

Recommended Browser: Chrome

LOGIN: <https://one.drexel.edu/>

1. Navigate to Learn Courses
2. Click on 1 of the Courses in the **My Courses** Channel

My Courses 

Courses where you are: Instructor

ANIM-388-002 - SP 15-16 *(unavailable - Child course of ANIM-388-002/DIGM-T580-003-XLIST-201535)*
Instructor: Bryan Becker; Stephen Pettit; Mary Quigley;

ANIM-388-002/DIGM-T580-003-XLIST-201535
Instructor: Bryan Becker; Stephen Pettit; Mary Quigley;

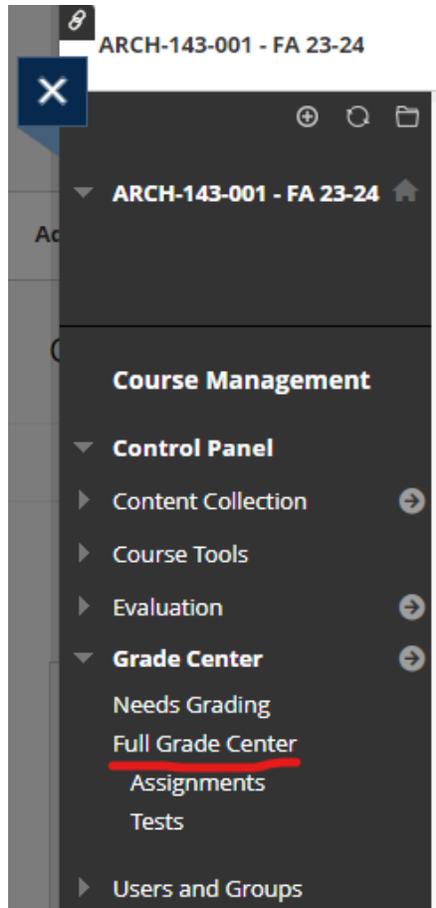
ARCH-143-001 - SP 15-16
Instructor: Kenneth Jacobs; Mary Quigley;

ARCH-143-002 - SP 15-16
Instructor: Kenneth Jacobs; Mary Quigley;

ARTS-805-001 - SP 15-16
Instructor: Nancy Gerber; Mary Quigley;

BIO-311-A - SP 15-16
Instructor: Robert Loudon; Mary Quigley;

3. Navigate to **Grade Center** under Course Management – Select the **Full Grade Center** link.



The Learn-to-Banner **Grade Submit Tool** can be used independently of your current gradebook by creating a new **BannerGrade** OR by using a **Weighted Total Column** you may have used throughout the term.

Select the method you would like to use:

4. [Use an existing **Weighted Total Column** already in the gradebook](#)
5. [Create a **New Column** to store the Grade to be transferred to Banner](#)

4. Use an existing Weighted Total Column already in the gradebook

4A. Navigate to Weighted Total, Running Total etc. column and click on Edit Column Information.

The screenshot shows the 'Grade Center : Full Grade Center' interface. At the top, there are navigation buttons: 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these is a 'Grade Information Bar' with 'Move To Top' and 'Email' buttons. The main table has columns for 'LAST NAME', 'FIRST NAME', 'WEIGHTED TOTAL', 'TOTAL', and 'ASSIGN'. The 'WEIGHTED TOTAL' column is highlighted, and a context menu is open over it, with 'Edit Column Information' selected and underlined in red. The table data shows four rows with weighted total percentages: 95.375%, 92.25%, 100.00%, and 78.875%.

4B. Change the Column Name to **BannerGrade**.

4C. Change the Primary Display to **Letter** and enter **Percentage** in Secondary Display.

COLUMN INFORMATION

* Column Name

Grade Center Name

Displays as the column header in the Grade Center. Recommended not to ex

Primary Display

Calculated grades display in this format in both the Grade Center and My Gr

Secondary Display

This display option is shown in the Grade Center only.

4D. If you have not created your grade formula, select the columns from the grade center (or categories) and apply the appropriate weighted percentage to those columns. The Total Weight should equal 100%.

For additional help on calculating grades, please reference the [Calculate Grades page](#) on the Blackboard Help Site.

