TTU Blackboard to Banner Grade Submission Tool

Using Blackboard Learn 9.1 to submit Final Course Grades to Banner

Note: Only the Instructor of Record for the section is able to submit grades to Banner.

Summary of Steps:

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.
   b. Set this column as the External Grade.
   c. Make sure that the Primary Display for that calculated column is “Letter” and the Secondary Display is “Score”.
   d. Select which columns or categories will be used in the calculation of the course grade.
   e. Check the calculated column’s Quick Column Information and verify that “Possible Points” is correct for your grading scale.
   f. 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.

Once the grades have been posted to Banner, you will receive a confirmation email within 24 hours.
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.

   ![Set as External Grade](image)

   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.

   ![Edit Column Information](image)
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)

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3. Select Columns

Choose specific columns to include in the calculation. To include specific columns or categories in the total, choose Selected Columns and Categories.

Include in Total
- All Grade Columns
- Selected Columns and Categories

Columns to Select
- Weighted Total
- Start Here!
- Widget
- Test the Response LCD
- Exam Question Type Examples
- Exam Question Type Quiz Group B

Categories to Select
- Assignment
- Survey
```

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)

```
Name: Letter Grade
Primary Display: Letter
Category: 
Points Possible: 360 (may vary by student)
External Grade: Yes
Due Date: Ilone
Included in Calculations: Yes
Column ID: 40274
```

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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 Table]

(NOTE: A grades of F or I will not submit from Blackboard to Banner.)

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.**
      This tool will open in a separate browser window. You will see your student
      roster and their course grades (Score and Letter) in the Blackboard column.
      There is also a column for individual notes if needed.
Note: You may have instances where the letter grade does not appear in the column. This happens when the student’s total points exceed the total possible points. When you are on the grade submission screen, you’ll see those grades in red. Manually select which letter grade and (important) add a note in the Notes column to explain why the grade exceeded the maximum possible course grade, e.g. “Curved.” This note is for the instructor only. Also, the notes may not remain visible in the notes field on this screen, but they are being saved and communicated to Banner.

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.

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.

Once the grades have been posted to Banner, you will receive a confirmation email within 24 hours.

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