

Exporting Final Grades from Desire2Learn to Banner

****Important Information:**

- NF, QF, or FF grades will need to be entered as an override. A plain F grade will not be accepted.
 - FF – Finished/completed course
 - QF – Quit at some point in the semester
 - NF – Never participated
- For QF grades, you are given the option to associate the Last Date of Attendance during the export process.
- Grade export is case sensitive so grading schemes must be set up using upper case letters.
- Credit only courses - Credit grades will need to be submitted as CO instead of CR. A CR grade will not be accepted when the student has the C (credit only) grading mode in banner. Also letter grades will not be accepted with a C grading mode.
- Incompletes should not be set up in the grading schemes. If you want to submit an incomplete instead of the calculated grade, it needs to be entered as an override.

Instructions

1. Ensure you are going to export the appropriate final grade (Calculated or Adjusted, Calculated is the default)
 - a. Go to **Grades**
 - b. Click the **Settings** link (upper right)
 - c. Click the **Calculation Options** tab
 - d. In the **Final Grade Released** section, select the appropriate grade to release
 - e. If you made a change, click the **Save** button and then the **Yes** button
 - f. Click the **Close** button
2. Select a grade scheme that utilizes capital letter grades (you can either create your own or use the pre-made scheme)
 - a. Go to **Grades**
 - b. Select **Schemes** (at the top)

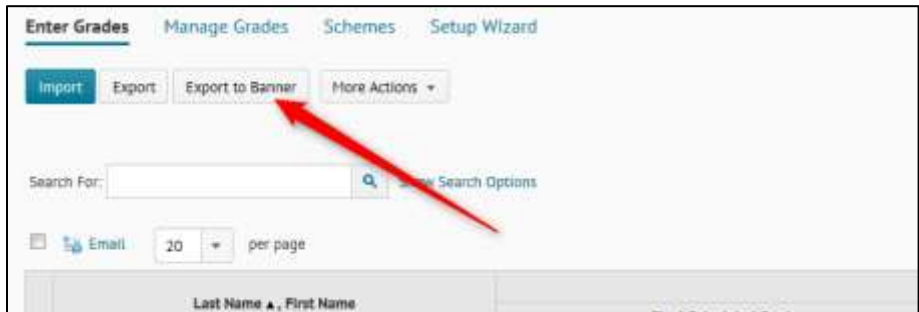
- c. Click the **checkmark** in the **Set as Default** column next to the scheme you want to activate



- d. Click the **Yes** button

3. Go to Enter Grades (at the top)

4. Click the Export to Banner button



5. If there are any F's, enter the Last Date of Attendance

Last Date of Attendance
Provide a valid last date of attendance for each student.

Last Name, First Name	User Name	Current Grade	Last Date of Attendance	
Dawson, Victor	W22156083	F	<input type="text" value="9/15/2015"/>	<input type="button" value="Now"/>
Haskin, Rhiannon	W22354284	F	<input type="text" value="10/27/2015"/>	<input type="button" value="Now"/>

- a. Every student who is receiving an F as their **Final Grade** will appear in a list. Enter the appropriate date in the **Last Date of Attendance** for every student who is receiving a QF.
- b. Select the **Now** button for **every other student** who is receiving an FF or NF.
- c. Select **Save and Continue**.

6. To override a grade:

- a. Click the **pencil** button in the Override Grade column (You will have to override to give an FF, QF, NF, or I.)

b. Click the **Apply** button

Last Name, First Name	Export: Calculated Final Grade	Is Grade Released?	Override Grade	Status	Details
Student1, Test1	A	Yes		Ready to Send	
Student10, Test10	B	Yes		Ready to Send	
Student2, Test2	A	Yes		Ready to Send	
Student3, Test3	F	Yes	FF <input type="button" value="Apply"/> <input type="button" value="Cancel"/>	Ready to Send	
Student4, Test4	D	Yes		Ready to Send	
Student5, Test5	F	Yes		Ready to Send	

7. Click the **Export All Grades** button

- If you have a merged course, you will need to click the **Export All Grades** button for **each section**.

8. After the wizard processes the export, click the **Continue** button

Enter Grades > Export Grades to Banner

Export Grades to Banner

Send to Banner

Your grades are now being exported and sent to Banner. This may take some time, but you can leave this screen and come back to it when you are ready.

Please wait...

- ▶ Preparing for Export
- ▶ Preparing Grade Data
- ▶ Waiting to Send Grade Data
- ▶ Sending Grade Data
- ▶ Waiting for Response
- ▶ Response Received
- ▶ Processing Response

9. Ensure your grades submitted successfully.

Last Name, First Name	Export: Adjusted Final Grade	Is Grade Released?	Override Grade	Status	Details
Clark, Clark	B	Yes		Accepted by SIS	The grade submitted is already on the SIS.
Clark, Benjamin	A	Yes		Accepted by SIS	The grade submitted is already on the SIS.
Clark, Betty	D	Yes		Accepted by SIS	The grade submitted is already on the SIS.
Johnson, Beverly	D	Yes		Error	The student is not gradeable on the SIS.
Johnson, Betty	D	Yes		Accepted by SIS	The grade I was successfully submitted to the SIS.

See the list below for some of the errors you may encounter. If you don't understand an error, contact Online Ed Support at ext 2381.

Error	Meaning
The grade submitted is frozen in Banner.	It is past the time limit to submit Banner grades.
The grade is not released and will not be submitted to Banner.	You need to release the grade to the student in D2L before you can submit to Banner.
The grade is invalid for the Org Unit in Banner.	You are trying to submit a letter grade to a credit only course or vice versa.
The Instructor who initiated the export does not have permission to export grades for the course.	Only the primary instructor of a course can submit grades to Banner.
This course does not exist in Banner.	This is not a course in Banner.
The course is not gradeable in Banner.	The course is not set up to receive grades in Banner.
The student is not gradeable in Banner.	The student can't receive grades for this course in Banner.
Student is not enrolled in this course in Banner.	Student is not enrolled in this course in Banner.
The previous transaction timed out. The grade needs to be resubmitted.	Try to submit again.