

Sending Grades from Blackboard to Banner

Save time submitting grades using Blackboard's Export to SIS feature.

It's the end of the semester and time to submit grades. Fortunately, Blackboard can save you some time putting the grades into Banner. This tutorial explains the steps necessary for sending final semester grades to Banner from the Blackboard gradebook.

A Few Ground Rules

When you send grades from the Blackboard gradebook to Banner, you need to put them into a format Banner can understand. Here are the key things to remember:

1. You must be logged into Blackboard as the instructor of record according to Banner.
2. Grades must be entered into the Final column, which is pre-built into the Blackboard gradebook.
3. The Final column type must be either alphanumeric or *calculated. If calculated, scores should be percentage grades or totals that fit to a pre-determined letter-grade scheme.
4. Grades must be sent to Banner in standard grade format (i.e. A, A-, B+, B, ... F).
5. You should give grades sufficient time to reach Banner. If you are down to the wire on the submission deadline, you may be safer entering them into Banner by hand.
6. If you give a student an F, you must go into Banner for that student and enter the last day he or she attended class.

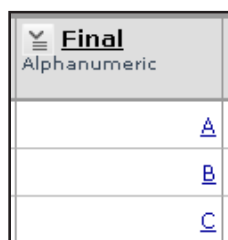
* New Feature!

Blackboard can now convert scores in a calculated column to letter grades at the time of export. This means you can still export scores the traditional way by converting the Final column to an alphanumeric type and manually entering scores, or you can use a calculated column that tallies up the scores instead. This tutorial will show you both approaches.

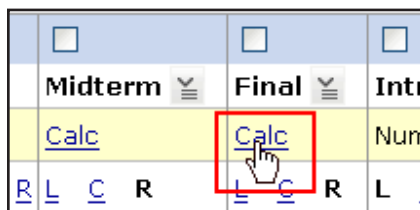
Option 1: Alphanumeric Export

Here are the basic steps for hand entering alphanumeric grades into the Blackboard gradebook and sending them to Banner:

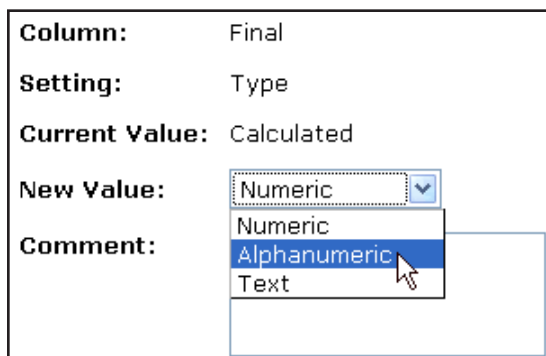
1. Go to the gradebook and click on the "View All" tab. Locate the Final column, which comes pre-installed in every Blackboard gradebook. (If you can't find it, click the "Reorder Columns" button to see if it's hidden.)



2. Change the Final column type to alphanumeric using the following steps:
 - » Click the **Grade Book Options** button in the upper-right-hand corner of the screen.
 - » Select "Column Settings"
 - » Go to the "Final" column and click on the link in the "Type" row.



- » In the popup box, go to the "New Value" drop-down menu and select "Alphanumeric."

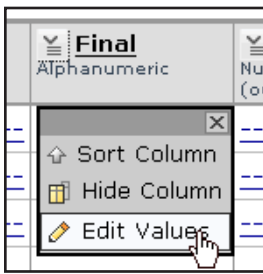


- » Click Save to close the box.
- » If grades are already in the “Final” column, they may have to be converted to the new column type. You will be shown the results of any conversions in the “Confirm New Values” page. Check to make sure nothing surprising has happened to values already entered, and then click Apply.

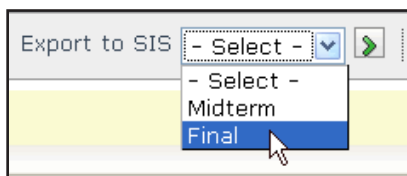
Column: Final
The last column on the right displays the new Conversion of the column is not reversible.

First Name	Last Name
Pam	Beesley
Big	Blue
Charlie	Brown
Neal	Legler
Dwight	Schrute

3. Now enter your students’ grades into the “Final” column. You can enter them in a couple of ways:
 - » Click the ActionLink button (☰) near the column heading and select “Edit Values” from the menu of options. Enter the grades for each student in the available fields.



- » OR Export the gradebook to a spreadsheet, copy or enter letter grades into the Final column there, then import the spreadsheet back into the gradebook.
4. Remember to make sure all grades are in the standard grade format: A, A-, B+, B, B-, ... F. Avoid words like “Fail.”
 5. Go to the “Export to SIS” menu at the bottom of the gradebook and select the “Final” column. Click the green arrow next to the menu to submit.



6. On the Export Final Grade page, check the box next to each student whose grade you want to send. To select all students, check the box at the very top of the checkbox column.

