

Recommended Browser: Chrome

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

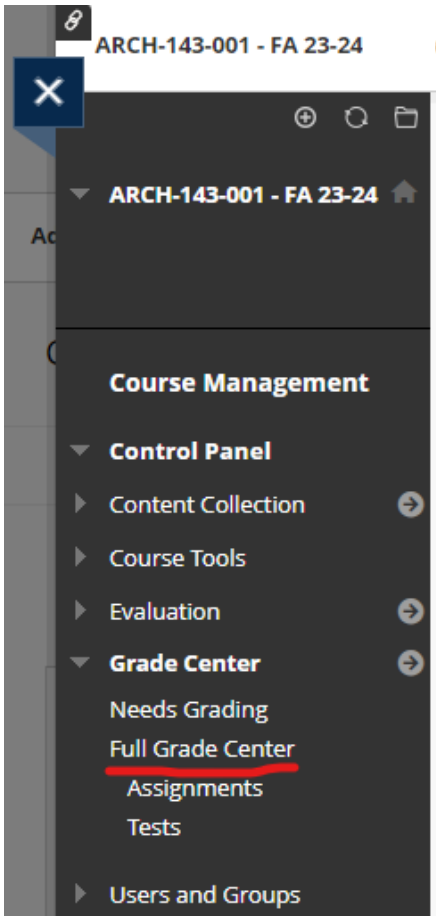
1. Navigate to Learn Courses.
2. Click on one of the Courses in the **My Courses** Channel.

Winter Quarter 23-24

Courses I am teaching

⊕ Composition and Rhetoric I	(ENGL-101-132)
⊕ Learning from Failure	(ENTP-611-900)
⊕ Managerial Economics	(ECON-601-001)
⊕ Managerial Economics	(ECON-601-901)
⊕ Composition and Rhetoric I	(ENGL-101-130)

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



The Learn-to-Banner **Grade Submit Tool** may be used independently of existing assignments in the Grade Center by creating a new **BannerGrade** column 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 Grade Center](#)
5. [Create a **New Column** to store the grade to be transferred to Banner](#)

Learn-to-Banner Grade Submission Instructions

4. Use an existing Weighted Total Column already in the Grade Center

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 contains four rows of data with 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

BannerGrade

Grade Center Name

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

Primary Display

Letter

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

Secondary Display

Percentage

This display option is shown in the Grade Center only.

Learn-to-Banner Grade Submission Instructions

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.

Include in Weighted Grade

Columns to Select:

- Final Numerical Grade
- Week8
- Week1
- Week6
- Week2
- Week3
- Week4

Categories to Select:

- Exam
- Extra Credit
- Final Exam
- Discussion Participation
- Paper
- Problem Set
- Essay

Selected Columns:

Enter the weight percentage for each item. Percentages should add up to 100 percent.

- 10 % Column: Assignment1
- 25 % Column: Assignment2
- 15 % Column: Assignment3
- 20 % Column: Assignment4
- 30 % Column: Test1

Total Weight: 100%

Calculate as Running Total: Yes No

A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.

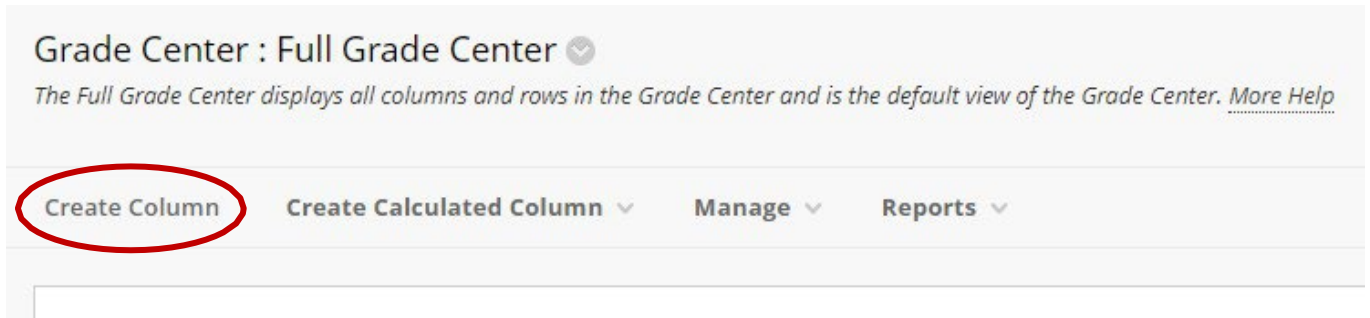
4E. Instructors should set the [Running Total option to No](#), such that blank grades are calculated as zeroes, instead of ignored from the calculation.

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

Grade Center Name

Primary Display Grades must be entered using the selected format. Grades

Secondary Display This display option is shown in the Grade Center only.

