

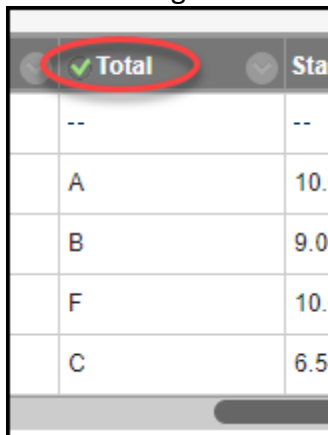
## ILP Grade Integration

This process will push grades from a Blackboard course to Banner.

**Cross listed courses:** If the courses are cross listed in Banner then you will be able to use this process to submit your grades. If they are not cross-listed and you asked Blackboard support to combine them for you, you cannot use this process.

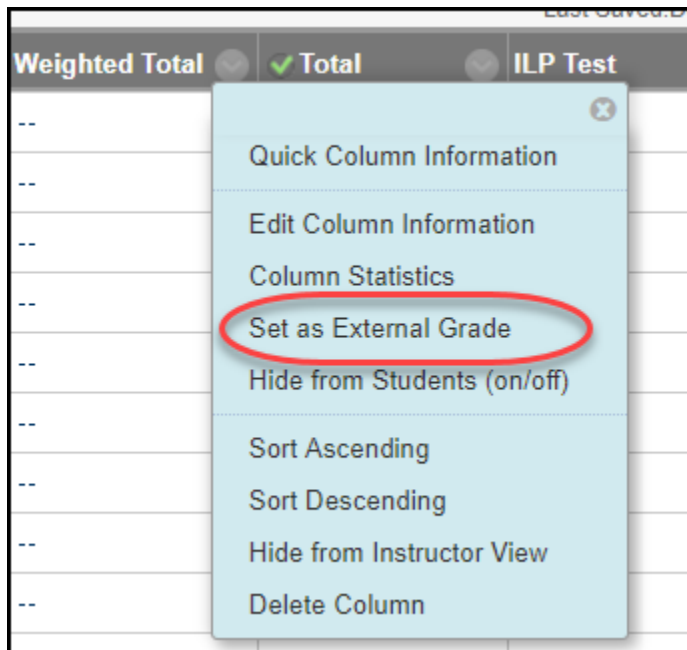
### Setting up an External Grade Center Column

The grade center column with the grade that is being pushed to Banner should be marked as the external grade.



✓ Total	Sta
--	--
A	10.
B	9.0
F	10.
C	6.5

- The grade center column that is designated as the External Grade Center Column will be the grade that exports to Banner. This column will have a green checkmark in front of the column name. If you do not have the Set as External Grade option, the column has already been set as the external grade column. If the column title has a green checkmark next to it, it has already been set as the External Grade column.



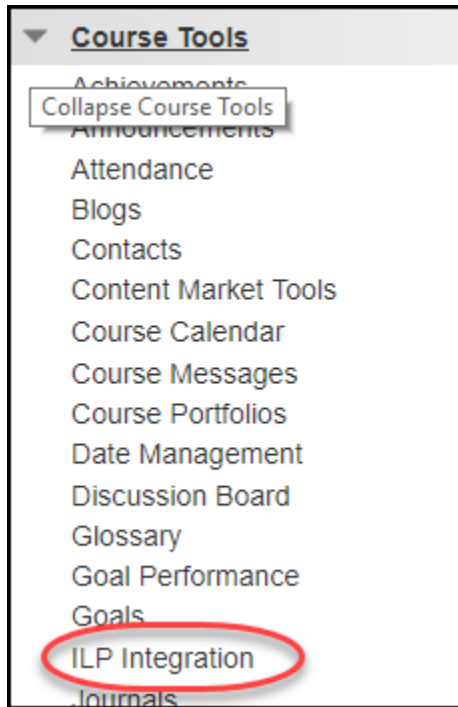
To set a column as the External Grade Center Column:

- Click on the drop-down for the column you wish to make external.
- Select Set as External Grade.

This column will also need to be a letter grade. You can convert the existing column to a letter grade by:

- Clicking on the drop-down for the column you have set as the external grade column.
- Select **Edit Column Information**.
- Change the Primary Display to **Letter**.

## Grade Integration Process



To access the ILP Grade Integration tool:

- Go to **Course Tools** in the Control Panel.
- Select **ILP Integration**.

## ILP Integration

ILP Home
Midterm Grades
Final Grades
Last Date of Attendance

- Select the item you want to submit
  - **Midterm Grades**
  - **Final Grades**

**ILP Integration**

ILP Home
Midterm Grades
Final Grades
Last Date of Attendance

**FINAL GRADES**

Visible Groups: All Participants ▼

Populate final grade from current grade: Final Grade ▼

Click "Clear Grades on form" to start over. Clear Grades on form

*Once the values are cleared you can repopulate final grades from Current Grade.*

First Name	Surname	Current Grade	Final Grade	Expires Date	Last Date of Attendance
John	Smith	A (A)	A <input type="text"/>	<input type="text"/>	<input type="text"/>
Jane	Smith	A (A)	A <input type="text"/>	<input type="text"/>	<input type="text"/>
Bob	Smith	B (B)	B <input type="text"/>	<input type="text"/>	<input type="text"/>

- Visible Groups – **All Participants**
- Select the column to populate – this will show either Midterm Grades or Final Grades.
- The grade that is in the External Column in the Grade Center will populate into the specified grade column (Final or Midterm).
- If the student is receiving an F in the course you will do the following:
  - The Final Grade column will be an F.
  - You will either put the Last Date of Attendance or check Never Attended.
  - You cannot enter a date and check Never Attended.
  - You can use the Last Accessed grade center column to determine the last time they logged into the course.

- If the student dropped from the course or you dropped them from the course you do not need to submit a grade for them. If they do not show up in your Raiderlink roster you do not submit a grade for them.

		35.00 (F)	<input type="text"/>	<input type="text"/>
		85.00 (B)	<input type="text"/>	<input type="text"/>
		38.00 (F)	<input type="text"/>	<input type="text"/>

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

**In some cases, midterm grades do not have to be submitted for every student. In this case, you will remove the grades from the cells for the students that do not have to have midterm grades submitted to Banner.**

Cancel
Submit Grades

- Single-click the Submit Grades button. **Do not double-click the Submit Grades button.**
- After clicking Submit Grades, the page will refresh and you should see a “Grades Submitted” message.
- If you do not receive a submission confirmation go check in Raiderlink to verify if your grades submitted properly.

### Some Additional Things to Consider

- 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.