Canvas: Submit Grades to Banner

Instructors can transfer grade files directly from the Canvas course gradebook to Banner. This guide will take you through that process.

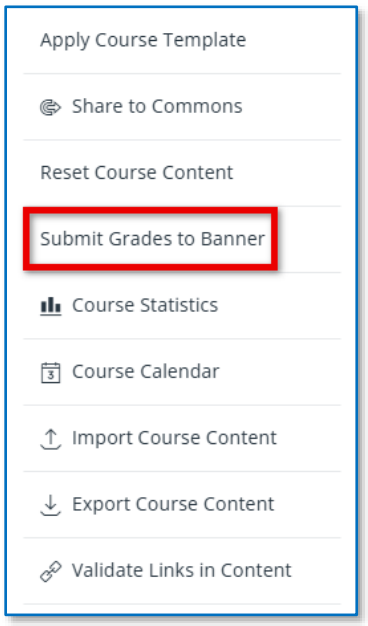
Important Limitations

Before you get started, be aware of these limitations:

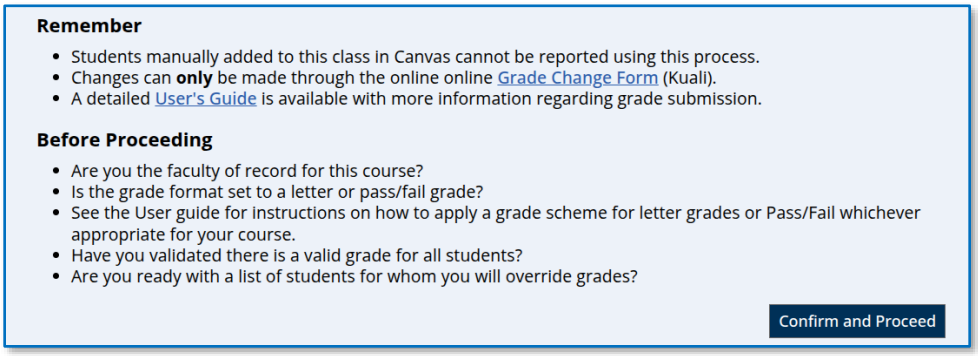
- **Instructor of Record**: You must be the instructor of record in Banner to use this tool.
- **Gradebook Column Format**: It must be submitted as a Letter Grade or Pass/Fail, or it will not be uploaded to Banner. See the appendix on Grading Schemes for information about using/creating valid grading schemes. **Important**: A+ is not a valid grade and will result in an error.
- **Grade Overrides**: Before uploading your grades, you can override certain grades to "Incomplete" (I) or "WF" (Unofficial Withdrawal) if necessary. See step 5 of the Submit Grade to Banner section on Overriding Grades for additional information.
- **Grade Accuracy**: Carefully double check and verify the grades are accurate. Once grades are rolled to academic history by the Registrar, you will **not** be able to make additional changes in Canvas or Banner (see Grade Changes below)
- **Unentered Grades**: Students who do not have a grade in the specified grade column will not be included in the submission file. You can report these grades by direct entry into Faculty Grade Entry, or by resubmitting the grade file. Only previously unreported and unrolled grades will be updated in Banner.
- **Grade Changes**: You need to submit a grade change form (Kuali) to the Registrar's Office to process any subsequent grade changes or to address omissions.
- **Manually Enrolled Students**: Grades for students who have been added to the Canvas course manually (e.g., not officially registered for the course) are ignored by Banner.
- **Incomplete Grade Completions**: If your student is completing an incomplete grade, you submit a grade change form (Kuali) directly to the Registrar's Office to update the grade.

Submit Grades to Banner

1. At the bottom of your Canvas Course Navigation menu, select **Settings**.
2. From the menu on the right side of the page, select **Submit Grades to Banner**.



3. Confirm that you meet all the requirements for submitting grades to Banner, then click **Confirm and Proceed**.



Requirements:

