



## CANVAS: HOW TO PUBLISH GRADES TO BANNER

This tutorial will outline how to publish your grades in Canvas to Banner.

### 1. Verify that you have enabled a course grading scheme.

a. To enable Grading Scheme for your course:

- Select “Settings” from the left navigation, and then under the Course Details tab check “Grading Scheme.”

The screenshot shows the Canvas interface for a course named 'Virtual Faculty Resource'. The left navigation menu has 'Settings' circled in red. The main content area is titled 'Course Details' and contains various settings. The 'Grading Scheme' checkbox is checked and circled in red. Below it is a link to 'set grading scheme'. Other settings include Name, Course Code, Time Zone, SIS ID, Department, Term, Starts, Ends, Language, File Storage, and License.

Setting	Value
Name	Virtual Faculty Resource
Course Code	VFRC
Time Zone	Central Time (US & Canada)
SIS ID	VFRC
Department	Faculty_Staff
Term	Default Term
Starts	Dec 10, 2014 at 8:52am
Ends	
Language	Not set (user-configurable, defaults to English (US))
File Storage	2000 megabytes
Grading Scheme	<input checked="" type="checkbox"/> Enable course grading scheme
License	Private (Copyrighted)

- To view/edit the grading scheme select the “set grading scheme” link in blue.

Grading Scheme:  Enable course grading scheme

[set grading scheme](#)

License: Private (Copyrighted) ?

- Learn more about creating grading schemes:  
<https://community.canvaslms.com/docs/DOC-2918>
- Learn more about enabling grading schemes in your course:  
<https://community.canvaslms.com/docs/DOC-2924>

## 2. Verify the grades to be published

- a. Review your assignments in the grade book before exporting.
  - Delete assignments that were not used in the course
  - Check for missing assignment grades
  - Make any necessary point adjustments
- b. Download scores.
  - Select “Export” in the upper right corner of the Canvas grade book to download a CSV file. The download may take several minutes to process.



c. Open the CSV file and verify that the grade is accurate for each student

- **Midterm Grades-** Verify that the “**Current Grade**” is accurate for each student. Canvas will publish the “**Current Grade**” to Banner.
  - Canvas does not automatically assign a zero score when calculating the “Current Grade.” If a student did not receive credit for an assignment, you will need to manually enter a zero in the gradebook column.
  - If the “Current Grade” is inaccurate, review the suggestions outlined in step a.

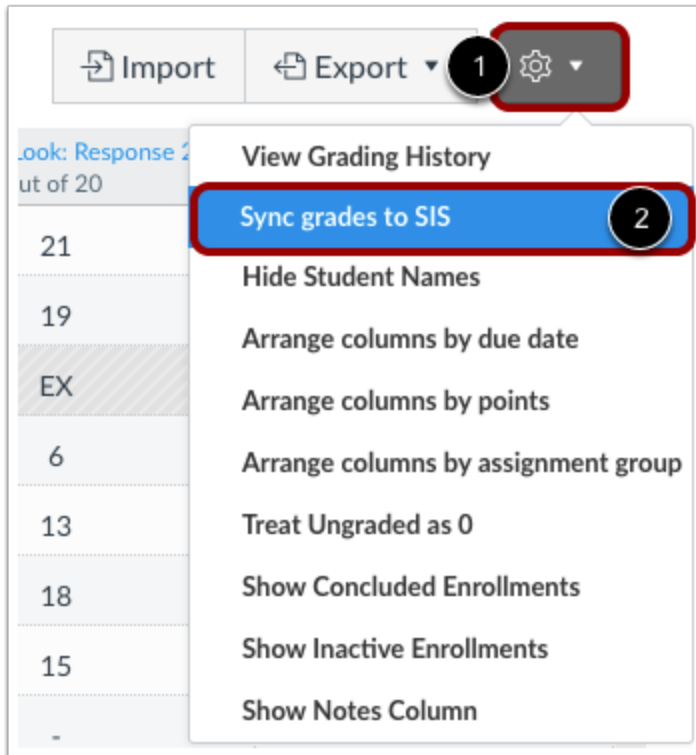
	BO	BP
com	Current Grade	Final Grade
	(read only)	
1.27	C-	D
1.87	A	C
1.93	B	D
90	A-	C
10.4	A+	B
1.93	F	F
1.87	C-	F
1.07	B	C

