

# Canvas to Banner Grade Publishing

The grading window opens one month prior to the grade submission deadline for each term. During this window, instructors are able to pull their grades directly into the Banner Student Information System (SIS) from the Canvas Gradebook. This guide covers the necessary pre-requisites and instructions for publishing.

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## [Set up Canvas Gradebook for Banner Sync](#)

Canvas courses must first have a grading scheme set up so that the total numerical grade is assigned a letter grade. Follow the directions below to enable and setup a grading scheme inside of Canvas.

1. Login to Canvas at [uab.instructure.com](http://uab.instructure.com), select the desired course, and click **Settings** (A) at the bottom of the course navigation on the left.
2. Click the **Course Details** (B) tab at the top of the settings page.
3. Scroll down and check the box beside **Enable course grading scheme** (C).
4. Click **Set grading scheme/View grading scheme** (D) to pull up the Canvas default grading scheme.

The screenshot shows the Canvas interface for a course named 'Course 1'. The left sidebar contains navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, Help, and Student Resources. The 'Settings' link is highlighted with a red box and labeled 'A'. The main content area shows the 'Course Details' tab selected, labeled 'B'. Under 'Grading Scheme', the checkbox 'Enable course grading scheme' is checked and labeled 'C'. Below it, the 'view grading scheme' link is labeled 'D'. A wavy line with two downward-pointing arrows and the text 'Scroll Down' is positioned above the 'Grading Scheme' section.

- Click the **Pencil (E)** icon at the top right to edit the currently selected grading scheme or click **Select Another Scheme (F)** to choose a grading scheme created at the account or course level. Click the **X (G)** to unlink from the current grading scheme and start over with the Canvas default.

Name:	Range:
A	100 % to 94.0%
A-	< 94.0 % to 90.0%
B+	< 90.0 % to 87.0%

- Choose the desired **Name (H)** for the grading scheme.
- Click the **X (I)** beside rows to delete them.

**NOTE: Rows with “-“or “+” (e.g. A-, B+) should be deleted as Banner does not accept these values.**

- Edit the **Letters (J)** in the left column to match your course or program grading scheme. This should be the same as the grading scheme in your course syllabus.
- Edit the **Numbers (K)** in the right column to adjust the range for each letter. This value is the beginning value of that range and will auto-adjust to be the ending value of the next row. This value can have 2 decimal places.
- Click **Save (L)** to finish editing and save this grading scheme for this course. This process has to be repeated for each Canvas course.

Name:	Range:	X
A	100% to 94 %	X
A-	< 94% to 90 %	X
B+	< 90% to 87 %	X
B	< 87% to 84 %	X
D-	< 64% to 61 %	X
F	< 61% to 0 %	X

## Pre-Publish Gradebook Checklist

Before using the Canvas to Banner grade publishing tool, it is recommended that you go through the following checklist to ensure the grades will be pulled over successfully. This checklist can also be used for troubleshooting. Click the links in each step for helpful instructions on completing the task.

### 1. Grading Scheme is Enabled and Accurate

- A grading scheme must be enabled** inside the Canvas course settings in order to pull grades from Canvas to Banner. Grading schemes are not enabled by default.
- Canvas course grading scheme is accurate and does NOT contain “-“or “+” (e.g. A-, B+).

### 2. All Published Assignments are Graded and Posted

- All **Submissions** (A) have been **graded**.
- All **Dashes** (B) are either replaced with a grade or **excused**.
- Any **Hidden** (C) assignments have been **Posted** (released).

Note: An **Eye with a Cancel line** (D) through it will display in the total column if there are any grades that have not been posted. An **Orange Eye** (E) icon will display at the top column of any assignments that have grades that need to be posted. [Use this guide to post grades.](#)

Discussion #1 Out of 100	Paper #1 Out of 100	 Test #1 Out of 100	Discussion #2 Out of 100	Total
90	25	 78	90	 79.52% C
97	-	70	93	 58.33% F
98	-	85	91	 30.25% B
100	-	75	96	 30.95% B
52	30	100	87	 32.11% B
0	50	5	Excused	 75.02% C
 0	0	10	100	 93.54% A

### 3. Grade Export is Correct

- Export Gradebook** and see that the **Current Score** (F) column matches the **Final Score** (G) column. If these columns do not match refer back to step 2 to see if there are any hidden assignments, ungraded assignments, or dashes.