Remember

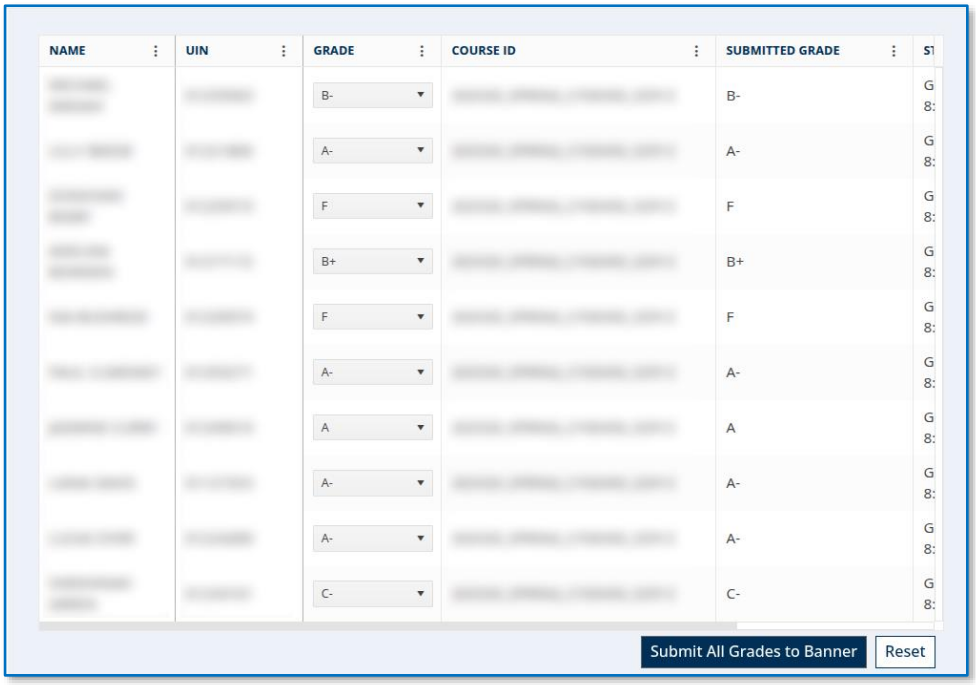
- Students manually added to this class in Canvas cannot be reported using this process.
- Changes can **only** be made through the online Grade Change Form (Kuali).
- A detailed User's Guide is available with more information regarding grade submission.

Before Proceeding

- Are you the faculty of record for this course?
- Is the grade format set to a letter or pass/fail grade?
- See the User guide for instructions on how to apply a grade scheme for letter grades or Pass/Fail whichever is appropriate for your course.
- Have you validated there is a valid grade for all students?
- Are you ready with a list of students for whom you will override grades?

4. The tool provides a list of all students enrolled in your course, along with their UIN, Grade, Course ID, Submitted Grade, and grade submission status.

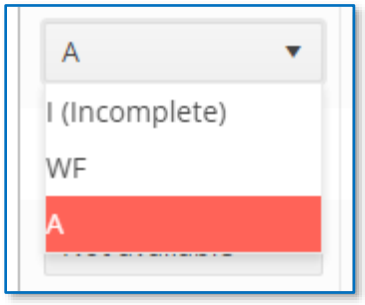
   Important: If you assign a student an F or WF grade, you must enter their last date of attendance in the Last Attend Date column.



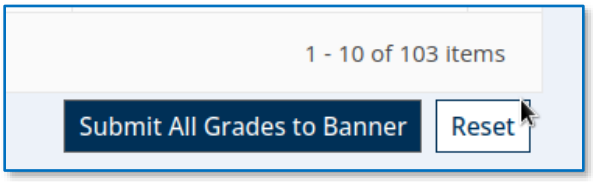
   You can page through the list one page at a time, display all the students/sections on one continuous page, or specify exactly how many students per page you wish to view. Sort each column by clicking on the column name in the column header. Filter and search each column by clicking on the three vertical dots in the column header.

5. (Optional) The Submit Grades tool provides the ability to override the grades assigned within the Canvas gradebook. This is your opportunity to review the grades you have assigned in Canvas and change them if necessary.

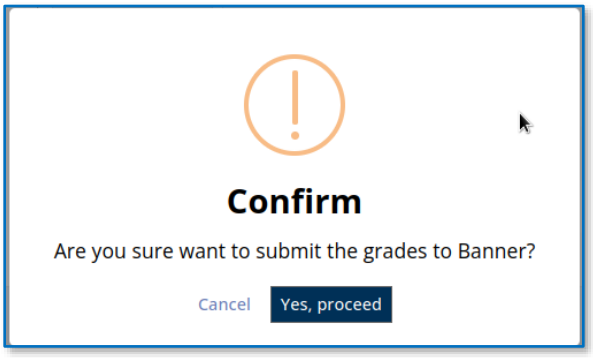
To override a grade, click on the context menu arrow next to the grade. You have the option to assign an “I” (Incomplete), “WF” (Unofficial Withdrawal), or to reset the grade to the previously assigned grade.



