Exporting grades to Banner

How do I send final grades to Banner?

Grade export to Banner isn't available yet. It is scheduled for Fall 2021.

- Prerequisites
- Releasing Final Grades
- Submitting Final Grades

Prerequisites

To send final grades to Banner you must have:

- A Course Created by Banner
  You can only send grades to Banner from D2L Brightspace courses that were created by Banner.

- Students Enrolled by Banner
  You can only send grades to Banner for students who are officially registered for the section.

- An Official Assignment in Banner
  You can only send grades to Banner for a course section if you were officially assigned to that section, by the Registrar's office, as an instructor.

- Grades in Either Final Calculated or Final Adjusted Grades
  You must have grade values in at least one of the two final grade columns, the one you wish to send, either Final Calculated Grade or Final Adjusted Grade.

- A Compatible Grade Scheme
  Your final grade column, calculated or adjusted, must include grade symbols that match those expected by Banner for your course.

- A Final Grade Released to Students
  You can only send to Banner final grades you have already released to your students within D2L Brightspace.
  Please see:
  - Releasing final calculated grades
  - Releasing final adjusted grades

- Grade Symbols Shown to Students
  You must allow your students to see grade scheme symbols.

Releasing Final Grades

In each of your D2L Brightspace courses, you can choose to export either the Calculated Final Grade or the Adjusted Final Grade. The final grade exported to Banner will be the one you release to your students.

To release a final grade to your students, and select the final grade you will send to Banner, please see:

- Releasing final calculated grades
- Releasing final adjusted grades

Submitting Final Grades

These instructions assume you have already logged in to D2L and entered the course in which you wish to work.

1. Click on Assessment in the navigation bar.
2. Select Grades from the menu that opens.
3. In the Grades tool that opens, near the top of the page, click Enter Grades.
4. Click the large, grey, Export to Banner button.
5. Review the grade information for each student and add information as needed:
   a. Check the student's grade value in the Current Final Grade column.
   b. If you need to override the student's grade, type the correct grade in the Override Grade column.

   Double check your students' grades before you send them. Banner will only accept from D2L the first grade you send for each student.
   c. If the student's final grade is F or Z, you need to include the student's last date of attendance.
i. Click **Select Date** in the *Last Attendance Date* column.
ii. Click into the date field.
iii. Replace the date shown with the correct date of last attendance by either:
   • Deleting the shown date typing the correct date in MM/DD/YYYY format.
   • Using the date picker to select the correct date.
iv. **Do not check the Never Attended box** even if that is true for the student.
vi. Ignore the *Default Incomplete Grade* column. Do not enter anything into the field.