

## Uploading grades to Banner

For small courses or courses where direct grade entry is preferred, skip to Step 24.

Follow the steps below for courses that use Blackboard to store grades and so you can batch upload. This allows the instructor to match ESF's Banner IDs to SU's NetIDs

### Downloading a grading template

- Step 1. Log in to report.esf.edu and click on the FacultyReportsWebOnly icon
- Step 2. Log in with your ESF credentials.
- Step 3. Open the faculty folder on the left-hand column.
- Step 4. Open the "My\_Grading\_Template" link on the right.
- Step 5. Select the semester of interest.
- Step 6. Select the individual course of interest or all courses at once.
- Step 7. Click on reports in the top task bar and select "My\_Grading\_Template".
- Step 8. Click on "My\_Class\_Roster" and "My\_Grading\_Template".
- Step 9. On the next tab on the right, click "Run".

Outcome: You now have a template list of all students in your course(s) identified by both Banner ID and SU NetID. The template can be used for direct upload of grades into Banner.

### Downloading Grades from Blackboard

If using Blackboard to hold student grades, you need to download those grades to get them into Banner. Grades must be in letter form (e.g. B+), not GPA or other numerical value. Number to letter conversions can be done in Blackboard or externally in a spreadsheet. Consult the Teaching and Learning Center for help on this.

- Step 10. From Blackboard, go into "Grade Center" then "Full grade center".
- Step 11. Go to the top right corner and click on "work offline", then click "download".
- Step 12. In the Data section, select the Full grade Center radio button or the Select Column and choose the field containing the grade.
- Step 13. Click "submit" followed by "Download" to download a csv file of student grades.

## Using Excel to match student records

- Step 14. Use your preferred method to convert numerical grades to letter grades if needed.
- Step 15. Open the "My\_Grading\_Template" csv file downloaded from report.esf.edu
- Step 16. Open the csv file downloaded from Blackboard Grade Center
- Step 17. Use the "XLOOKUP" function in the "Final Grade" column.
- Step 18. Type "=xlookup(", in the first blank cell in the "Midterm Grade" or "Final Grade" column.
- Step 19. Click on the SUID of the student you are trying to lookup, there should be a box that stays on the cell while working on this function, then put a comma.
- Step 20. Switch to the downloaded csv file from Blackboard. Highlight all the cells in the "Student ID" column, then insert a comma.
- Step 21. Click and drag down on the "Letter Grade" column that is in the csv file from Blackboard, insert a comma, hit enter. A letter grade should appear for the student.
- Step 22. Copy down by clicking, holding, and dragging the right bottom corner of the cell with the lookup function in it all the way down.
- Step 23. Replace the values obtained by formula with non-referenced values. Use copy and "paste special as values".
- Step 24. If you matched grades as directed above or directly entered them in the template, this template can be used to upload to Banner.
- Step 25. Save this as an Excel workbook with xls or xlsx extension. Banner will not accept csv files.

Note: if you downloaded the template for all courses, you will only be able to match the students from the course you exported in Blackboard. It is OK to leave unmatched students blank.

## Uploading grades to Banner

- Step 26. Go into Banner and select "Faculty Grade entry". Select either the Midterm Grades or Final Grades tab.
- Step 27. Inside "Faculty Grade Entry", find the course you want to enter grades for.
- Step 28. Click on the gear on the top right corner and click "Import" and from there click the browse window and click on the file you just uploaded the grades too.
- Step 29. Click "Upload" then "Continue".
- Step 30. Verify that all grades correspond properly with you own records then click "Continue".
- Step 31. Ensure that all columns correspond to the systems in the "Map" Section of import, then click "Continue".

Step 32. Once completed, click “Finish”.

Any unmatched students from other courses will be unaffected because there will not be a matching BannerID and course ID.