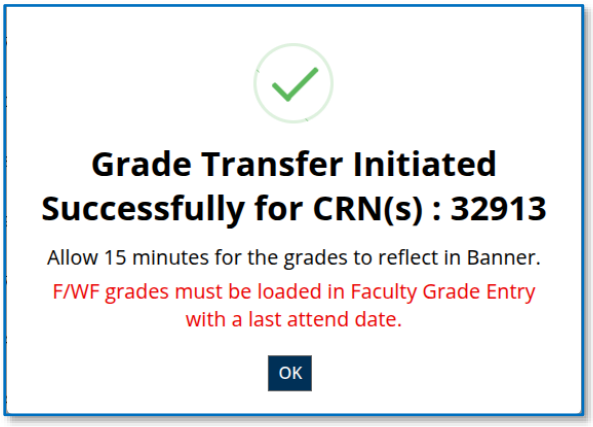
6. Once you have reviewed all the grades, overridden those necessary and confirmed the information is correct, click **Submit All Grades to Banner**. (Use the **Reset** button to undo your changes and return to the original grades from the gradebook.)



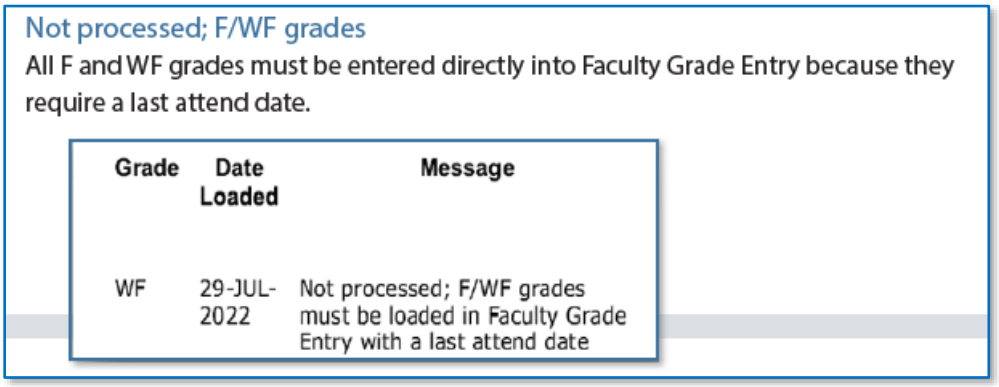
7. The system will prompt you one last time to confirm you want to send the grade file. Click **Yes, proceed**.



You will get confirmation from the system that the file(s) have been successfully sent to Banner. Grades are available in Banner within 15 minutes. Click **OK**.



Important: If you entered any F or WF grades, you will need to add the last date of attendance for those students in Banner (see the F/WF Attendance Dates section).

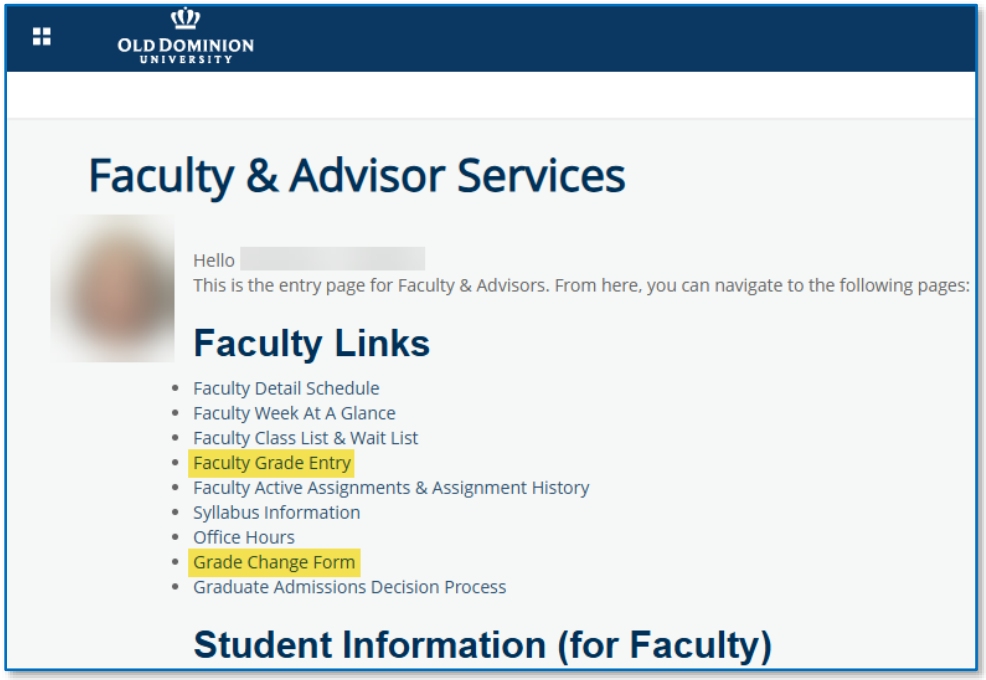


If you experience any issues with the Submit Grades to Banner tool, submit an IT Help Desk ticket.

