



ITS DEPARTMENT

Grades Transfer Blackboard to Banner

Instructor Guide

Introduction

An automated process has been developed to transfer final grades from Blackboard Grade Center to Banner. This was accomplished by adding a new column in Blackboard Grade Center “**Banner Grade**”. This column will be created automatically for you and you will see it in your Grade Center when the period of entering final grade starts.

Step-by-step how to use this column

- Within the course, go to Control Panel and select **Grade Center** → **Full Grade Center**



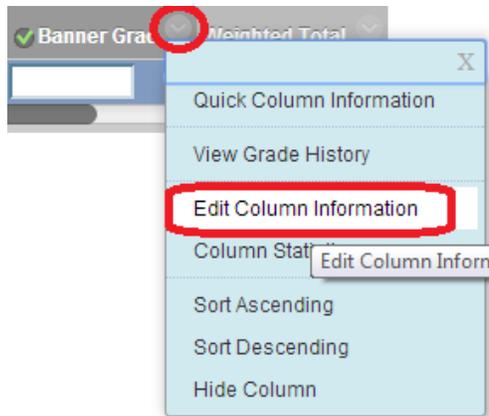
- You will see the “**Banner Grade**” column.



Banner Grade column is visible to students by default. In order to avoid sending alerts to students during entering grades you need to make it invisible

To make it invisible you need to follow the below steps:

1. Click the arrow of **Banner Grade** column and select “**Edit Column Information**” from the menu.

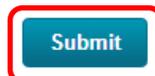


2. Scroll down to section **3. Options** and make sure to change “**Show this Column to Students**” to “**No**”. Also do not forget to click the “**Submit**” button.

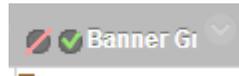
3. Options

Select **No** for the first option to exclude this Grade Center column in *My Grades*. Select **Yes** for the third option to show column statistics.

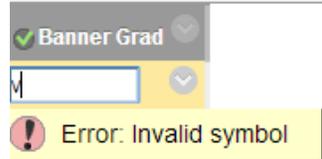
- Include this Column in Grade Center Calculations Yes No
- Show this Column to Students Yes No
- Show Statistics (average and median) for this column to Students in My Grades Yes No



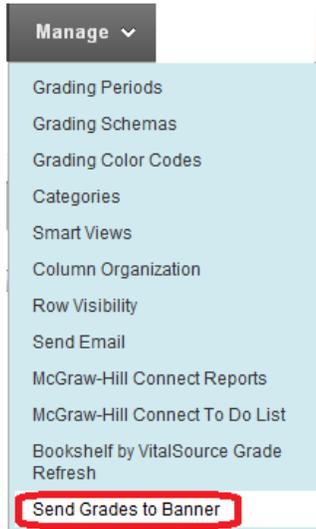
- 3. Notice the new sign in the column name. This means the students cannot see this column. **Do not forget to make it visible again** when you are ready to show the grades to your students



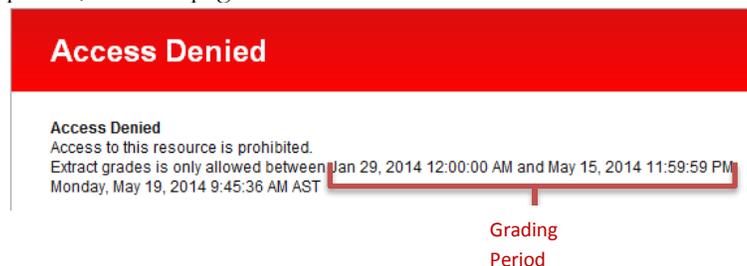
- Grades must be entered into the new created column “**Banner Grade**” exactly as you used to enter it in Banner (i.e. **A,B,C/P,NP,I,...etc.**). If an invalid grade value is entered, the following message will appear:



- The instructor can send grades to banner within the grade center by clicking **Manage → Send Grades to Banner**



- Sending grades to Banner is allowed only during entering final grades period which is defined by registration department. If instructor tries to send grades outside the grading period, an error page will be returned.



- The instructor must enter all grades of all students before s/he sending grades to banner; otherwise, s/he will get a warning message and the grades will NOT be sent to banner



- When the grades are successfully sent to Banner, the following message will appear

Extracted 3 grades from 3 students

- Whenever you change on your grades during the period of entering grades you can resubmit it again
- When the course grading period finishes, all completed grades in Banner Grade column will be automatically exported to Banner to make sure all grades submitted.
- After submitting your grades to banner you can view them in Banner self-service
 1. Login to <http://mybanner.qu.edu.qa>
 2. Click on the “VIEW FINAL GRADE” from the Faculty and Advisor Services TAB



Faculty and Advisor Services

- STUDENT INFORMATION MENU
- TERM SELECTION
- COURSE REFERENCE NUMBER (CRN)
- MY DETAILED SCHEDULE
- MY WEEK AT A GLANCE
- CLASS LIST
- DETAILED CLASS LIST
- FINAL GRADES
- MY ACTIVE INSTRUCTIONAL ASSIGNMENTS
- INSTRUCTIONAL ASSIGNMENT HISTORY
- CLASS SCHEDULE
- COURSE CATALOG
- MY OFFICE HOURS
- VIEW TEACHING EVALUATION RESULTS
- View Survey Results by Course, by Faculty and Personal Results*
- VIEW FINAL GRADE**

RELEASE: 8.5.3

Dates for entering grades will be announced towards the end of the semester

Getting Help

If you need help sending your grades from Blackboard to Banner, please contact [OFID](#).