Midterm and Final Grade Submissions
Midterm and Final Grades can be pushed from Elearning to Banner. This can be a major timesaving procedure for mid-to-large courses.

If you need assistance exporting grades, please contact the Faculty Technology Center at 269-387-6958 during normal business hours.

**Before attempting to send grades**

1. Setup your grade scheme as published in your syllabus.
2. Assign the grade scheme as the default scheme for your course.
3. Ensure the letter grade symbol appears in the Enter Grades.
4. Record zeros for all unfinished work which is past due in Enter Grades.

**Grade Scheme Setup**
Omit this step if your grade scheme has already been setup.
Go to Grades (from the Assessments menu).

1. Click on Schemes.
2. Click the “More Actions” button and select “Copy”.
3. Select the 95,90,… scheme and click the “Copy” button.
4. Click on the “Copy of 95,90…” link.
5. Change the name. Change the lower limits of each grade to match the scale in your syllabus. A zero is automatically set to an “X” for students who have never
attended class.

6. Click “Save and Close”. This returns you to a list of Organization and Course level schemes. Click the gray checkmark in the same row as your scheme name. Answer yes to the prompt. The checkmark will now be green.

7. The grade scheme will be applied to the Final Calculated Grade column in Grades. This is the column that is used to export grades to Banner.

Enable Grade Symbols
Go to Settings. This link is available from many Grades panels (Enter Grades, Manage Grades, Schemes, etc.) and is in the upper right corner of the window.

1. Click on the “OrgUnit Display Options” tab.
2. The box next to “Grade scheme symbol” should be checked.

3. Click on the “Calculation Options” tab
   a. Select “Calculated Final Grade” under “Final Grade Released” to release the grade to students.
b. When reporting Midterm grades, select “Drop Ungraded Items”.
c. When reporting Final grades, select “Treat ungraded items as 0”.
d. When reporting Midterm grades, zeros should be recorded in Enter Grades for missing work that is past due, even if the student has never attended class.

**Export Grades**

1. Go to **Enter Grades**
2. Click on the little arrow next to Final Calculated Grades, then select “Grade All”
3. Click the action link next to Final Grades at the top of the page. Select “Transfer All”. Click OK, then Save.
4. Go back to the Enter Grades page – click the Cancel button at the bottom.

**Export Grades**

1. Click on the Export to SIS button.
2. Select what grade to send (Midterm or Final)
3. When sending Final Grades
   a. Enter the Last Date of Attendance for any student who is receiving an “E” or “X” grade. Type in the date or use the calendar tool.
   b. If the student has never attended, enter the first day of the term. Click the “Continue” button.
4. At the next page, select All or Ready to Send from the drop down list, then click the “Apply” button.
5. Click on Export all Grades to submit grades.
   a. If you have a course with combined sections, grades are submitted section at a time. Select a section, then click apply.
b. Grades are sent page at a time. For large courses, adjust the number of students shown per page. This is at the top right of the list of students.

c. To override a grade, click the pencil icon. For final grade submissions this is would be used to submit incompletes or to “bump-up” a grade.

d. Submitting the Demo Student’s grade generates an error (that can be ignored).

6. After grades are submitted, the system responds with a status page. Click the Continue button to re-display the status page (see Export to SIS status below).

7. You can resend grades, as needed, as long as the Banner grade sheet is open for updates.
   a. Once the Registrar has closed the grade sheet, grade changes must be made through the grade change link under My Work in GoWMU.
   b. To resend grades, start with step 1 above.

Export to SIS Status
After exporting grades, the status page is re-displayed. At the top will be a summary of the export. Below are results of the export for each student.
1. Accepted by SIS – this message is displayed when a grade was accepted successfully by Banner. The Details column indicates which grade sheet was used (Midterm or Final).
2. This grade was changed before grades were exported and is ready to send.
3. Ready to Send – this status is displayed when a grade is ready to be exported.
4. Out of Date – a grade was previously sent then changed. It is now ready to be resubmitted.
5. Not Ready to Send – no letter grade has been assigned to this student.
6. Error – the grade could not be exported. This can happen when a grade for the Demo Student is exported or for students who are not officially enrolled in the course.
7. Submitted to SIS – this message is displayed when grades have been exported, but no status message has been returned from Banner.