Blackboard Menu.
2. Select Full Grade Center.
3. Click Manage above your Gradebook.
4. Click Grading Schemas.
5. Delete all but one of the schemas listed by clicking the arrow to the right of the name and Click Delete.
6. Click the right arrow next to the one remaining titled Schema (Example Letter (Rounding)).
7. Click Edit.
8. Rename the schema as **Letter**. Remove any extra wording like (Rounding).
9. Verify the ranges for the letter grades at the bottom 89.5 - 100 is A, 79.5 is B, 69.5 is C, 59.5 is D, 0 is F., **If your course does not Round, change the ranges to 90-100 is A, 80 is B, 70 is C, 60 is D, 0 is F.**
10. Click Submit.

### Step 2: Courses using ONLY Midterm Grade and/or Final Grade for Gradebook - Instructor Guide for Entering the Final Grade into System

#### Entering Midterm Average

Midterm Averages should be entered at or around midterm. Midterm dates vary according to the term of your course (i.e. Term A, Term B, Term C, etc...)

1. Go to the Grade Center found under the Control Panel area of the Blackboard Menu.

2. Select Full Grade Center.
3. **Enter the student's numerical average in the Midterm Average column at or around midterm.**

### **Entering Final Grades to Push to Banner**

1. Go to the Grade Center found under the Control Panel area of the Blackboard Menu.
2. Select Full Grade Center.
3. **Enter the student's numerical average in the Final Grade column at the end of the semester.**
4. **Ensure that the Final Grade column has the green check mark.** If not, select the arrow to the right of the column and select "**Set as External Grade**". This is the grade that will be submitted for the student.
5. Go to Course Tools under the Control Panel area of the Blackboard Menu.
6. Select ILP Integration from the list of options.
7. Select the Final Grade tab listed at the top of the section.
8. Leave the first selection-box on All Participants.
9. Change the second selection-box to Final Grades.
10. The third selection should not need to be made unless your form has mistakes. In that case, you can choose to Clear the Grades so you can start over.
11. You should see a Current Grade column with the student's numeric average.
12. Letter grades should show in the Current Grade column and the Final Grade Column. Check for accuracy. The letter grade in the Final Grade column can be changed if needed. For example, letter grades need to be changed to "I" if the student really has an incomplete or IP for high school students with Incompletes. If an F is earned, go to the Last Date Attended column, and enter that date in the format XX/XX/XXXX.

#### **Options:**

- **Course without Work Ethics:** Grade choices are **A, B, C, D, F, I, IP**. For an incomplete grade, change the Final Grade column to "I" or "IP". "IP" is intended for high school students with Incompletes. If an F is earned, go to the Last Date Attended column, and enter that date in the format **mm/dd/yyyy**.

- **Non-Rounding Courses:** If the grade was rounded up, change the Final Grade to the letter needed.
- **Course with Work Ethics:** Grades should be typed with **one space** as **A 2, B 2, C 2, D 2, F 2, I, IP**. For students who did not complete the work ethic assignments, just enter the grade only as A, B, C, D, or F. For an incomplete grade, change the Final Grade column to "I" or "IP". "IP" is intended for high school students with Incompletes. If an F is earned, go to the Last Date Attended column, and enter that date in the format **mm/dd/yyyy**.
- **Learning Support Courses:** Grade choices should be typed with a **star using no space** as **A\*, B\*, C\*, D\*, or F\***. For an incomplete grade, change the Final Grade column to "I" or "IP". "IP" is intended for high school students with Incompletes. If an F is earned, go to the Last Date Attended column, and enter that date in the format **mm/dd/yyyy**.

13. Once your Final Grade is accurate. Click Submit. Your grades will be sent from Blackboard to Banner. **You should receive a green confirmation at the top of the screen.**

14. If you have an error or change, you can redo this process to correct any mistakes.

15. To check if this has transferred to Banner, you can go to BannerWeb and see that your grades are there. It is important that final grades are updated in Blackboard. **Do not enter these grades in Banner Web.**

## Withdrawals

Withdrawals must be **entered through BannerWeb** and should not be entered through Blackboard. This is the only way they will be processed by the registrar at this time.