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
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**

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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
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

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:
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.

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

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

   ![Column Organization](image)

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

   ![Column Moved](image)

Result:

![Result](image)
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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Student ID</th>
<th>Last Access</th>
<th>Availability</th>
<th>Final Course</th>
<th>Weighted Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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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*
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.

<table>
<thead>
<tr>
<th>SIS Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>Grade successfully integrated to Banner</td>
</tr>
<tr>
<td>no response from SIS</td>
<td>Ignore Error: The system will continue to reprocess until it updates Banner</td>
</tr>
<tr>
<td>ge10: received grade already posted to student enrollment. no update performed.&quot;</td>
<td>A Grade is already stored in Banner</td>
</tr>
</tbody>
</table>