



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.

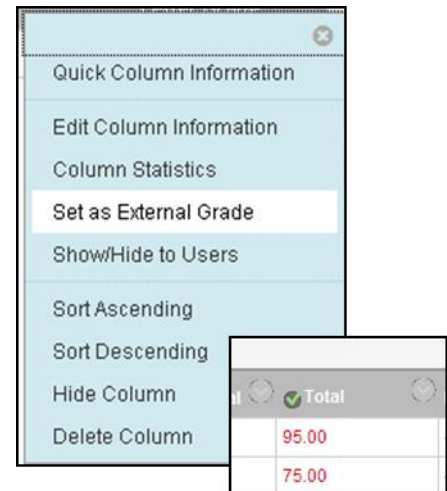
Once the grades have been posted to Banner, you will receive a confirmation email within 24 hours.



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.



- 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.

Primary Display	Letter	
	<i>Calculated grades display i</i>	
Secondary Display	Score	
	<i>This display option is show</i>	



- 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.

3. Select Columns

Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included the total by choosing **All Grade Columns in Grading Period**. 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:	Selected Columns:
Weighted Total	Column: Midterm
Start Here!	Column: Graded Forum
Widget	
Test the Respondus LDB	
Fun Question Type Examples	
Fun Question Type Quiz Group B	
Column Information	
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.

Letter Grade

Name:	Letter Grade
Primary Display:	Letter
Category:	
Points Possible:	360 (may vary by student)
External Grade:	Yes
Due Date:	None
Included in Calculations:	Yes
Column ID:	40274

Close Menu



- 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.

Manage ▾

Reports ▾

Grading Periods

Grading Schemas

Grading Color Codes

Categories

2. Schema Mapping

Grade Center columns that are automatically graded, and mappings from each symbol into a percentage of points

Grades Scored Between	Will Equal
90 % and 100%	A
80 % and Less Than 90%	B
70 % and Less Than 80%	C
60 % and Less Than 70%	D
0 % and Less Than 60%	F

(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.

201257-ACOM-3311-001-Web Design in Ag Sciences							
Copy Blackboard letter column to Banner column				PUSH grades to BANNER			
R Number	Last Name	First Name	Erader	Blackboard	Banner	Note (50 characters)	Status
				180.00 A-			
				186.00 A-			
				183.00 A-			
				160.00 B-			
				177.00 B+			



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.

201257-ACOM-3311-001-Web Design in Ag Sciences							
Copy Blackboard letter column to Banner column		PUSH grades to BANNER					
R Number	Last Name	First Name	Eraider	Blackboard	Banner	Note (50 characters)	Status
				180.00	A-	A-	Saved
				186.00	A-	A-	Saved
				183.00	A-	A-	Saved
				160.00	B-	B-	Saved
				177.00	B+	B+	Saved

- 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.

201257-ACOM-3311-001-Web Design in Ag Sciences							
Copy Blackboard letter column to Banner column		PUSH grades to BANNER					
R Number	Last Name	First Name	Eraider	Blackboard	Banner	Note (50 characters)	Status
				180.00	A-	A-	Pushed
				186.00	A-	A-	Pushed
				183.00	A-	A-	Pushed
				160.00	B-	B-	Pushed
				177.00	B+	B+	Pushed

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