

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;

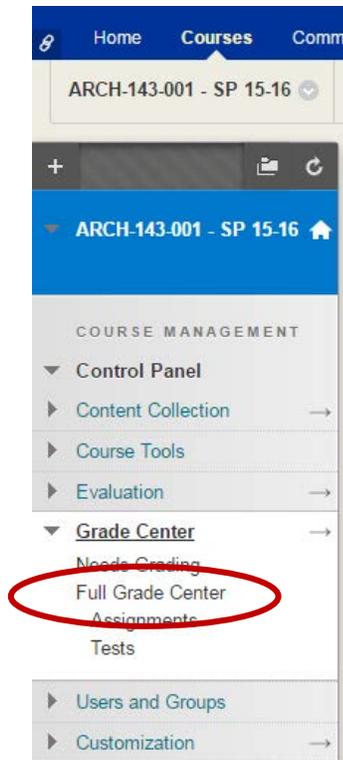
ANIM-388-002/DIGM-T580-003-XLIST-201535
Instructor: Bryan Becker; Stephen Pettit; Mary Quigley;

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 **Final Grade 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 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

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, make menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

Grade Information Bar

| Last Name | First Name | Username | Weighted Total | Assnment1 | Assnment2 | Assnment3 |
|-----------|------------|----------|----------------|-----------|-----------|-----------|
| | | | 82.66363% | | | 84.00 |
| | | | 85.10909% | | | 84.00 |
| | | | 85.34545% | | | 84.00 |
| | | | 83.75454% | | | 84.00 |
| | | | 85.98181% | | | 84.00 |

Quick Column Information Edit Column Information Column Statistics Set as External Grade Hide from Students (on/off)

4B. Change the Column Name to **BannerGrade** and enter a display name in the **Grade Center Name**

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

COLUMN INFORMATION

Column Name

BannerGrade

Grade Center Name

Weighted Total

Displays as the column header in the Grade Center. Recommended not to exceed 15 characters.

Description

Arial 3 (12pt)

Path: p

Primary Display

Letter

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

Secondary Display

Percentage

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:

Learn-to-Banner Grade Submission Instructions

https://en-us.help.blackboard.com/Learn/Instructor/Grade/Grading_Tasks/Calculate_Grades

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

Column Information

Categories to Select:

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

Category Information

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

<https://irt.moss.drexel.edu/blogs/onlinelearning/Lists/Posts/Post.aspx?ID=44>

SKIP to Step 6: Entering Grades

5. Creating a New Column

5. Create a Column with **Final Course Grade** (Display Name) and **BannerGrade** as the Column Name.

Grade Center : Full Grade Center ▾

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline

Move To Top Email ▾ Sort Columns By: Layout Position ▾ Order: ▾ Descending ▾

| Last Name | First Name | Username | Student ID | Last Access | Availability | Weighted Total | ✓ Total | Running Total |
|-----------|------------|----------|------------|-------------|--------------|----------------|---------|---------------|
| | | | | | Available | -- | -- | -- |
| | | | | | Available | -- | -- | -- |
| | | | | | Available | -- | -- | -- |

Selected Rows: 0

5A. Click on the **Create Column** Link

Create Column Create Calculated Column ▾ Manage ▾

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

COLUMN INFORMATION

* Column Name

Grade Center Name

Description

Path: p

Primary Display

Secondary Display

Category

* Points Possible

OPTIONS

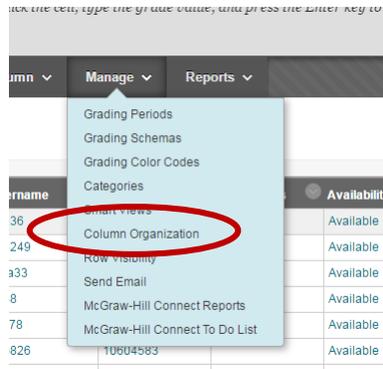
Select **No** for the first option to exclude this Grade Center column from Students in My Grades.