SELECT COLUMNS

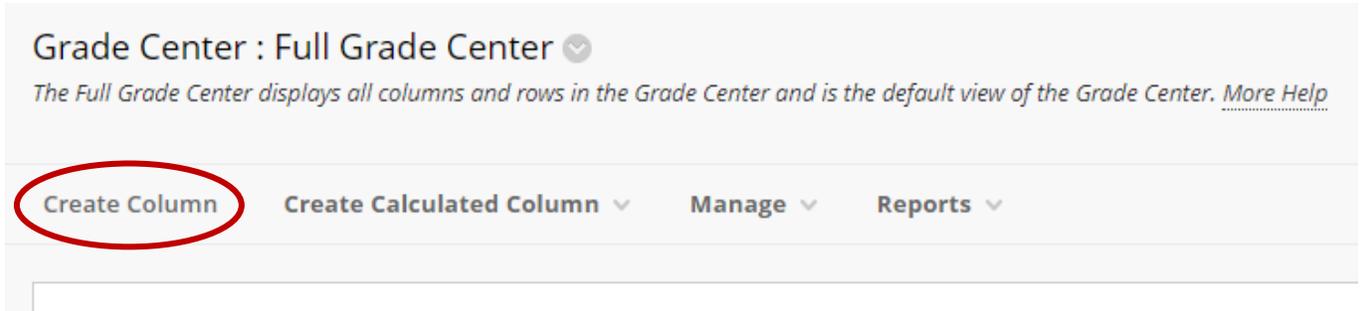
Select the columns and categories to include in this weighted grade and then set the weight percentages.

4E. Instructors should set the [Running Total option to No](#), such that blank grades are calculated as zeroes, instead of ignored from the calculation.

SKIP to Step 6: Entering Grades

5. Creating a New Column

5. Create a Column with **BannerGrade** as the Column Name.
- 5A. Click on the Create Column button.



- 5B. Enter the **Column Name**, **Primary Display**, **Possible Points**, and all items in the **Options** section. Click **“Submit”** when complete.

COLUMN INFORMATION

* Column Name	<input type="text" value="BannerGrade"/>
Grade Center Name	<input type="text"/>
Primary Display	<input type="text" value="Text"/> <small>Grades must be entered using the selected format. Grades</small>
Secondary Display	<input type="text" value="None"/> <small>This display option is shown in the Grade Center only.</small>
Category	<input type="text" value="No Category"/>
* Points Possible	<input type="text" value="100"/>

OPTIONS

Select **No** for the first option to exclude this Grade Center column from Students in My Grades.

Include this Column in Grade Center Calculations Yes No

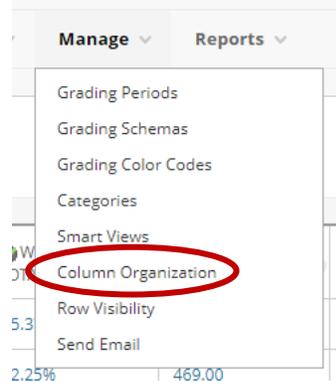
Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

5C. The new **BannerGrade** column will display in Grade Center: Full Grade Center.

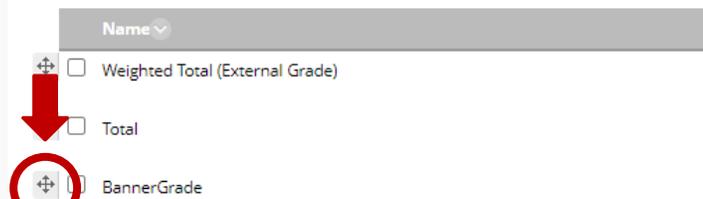
5D. To move **BannerGrade** column to the LEFT within the Grade Center.