Export Final Grade

Final grade can be exported multiple times per Stu

List of Students with grades to export:
Select Students whose grades are ready to be exp

<input checked="" type="checkbox"/>	Last Name	First Name	User Name
<input checked="" type="checkbox"/>	Blue	Big	B000001
<input checked="" type="checkbox"/>	Beesley	Pam	B000005
<input checked="" type="checkbox"/>	Student	Demo	webct_demo_994
<input checked="" type="checkbox"/>	Brown	Charlie	B000003
<input checked="" type="checkbox"/>	Schrute	Dwight	B000004
<input checked="" type="checkbox"/>	Stockton	John	B000002

[Export Final Grade](#)

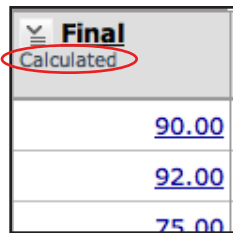
7. Click the Export Final Grade button to send grades for the selected students to Banner.
8. After several minutes, check in Banner to see if your grades made it. Note that they may take up to three hours to arrive. You can also repeat steps 5-7 to see any messages Blackboard has posted regarding the status of the export.


Option 2: Exporting Calculated Column Grades

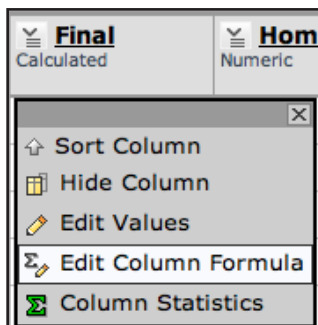
The Final column, which comes preinstalled with every Blackboard gradebook, is by default a calculated column type. A *calculated column* will take values from elsewhere in the gradebook, run them through a formula that you create, and produce a score. For example, you can create a calculated “Total Points” column that uses a simple formula to add up the values of other gradebook columns. Or you can create a formula that calculates a percentage.

In the case of the Final column, you can enter a formula that automatically calculates a point total or final percentage grade. Then when grades are due, you can export the Final column directly to Banner by using the “Convert to Letter Grade” feature at the time of export. This allows you to set a custom letter grade scheme that assigns letter grades to specific point ranges. For instructions, see the following:


1. Login to your course in Blackboard, go to the gradebook, and click the "View All" tab. Locate the Final column. (If you can't find it, click the "Reorder Columns" button to see if it is hidden.)

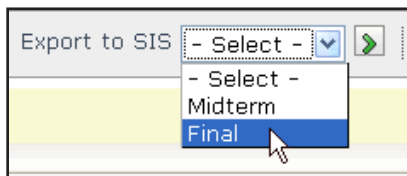


2. Make sure the Final column is a *calculated* column type (see above). If it is an alphanumeric type, you will need to use Option 1. Unfortunately, there is not currently a way to convert an alphanumeric column back to a calculated column.
3. To enter a formula into the Final column, click the ActionLink button () in the column header and select "Edit Column Formula." There you will find a formula editor. For more information on using gradebook formulas, see https://elearn.usu.edu/vista_tutorials/pdf/gradebook.pdf.

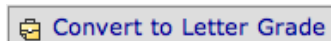


When you are satisfied with your gradebook column formula and certain that the scores it is producing accurately represent students' final scores for the term, then you are ready for the next steps.

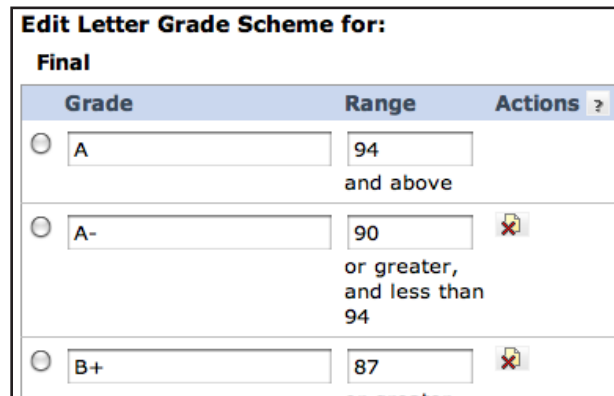
4. To submit your Final column to Banner, go to the "Export to SIS" menu at the bottom of the gradebook and select the "Final" column. Click the green arrow  next to the menu to submit.



5. Click the "Convert to Letter Grade" button.



6. You will now be asked to edit your letter grade scheme. This is where you will set the range of values for each letter grade. Enter the scheme that will work for your class. When you are finished, select "Save" or "Save and Set as Default" if you want to copy the course in a future semester and use the same grading scheme again.



7. You will now see the calculated grades appearing as letter grades. Check them over. If they do not look quite right, click the "Convert to Letter Grade" button again and edit the scheme.
8. When you are satisfied with the conversion, check the box next to each student and then click the "Export Final Grade" button.
9. After several minutes, check in Banner to see if your grades arrived. They may up to 3 hours. You can also repeat Step 4 to see what Blackboard has posted regarding the status of the export.

A Few Caveats

1. Sending grades from Blackboard is a one-shot process. You only have one chance per student to get it right. Otherwise you have to go into Banner to enter the grade or make a correction.
2. You must be signed into Blackboard as the instructor of record according to Banner for the grade passback to work.
3. About a half-hour from submission, Blackboard may give you a timed-out message on your grades. This does not necessarily mean the grade submission has failed--only that it has taken longer than Blackboard expected. Check Banner for confirmation of success.
4. If you give a student a failing grade, you still need to go into Banner for that student and enter the last day he or she attended class. This is according to financial aid requirements.