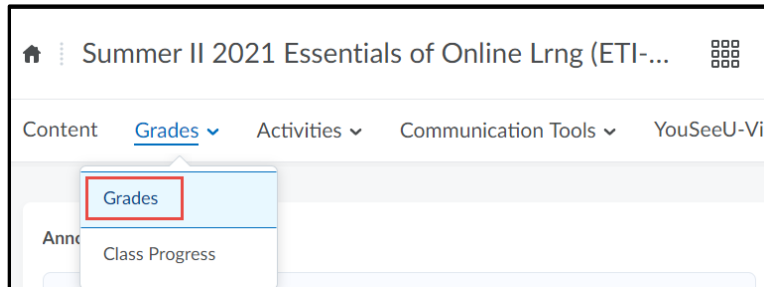


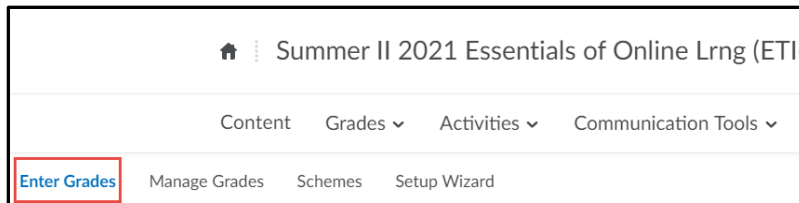
Export Grades from myLeo Online (D2L) to Banner

Preparing Grade book for export

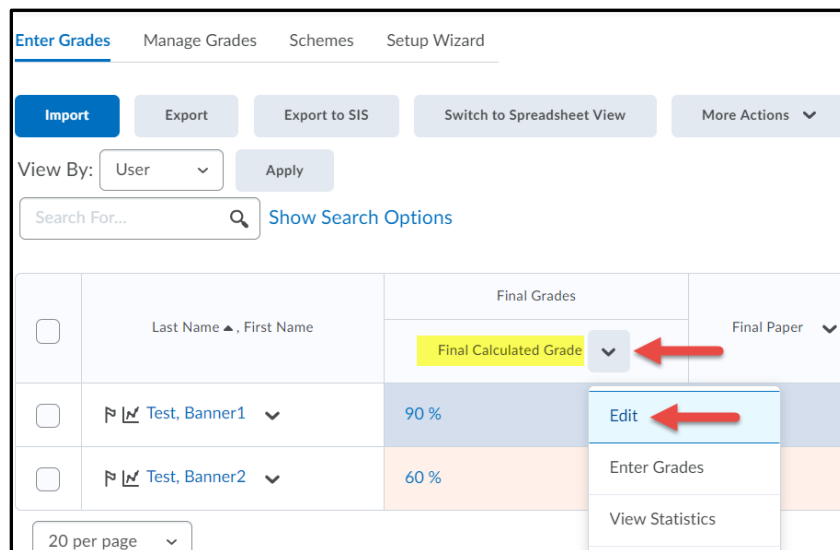
1. In your course shell, go to the **Grades** menu, and select **Grades**



2. Navigate to the **Enter Grades** tab



3. Ensure that you are using **Final Calculated Grade** and Final Grade type scheme is set to a letter grade.
 - a. To do so, click the dropdown menu of the **Final Calculated Grade** item and select **Edit**



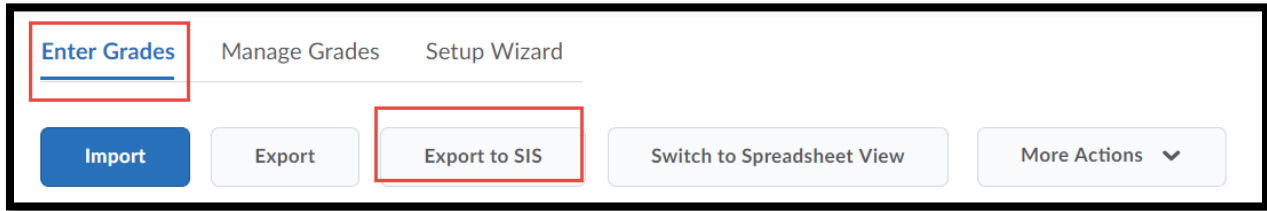
- b. On the **Edit Calculated Final Grade Properties** tab, select the appropriate *Letter Grade Scheme*

- c. **Save and Close**
 d. Verify letter grades displaying correctly in gradebook

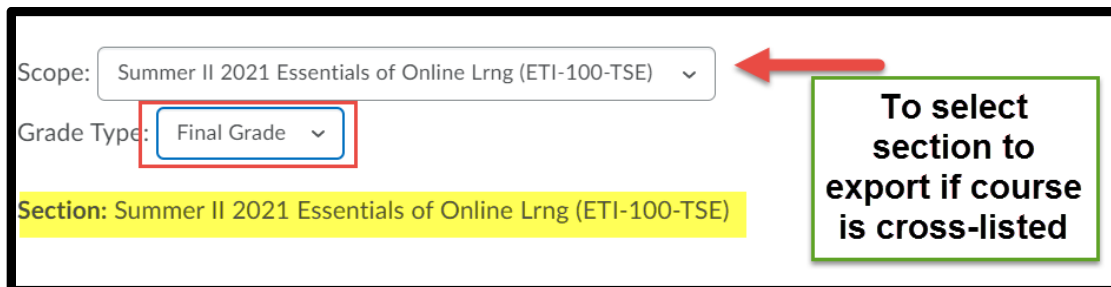
	Last Name ▲ , First Name	Final Grades	
		Final Calculated Grade ▼	Term Paper ▼
<input type="checkbox"/>	Test, Banner1 ▼	A	90 %
<input type="checkbox"/>	Test, Banner2 ▼	D	60 %

Export Grades to SIS

1. Navigate to **Enter Grades** tab
2. Select **Export to SIS**



3. If you have more than one section in the same course offering shell verify the section in the **Scope** dropdown menu.
4. Select **Grade Type** from the drop down menu, either **Midterm** or **Final Grade**



5. Verify usernames and grades in appropriate columns.
 - a. You can set an **Override Grade** if you chose to do so. This will be sent to Banner.
 - b. **Last Attendance Date** is **required** for F grades and must be **manually** set to correct date. *By default this will show the current day's date, so please adjust accordingly.*
6. Click the checkbox next to **Username** on the left side of the screen. This should select all the student names listed on that page.
7. Select the blue **Export** button at the bottom

<input checked="" type="checkbox"/>	Username	Last Name, First Name	Current Final Grade	Override Grade	Last Attendance Date
<input checked="" type="checkbox"/>	50051533	Test, Banner1	B	<input type="text"/>	<input type="button" value="Select Date"/> <input type="checkbox"/> Never Attended
<input checked="" type="checkbox"/>	36871215	Test, Banner2	F	<input type="text"/>	<input type="text" value="10/20/2020"/>

8. The system will take a minute to process and then display a verification screen as to whether the export was successful. **Confirm that the grades show appropriately in Banner.**

Common Errors

1. Exporting grades without **first changing to Letter Grade Scheme**. Export will fail.
2. Exporting “F” letter grades without inputting correctly formatted last date of attendance.
 - a. This date **must fall *between*** the term start and end date.
 - b. By default, this field populates with the current day’s date, so **manually** adjust the date accordingly.
3. Forgetting to export ALL SECTIONS in a cross-listed course. You **must export each section separately using the drop down**.
4. Double check **display options** in Gradebook Settings to show “Grade scheme symbol”. If this is not set correctly, the export screen will not load. You may see a browser error if this is not setup correctly.