i. Click on **Column Organization** under **Manage**

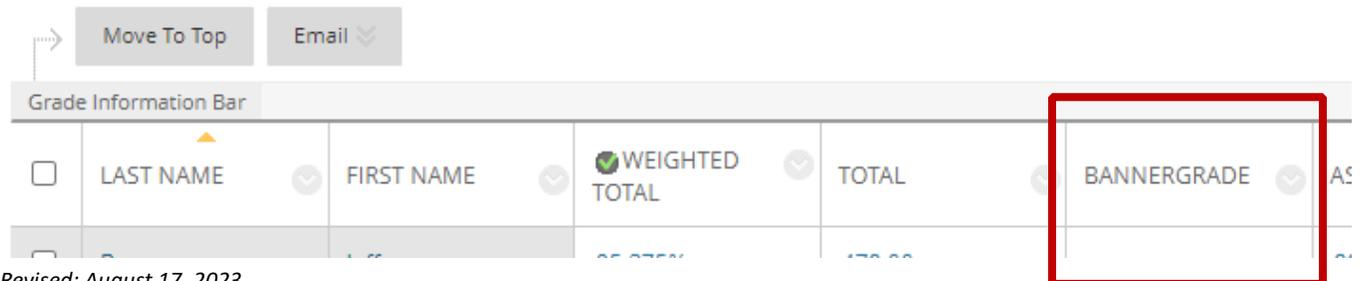


ii. Click on the **icon** to move the column to the desired position and then click **“Submit”**

Not in a Grading Period



Result:



Revised: August 17, 2023

5. Entering Grades

6. **Enter Grades:** Begin Entering Grades into the **BannerGrade** column.

Tip: Press Enter to save the grade and move to the next record.

Grade Information Bar						
<input type="checkbox"/>	LAST NAME	FIRST NAME	WEIGHTED TOTAL	TOTAL	BANNERGRADE	ASSIGNM
<input type="checkbox"/>	Berman	Jeffrey	95.375%	479.00	A	89.00
<input type="checkbox"/>	Lehnsherr	Erik	92.25%	469.00	A-	95.00
<input type="checkbox"/>	McGill	Angus	100.00%	500.00	A+	100.00
<input type="checkbox"/>	Shelmet	Michael	78.875%	403.00	C+	78.00
<input type="checkbox"/>	Xavier	Charles	91.625%	464.00	A-	84.00

7. **Grade Submission:** To submit a partial list or all of the Grades to Banner, navigate to **Course Tools** under **Course Management** – Select the **Grade Submit Tool - New** link . A new browser window will open with the new Grade Submit Tool.

