

ILP Grade Integration

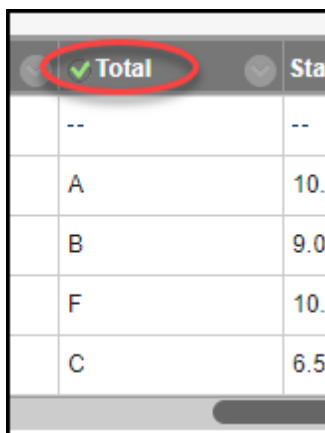
The ILP Grade Integration process pushes grades from a Blackboard course to Banner. The Grade Center column with the grades that will be pushed to Banner must be set as the External Grade. The External Grade column must be designated as Letter Grade.

Verify and Set Up External Grade Center Column

Verify External Grade Center Column

The grades in the Grade Center column that is set as the External Grade are the grades that will export to Banner.

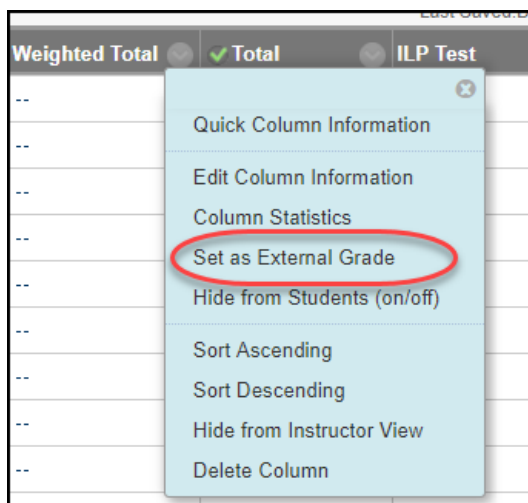
1. In the course Control Panel, click **Grade Center** and select **Full Grade Center**.
2. Locate the Grade Center column with the **green checkmark** to the left of the column Title (usually the Total column), which indicates the column has been set as the External Grade column.



✓ Total	Sta
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A	10.
B	9.0
F	10.
C	6.5

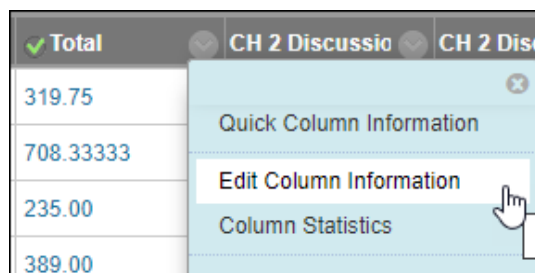
Set Up External Grade Center Column

1. In the Full Grade Center, click the chevron to the right of the Title of the column you want to set as the External Grade column.
2. Select **Set as External Grade** from the pulldown menu.

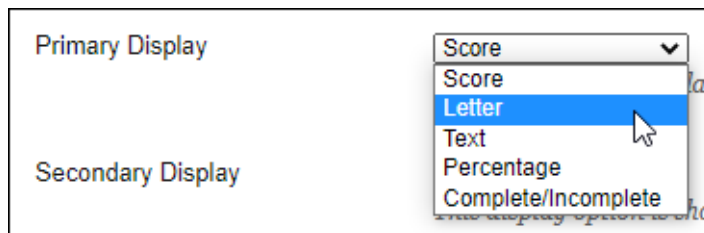


NOTE If you do not have the **Set as External Grade** option in the pulldown menu, the column has already been set as the External Grade column.

- Click the chevron to the right of the Title column you have set as the External Grade column and select **Edit Column Information**.



- Click the **Primary Display** pulldown menu and select **Letter**.

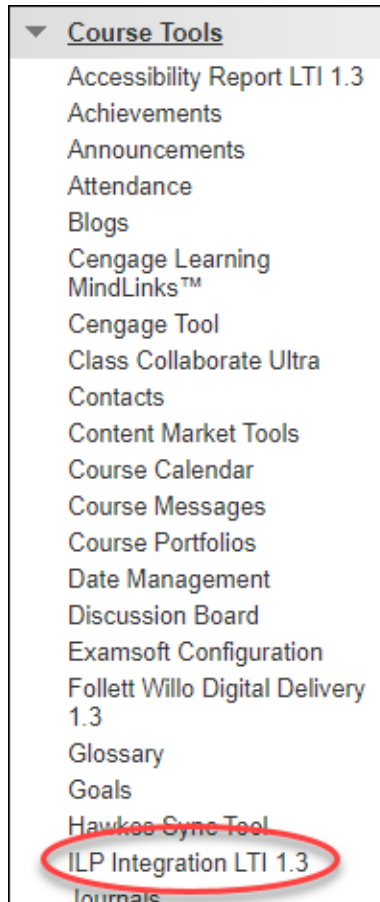


IMPORTANT The Primary Display for the External Column **must** be set as a Letter Grade.

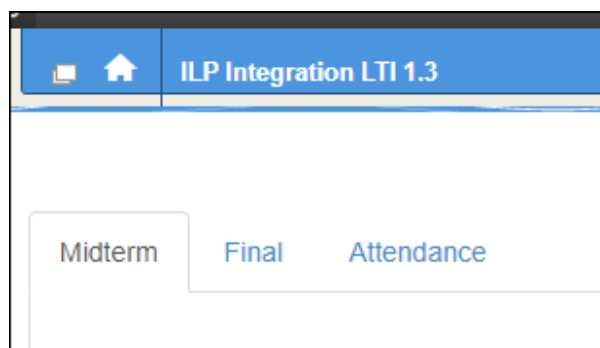
- Click **Submit**.

ILP Grade Integration Process to Submit Grades

1. In the course Control Panel, click **Course Tools** and select **ILP Integration LTI 1.3**.



2. Click the tab for the option you want to submit: **Midterm** or **Final**.



3. If you prefer to enter the grades manually or if any grade needs to be modified, enter the grade in the appropriate textbox in the Grade column.

Final	Extension Date (mm/dd/yyyy)	Last Attended Date (mm/dd/yyyy)
<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="F"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="F"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

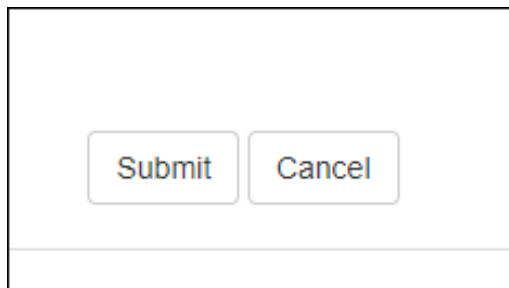
NOTE In some cases, **Midterm** grades do **not** need to be submitted for every student. In this case, you can remove (i.e., delete) the grades from the textboxes for the students that do not need Midterm grades submitted to Banner.

4. If the student is receiving an F as the Final Grade in the course:

- The Final Grade column will display an F.
- Enter the **Last Attended Date** in the textbox.

NOTE Refer to the **Last Access** Grade Center column to determine the last time the student logged into the course. If the student dropped the course or you dropped them from the course, you do not need to submit a grade for them. If they do not show on your Raiderlink roster, you do not submit a grade for them.

5. Single-click the **Submit** button. **Do not double-click** the Submit button.



6. After clicking Submit, the page refreshes and you should see a **Grades Submitted** message. If you do not receive a submission confirmation, go to Raiderlink to verify your grades submitted properly.

Additional Considerations

- Be sure that your Grading Schemas are correct and are in alignment with your syllabus.
- You should only have one Grading Schema for each grading display. For example, you can only have one Letter Grading Schema.