Manually Entering or Correcting Grades and F/WF Attendance Dates

This process is used to submit grades manually or correct a grade entry using the Banner Faculty Grade Entry tool. Grade corrections within Banner are available until the grade is rolled to academic history. The Registrar rolls grade data to academic history three times per day, so the window for corrections is brief. Once it rolls into academic history, you must submit a grade change form (Kuali) to the registrar's office.

1. From the Faculty Services Dashboard, select the **Faculty Grade Entry**.



2. Locate the CRN and roster and manually enter students' grades (if applicable, for students with F or WF grades, enter their last attendance date within the Last Attend Date column).

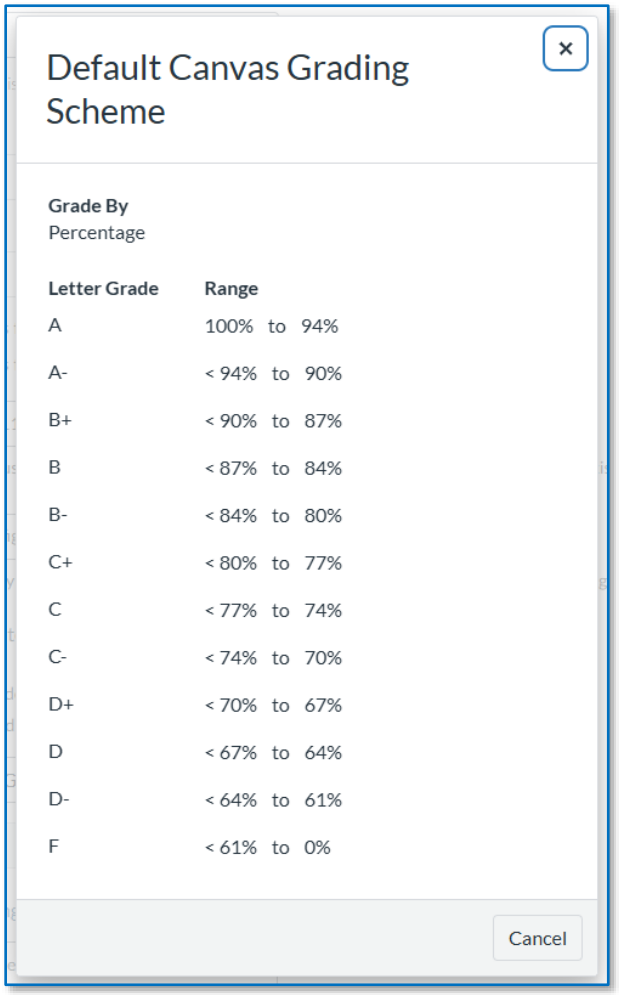
Appendix A: Canvas Grading Schemes

When uploading grades, Banner will **only** accept valid letter grades or Pass/Fail. Anything else will be ignored and not processed. Create/define the grading scheme to be used for each course. Only valid letter grades will transfer from Canvas to Banner (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, WF, I); A+ is **not** a valid grade and will result in an error. You can override the scheme to apply a WF or I grade in the final step before uploading the grade file to Banner (see step 5 within the Submit Grades to Banner section on Overriding Grades). Validation of letter grades will occur during the processing of grades in Banner.

Setting a Course Grading Scheme

1. Log into Canvas with your MIDAS ID and password.
2. Select the course from which you are going to upload grades - either from the Dashboard or the Courses page.
3. From the Course Navigation menu, select **Settings**.
4. From the **Course Details** tab, under **Grading Scheme**, click the **Enable course grading scheme** checkbox.

5. Once you check the box, a new option to set grading scheme becomes available. By default, the **Default Canvas Grading Scheme** is selected. To determine whether the default aligns with your course, review the Default Canvas Grading Scheme by clicking **View**.



   a. If the default isn't desired:

      - Create a grading scheme for your course by clicking **+ New Grading Scheme**, add a name, adjust the ranges, and click **Save** (Add a Grading Scheme (Instructure Support)). Once created, it will automatically be applied to your course in the dropdown menu.
      - If you have already built a grading scheme, select it from the dropdown menu.

6. Click **Update Course Details** to save changes.