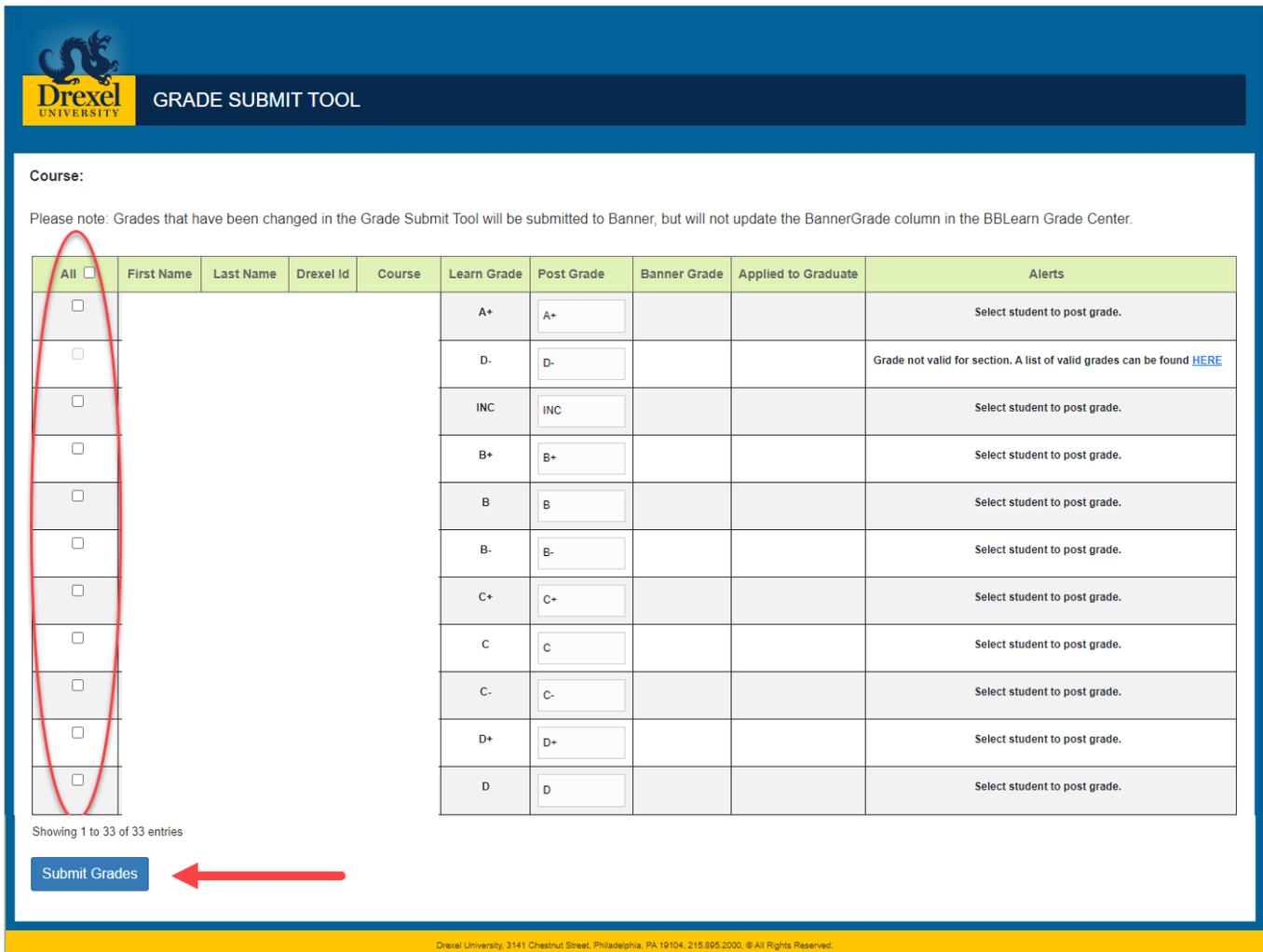


Learn-to-Banner Grade Submission Instructions

- a. Review the “Alerts” column for any errors. You may correct grades within the “Post Grade” column in the tool.

Note: Any grades corrected in the Grade Submit tool may be submitted to Banner before grades have been rolled to academic history, but will not write back to the BannerGrade column in the BBLearn Grade Center.

- b. Select the records (left checkbox) that need to be submitted to Banner. Click “Submit Grades”.



Course:

Please note: Grades that have been changed in the Grade Submit Tool will be submitted to Banner, but will not update the BannerGrade column in the BBLearn Grade Center.

All <input type="checkbox"/>	First Name	Last Name	Drexel Id	Course	Learn Grade	Post Grade	Banner Grade	Applied to Graduate	Alerts
<input type="checkbox"/>					A+	<input type="text" value="A+"/>			Select student to post grade.
<input type="checkbox"/>					D-	<input type="text" value="D-"/>			Grade not valid for section. A list of valid grades can be found HERE
<input type="checkbox"/>					INC	<input type="text" value="INC"/>			Select student to post grade.
<input type="checkbox"/>					B+	<input type="text" value="B+"/>			Select student to post grade.
<input type="checkbox"/>					B	<input type="text" value="B"/>			Select student to post grade.
<input type="checkbox"/>					B-	<input type="text" value="B-"/>			Select student to post grade.
<input type="checkbox"/>					C+	<input type="text" value="C+"/>			Select student to post grade.
<input type="checkbox"/>					C	<input type="text" value="C"/>			Select student to post grade.
<input type="checkbox"/>					C-	<input type="text" value="C-"/>			Select student to post grade.
<input type="checkbox"/>					D+	<input type="text" value="D+"/>			Select student to post grade.
<input type="checkbox"/>					D	<input type="text" value="D"/>			Select student to post grade.

Showing 1 to 33 of 33 entries

Submit Grades

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- 8. Review the “Alerts” column once processing is complete.
 - a. Grades that have been submitted to Banner will display “Grade Posted Successfully” in the “Alerts” column.

Learn-to-Banner Grade Submission Instructions

- b. If other errors display, please correct the grade according to the error, or contact ais_student@drexel.edu.

Alerts Column	Definition
Grade posted successfully.	The grade has successfully imported to Banner.
Received grade already posted to student enrollment.	The grade has already been submitted to Banner.
Grade already rolled to history.	A grade has been submitted to Banner and rolled to history. Any changes require the grade change process.
Grade not valid for section. A list of valid grades can be found HERE .	The grade entered is not one of the acceptable grades for the grade mode. Please change the grade to one that is valid for the grade mode and submit.
There is no grade entered to post.	The Post Grade field is empty. The field must contain a valid grade for it to be submitted to Banner.
Grading is not available at this time. More information about grade submission dates may be found HERE .	Grade submission is closed at this time. Please refer to the grade submission timeframe provided by OUR for the term.
Instructor ID is not assigned to section.	Instructor is not assigned to the course in Banner. Please contact OUR to correct.