Current Score	Final Score
71.78	71.78
84.41	74.18
75.46	75.46
88.65	88.65

**Tip: Delete or Hide the spreadsheet column between current score and final score in the gradebook export to line up the columns for comparison.**

## Publishing Grades in Banner

When the grading window is open, the instructor of record will have access to pull and post their grades from Canvas to Banner. Follow the directions below to publish grades in Banner.

### Access BlazerNet and Pull Canvas Grades to Banner

1. Login to BlazerNet at [uab.edu/blazernet](http://uab.edu/blazernet).
2. Click **BlazerNET Home** (A) at the top right, if not already on the faculty profile page.
3. Click on the **Canvas Grades** (B) icon beside the desired course to pull grades from that Canvas course.

The screenshot shows the Banner Faculty Profile page. At the top right, the 'BlazerNET Home' link is circled in red and labeled 'A'. Below the navigation bar, there is a table of courses for the 'Previous Term - Spring Term 2019'. The 'Canvas' icon in the right-hand menu is circled in red and labeled 'B'.

Course	When/Where	Enrl/Avail	Icons
Example Course 1	Online	43/17	[Book] [Globe] [A] [B] [C] [D]
Example Course 2	TR / 09:30 - 10:45 HHB 121	72/0	[Book] [Globe] [A] [B] [C] [D]

4. Click **OK** (C) in the dialog box that pops up. This just pulls grades from Canvas to Banner. You will be able to verify and revise grades before actually submitting grades.
5. After the request has processed, another dialog box will pop up and display how many records were received. The **number of records returned** (D) is important. If all records were received, move on to the next step. If all records were not received, it means that the data did not meet the qualifications. You can either manually fix these submissions in the next step or use the [Gradebook Checklist](#) to find and resolve any errors in your Canvas Gradebook and then re-start with step 3. Click **OK** (E).

Dialog box: ssbdev.it.uab.edu says  
Are you sure you are ready to submit grades from Canvas?  
Buttons: OK (C), Cancel

Dialog box: ssbdev.it.uab.edu says  
31 of 31 grade records returned from Canvas . Please review in Banner for accuracy.  
Buttons: OK (E)

**Note:** The Canvas grades button can be clicked as many times as needed during the grading window. Faculty can make revisions to the Canvas Gradebook and then use this button to resend the most up-to-date grades to Banner.

## Review, Revise, and Publish Final Grades

Now that grades have been pulled from Canvas to Banner, faculty should review the grades and make any necessary revisions before publishing. This is also where grades can be manually entered.

1. Click the **Final Grades (A)** icon beside the desired course.

Course	When/Where	Enrl/Avail	
Example Course 1	Online	43/17	
Example Course 2	TR / 09:30 - 10:45 HHB 121	72/0	

2. Records that were pulled successfully from the Canvas will display in the **Grade (B)** column. Grades can be entered/revise by clicking the drop down menu and making the desired selection.
3. If grades were synced from Canvas, the **Last Attend Date (C)** is also pulled from Canvas for each student. This date can be entered/revise by clicking the date field and typing in a date.
4. Be sure to Review/Revise every **Page (D)** then click **Submit (E)** to submit final grades to Banner.

**Course Information**  
Example Course 1  
Students Registered: 72  
Record Sets: 1 - 50 **51 - 72** **D**

**Final Grades**

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99
1	[Redacted]	[Redacted]	3.000	**Web Registered** Nov 02, 2018	A	N	04/18/2019	
2	[Redacted]	[Redacted]	3.000	**Web Registered** Oct 30, 2018	A	N	04/16/2019	
3	[Redacted]	[Redacted]	3.000	**Web Registered** Oct 31, 2018	F	N	01/25/2019	
4	[Redacted]	[Redacted]	3.000	**Web Registered** Dec 06, 2018	B	N	04/18/2019	
5	[Redacted]	[Redacted]	3.000	**Web Registered** Nov 02, 2018	A	N	04/17/2019	
6	[Redacted]	[Redacted]	3.000	**Web Registered** Nov 23, 2018	I	N	04/18/2019	
7	[Redacted]	[Redacted]	3.000	**Web Registered** Nov 02, 2018	A	N	04/18/2019	

**E**

### Notes:

- Students receiving an Incomplete will need to be manually marked with an "I".
- Any F grades assigned will require faculty to supply a reason for the grade. Click the "F" icon next to the envelope on the BlazerNET Home page and choose failure reason.
- Faculty can submit as many times as needed before the grade submission deadline.