- **Final Grades-** Verify that the “**Final Grade**” is accurate for each student. If you need to assign an incomplete, it must be manually entered in Banner.
  - The Gradebook does not display a Final Grade column, you must export the Gradebook to view the Final Grade column.
  - Ungraded Assignments will be calculated as zero.
  - Verify all assignments are unmuted before publishing the Final Grade.
  - If the “Final Grade” is inaccurate, review the suggestions outlined in step a.

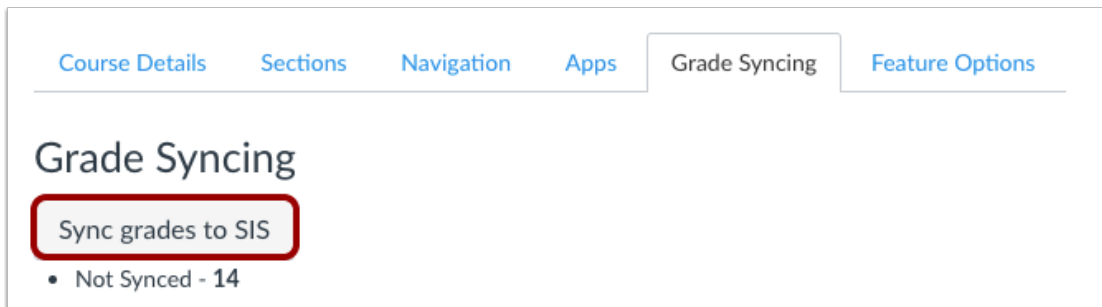
AC	AD
Current Grade	Final Grade
(read only)	
C+	C
B-	B
C-	C
D	D
F	F
C-	C
C+	C
F	F
C-	C
	F
A+	A

### 3. Sync grades to SIS

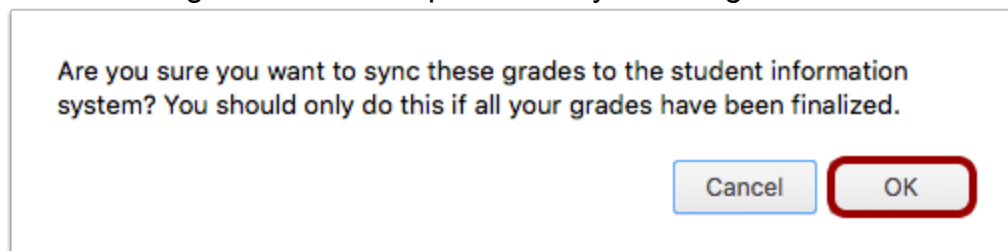
- a. Click the settings icon in the upper right corner of the Canvas grade book, then select **“Sync grades to SIS”**



- b. In the “Grade Syncing” tab, select **“Sync grades to SIS.”**



- c. Confirm that grades are to be published by selecting **“OK.”**



#### **4. Review Confirmation Email**

- a. Once the grades are submitted it will take several seconds/minutes for them to load in Banner. After the process is complete you will receive a confirmation email listing the following:
  - Student's A Number
  - Student's Name
  - Letter Grade
  - Percentage Grade

#### **5. Verify Grades in Banner**

- a. Verify that each student received the appropriate letter grade in Banner. If any adjustments need to be made you can manually adjust grades in Banner or resubmit grades via Canvas. Please note the deadline for online grade submission established by the Registrar.

If you have any questions or concerns, Canvas support is now available 24/7. To access support from within Canvas, click on the "Help" icon on the left side navigation and select "Chat with Canvas Support." Alternatively, you may call Canvas Support at 844-219-5802.