Summary of Steps:

(Continue to next page for detailed step-by-step instructions with screen shots of this procedure)

1. Prepare Grade Center Calculated Column for Grade Submission
   a. Choose to use one of the existing calculated columns ("Weighted Total" and "Total") OR create your own column to calculate the course grade. Set this column as the External Grade.
   b. Make sure that the Primary Display for that calculated column is "Letter" and the Secondary Display is "Score".
   c. Select which columns or categories will be used in the calculation of the course grade.
   d. Check the calculated column’s Quick Column Information and verify that “Possible Points” is correct for your grading scale.
   e. Verify that the Letter Grading Schema is correct for your grading scale.

2. Submit Blackboard Final Course Grades to Banner
   a. Open the “TTU Banner Grade Submission” Tool in the Course Tools Section in the Control Panel to launch the grade submission wizard.
   b. Click the “Copy Blackboard letter column to Banner column” button to transfer the grades from the Blackboard column to the Banner column.
   c. Click the “Push grades to Banner” button to submit your grades to Banner.

Continued…
Detailed Instructions:

1. Configure Blackboard to calculate letter grades:

   a. Choose to use one of the existing calculated columns (“Weighted Total” and “Total”) OR create your own column to calculate the course grade. Set this column as the **External Grade**. All Blackboard courses have two default columns in the Grade Center: “Total” and “Weighted Total”, either of which can be used to calculate the final course grade. Depending on the type of calculation used in your course to determine the course grade, set one of these columns as the external grade. To do that, access the action link in the column header next to the title of the column. Select **Set as External Grade**. When set, you will see a green check next to the name of the column.

   b. Make sure that the Primary Display for that calculated column is “Letter” and the Secondary Display is “Score”. To do that, click on the action link next to the column and select **Edit Column Information** to change these options.
c. **Select which columns or categories will be used in the calculation of the course grade.** While in the Edit Column Information screen, in the Select Columns section, click “Selected Columns and Categories.” Click on the titles of the columns and then click the small right-pointing arrow to move the columns into the “Selected Columns” area on the right side of the screen. It is also recommended that you turn off “Calculate as Running Total”, so that assignments with no grades count as zeros. Click Submit to save these changes.

![Select Columns](image)


d. **Check the calculated column’s Quick Column Information and verify that “Possible Points” is correct.** Click on the action link and select Quick Column Information.

![Quick Column Information](image)
e. **Verify that the Letter Grading Schema is correct for your grading scale.**
   In the Grade Center Manage menu, select Grading Schema. Edit the **Letter**
grading schema to verify that the percentages are correct for your grading
scale, for example that 90% of the maximum point total is the minimum for an
A.

![Grading Schema](image)

2. **Submit Blackboard final course grades to Banner:**

   a. **Open the “TTU Banner Grade Submission” Tool** in the Course Tools
      Section in the Control Panel to launch the grade submission wizard.
      The first screen you see includes a summary of all these steps. Click the link
      at the bottom of the text, “Open TTU Banner Grade Submission Wizard” to
      move to the next screen. You will see your student roster and their course
      grade (Score and Letter) in the Blackboard column. There is also a column
      for individual notes if needed.

![Blackboard Grade Submission](image)
b. Click the “Copy Blackboard letter column to Banner column” button to transfer the grades from the Blackboard column to the Banner column. When this is complete, you will see a Status of “Saved” next to each student with a grade.

<table>
<thead>
<tr>
<th>R Number</th>
<th>Last Name</th>
<th>First Name</th>
<th>Efrage</th>
<th>Blackboard</th>
<th>Banner</th>
<th>Note (50 characters)</th>
<th>Status</th>
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<td></td>
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<td></td>
<td>Saved</td>
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</tbody>
</table>

Please contact Blackboard Support at blackboard@ttu.edu if you have difficulties or questions with this procedure.

c. Click the “Push grades to Banner” button to submit your grades to Banner. This action will submit the grades and finalize the grade submission from Blackboard to Banner. This action is not reversible. This is complete when the Status changes to “Pushed.”

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