Category

* Points Possible

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

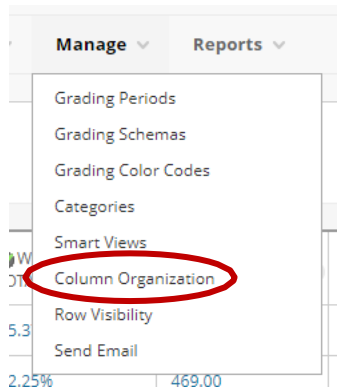
Show Statistics (average and median) for this column to Students in My Grades Yes No

Learn-to-Banner Grade Submission Instructions

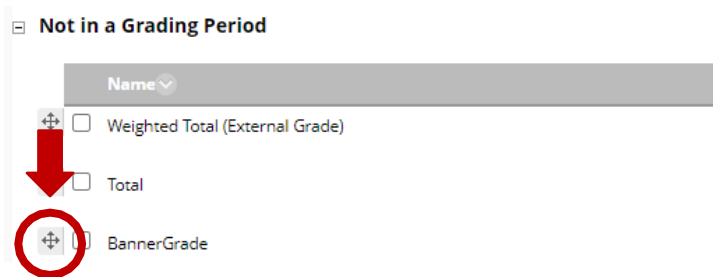
5C. The new **BannerGrade** column will display in Grade Center: Full Grade Center.

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

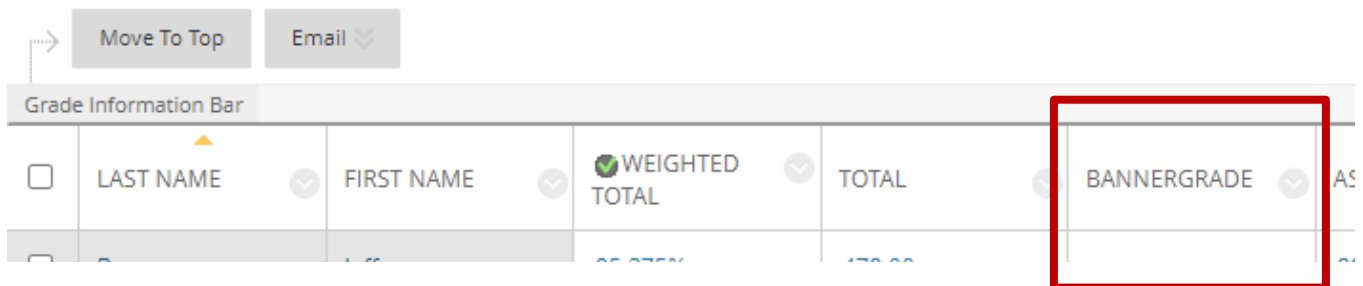
- i. Click on **Column Organization** under **Manage**.



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



Result:



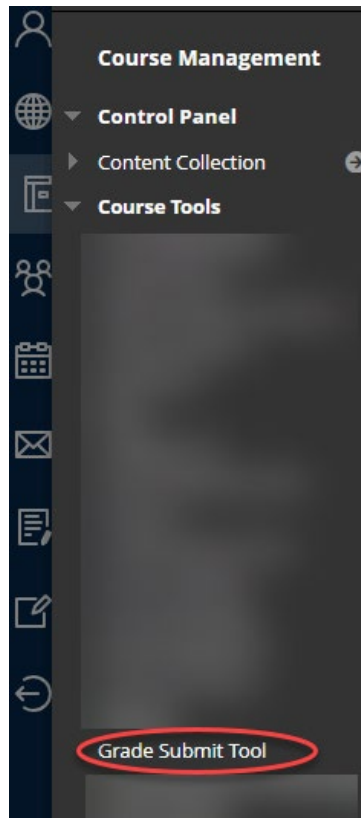
6. Entering Grades

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 or full list of grades to Banner, navigate to **Course Tools** under **Course Management**. Select the **Grade Submit Tool** link. A new browser window will open with the Grade Submit Tool.



Learn-to-Banner Grade Submission Instructions

- a. Review the **Alerts** column for any errors. You may correct grades within the **Grade to Post** 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**.

GRADE SUBMIT TOOL

Course: :

Please note: Grades in Grade to Post column will be submitted to Banner. You can manually overwrite grades from Learn in that column before submitting. Grades that have been overwritten here will not change the value of "BannerGrade" column in the Learn Grade Center.

All <input type="checkbox"/>	Photo	First Name	Last Name	Drexel Id	Course	Grade in Learn	Grade to Post	Grade in Banner	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
<input type="checkbox"/>						C	<input type="text" value="C"/>			Select student to post grade.
<input type="checkbox"/>						F	<input type="text" value="F"/>			Select student to post grade.
<input type="checkbox"/>						A	<input type="text" value="A"/>			Select student to post grade.
<input type="checkbox"/>						A-	<input type="text" value="A-"/>			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=""/>	AUD		Grade already rolled to history.
<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"/>						F	<input type="text" value="F"/>			Select student to post grade.
<input type="checkbox"/>						A+	<input type="text" value="A+"/>			Select student to post grade.
<input type="checkbox"/>						A	<input type="text" value="A"/>			Select student to post grade.

Showing 1 to 16 of 16 entries

Submit Grades

Learn-to-Banner Grade Submission Instructions

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.
 - 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 Grade to Post 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.