Recommended Browser: Chrome

LOGIN: htps://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

Course	
⊕ 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.
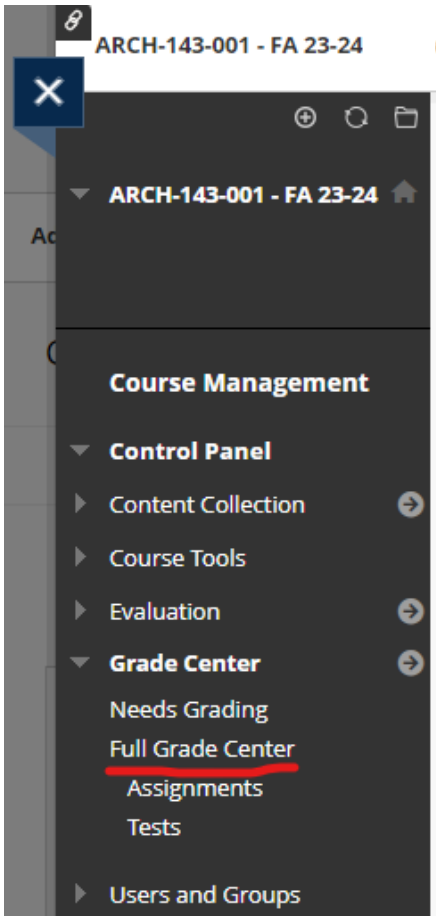
The Learn-to-Banner **Grade Submit Tool** may be used independently of existing assignments in the Grade Center by creating a new **BannerGrade** column OR by using a **Weighted Total Column** you may have used throughout the term.

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

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**.

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

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

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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.

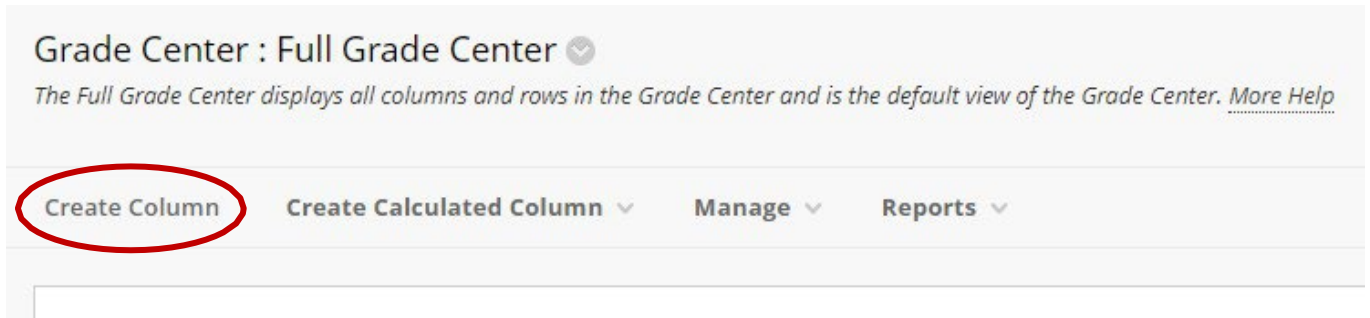
4E. Instructors should set the Running Total option to No, such that blank grades are calculated as zeroes, instead of ignored from the calculation.

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.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. More Help

Create Column   Create Calculated Column ⌄   Manage ⌄   Reports ⌄

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

COLUMN INFORMATION

    *   Column Name   BannerGrade

    Grade Center Name

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

    Secondary Display   None
                          This display option is shown in the Grade Center only.

    Category   No Category

    *   Points Possible   100

OPTIONS

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

    Include this Column in Grade   ○ Yes ◉ No
    Center Calculations

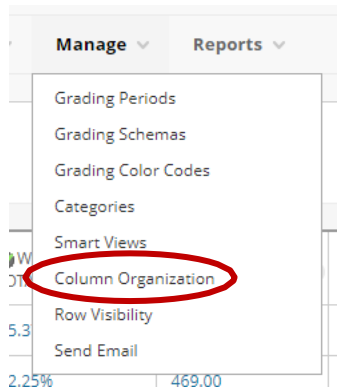   Show this Column to Students   ◉ Yes ○ No

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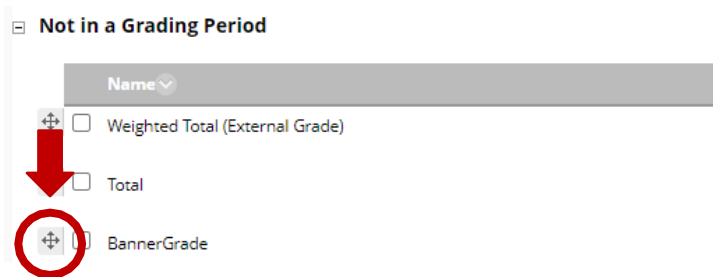   Students in My Grades

Revised: February 28, 2024

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

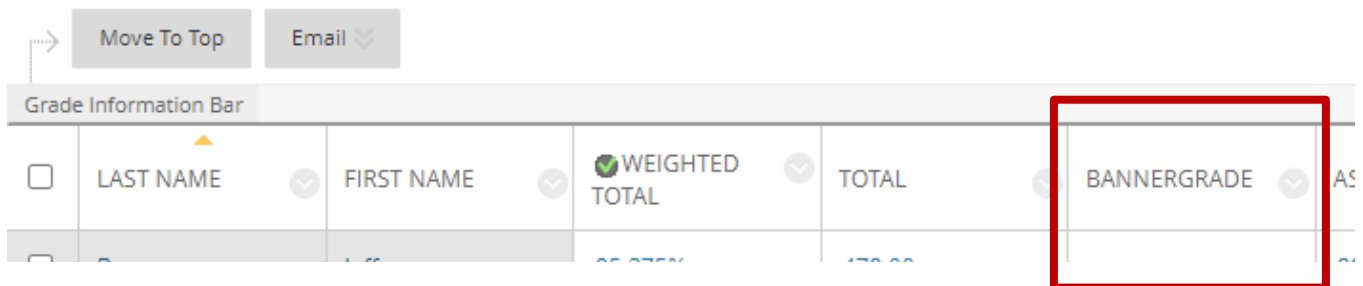5D. To move **BannerGrade** column to the LEFT within the Grade Center:

    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:

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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.

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.

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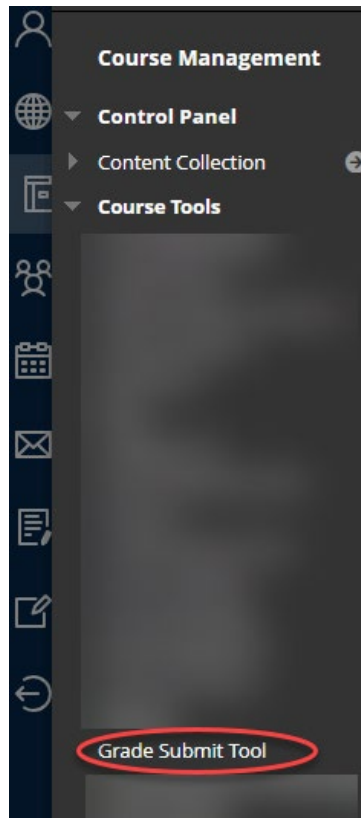
a. Review the **Alerts** column for any errors. You may correct grades within the **Grade to Post** column in the tool.

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.**

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.