- 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

5C. The new **Final Course Grade (BannerGrade)** column will display in Grade Center: Full Grade Center

5D. To move **Final Course Grade (BannerGrade)** column to the LEFT within the spreadsheet

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 | | |
|--|-------------------------|------------------|
| Name | Grading Period | Category |
| <input type="checkbox"/> Weighted Total | Not in a Grading Period | Calculated Grade |
| <input type="checkbox"/> Total (External Grade) | Not in a Grading Period | Calculated Grade |
| <input checked="" type="checkbox"/> Final Course Grade | Not in a Grading Period | No Category |



Result:

| Last Name | First Name | Username | Student ID | Last Access | Availability | Child Course ID | Final Course Grade | Weighted Total | Total |
|-----------|------------|----------|------------|-------------|--------------|-----------------|--------------------|----------------|-------|
| | | | | | Available | 33004.201535 | -- | -- | -- |
| | | | | | Available | 33004.201535 | -- | -- | -- |
| | | | | | Available | 33004.201535 | -- | -- | -- |
| | | | | | Available | 33004.201535 | -- | -- | -- |

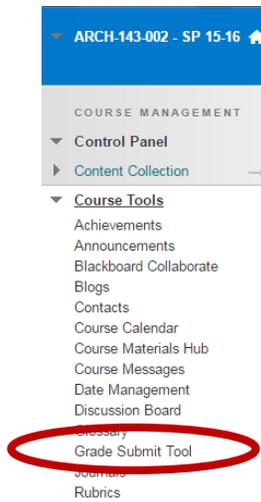
Entering Grades

6. **Enter Grades:** Begin Entering Grades into the **Final Course Grade or Weighted Total** column.

Tip : Click **TAB** to save and go to the next record

| Last Name | First Name | Username | Student ID | Last Access | Availability | Child Course ID | Final Course | Weighted Total | Total |
|-----------|------------|----------|------------|-------------|--------------|-----------------|--------------|----------------|-------|
| | | | | | Available | 33004.201535 | B | -- | -- |
| | | | | | Available | 33004.201535 | A | -- | -- |
| | | | | | Available | 33004.201535 | D | -- | -- |
| | | | | | Available | 33004.201535 | C | -- | -- |
| | | | | | Available | 33004.201535 | B+ | -- | -- |
| | | | | | Available | 33004.201535 | B | -- | -- |
| | | | | | Available | 35415.201535 | D | -- | -- |
| | | | | | Available | 35415.201535 | C- | -- | -- |

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** link



a. Select the records (left checkbox) that need to be submitted to Banner. Click the **“Process Grades”**.

Tip: The list can be sorted by click on the column names at the top

| | First Name | Last Name | BatchUID | Email | Grade | Last Attendance Date | SIS Status |
|-------------------------------------|------------|-----------|----------|-------|-------|----------------------|---------------|
| <input type="checkbox"/> | | | 7371756 | | A | Never | success |
| <input type="checkbox"/> | | | 6474956 | | B+ | Never | success |
| <input type="checkbox"/> | | | 7810754 | | C | Never | success |
| <input checked="" type="checkbox"/> | | | 6356454 | | A | Never | Not Processed |
| <input checked="" type="checkbox"/> | | | 7040044 | | B | Never | Not Processed |
| <input checked="" type="checkbox"/> | | | 4421869 | | C | Never | Not Processed |
| <input checked="" type="checkbox"/> | | | 6856863 | | F | Never | Not Processed |
| <input type="checkbox"/> | | | 6113576 | | Never | | Not Processed |

8. Review the SIS Status column once processing is complete.
 - a. If success or no response from the SIS display, then everything is fine and you are done.
 - b. If other errors display, please contact ais_student@drexel.edu.

| SIS Status | Definition |
|--|--|
| Success | Grade successfully integrated to Banner |
| no response from SIS | <i>Ignore Error:</i> The system will continue to reprocess until it updates Banner |
| ge10: received grade already posted to student enrollment. no update performed." | A Grade is already stored in Banner |