How can I upload final grades from Canvas to Banner?

Tell Me

Note

Only the instructor of record in Banner can submit grades!

You can submit grades from your course, including combined or cross-listed courses. Before you upload your final grades to Banner, remember to do these three important things:

1. **Physically enter a grade** for all students, even if the grade is a 0, in all columns,
2. **Un-mute all columns,** and
3. **Turn off the Treat Ungraded as 0 option.** This option shows you, the instructor, how things would look if all ungraded assignments were zeros, it does not "stick" when you leave the gradebook, or affect what is seen by your students. It's therefore important to **enter a zero grade** when a student doesn't complete an assignment, rather than leave it ungraded.

1. In the course you want to upload grades for, in the left navigation, click the **Canvas to Banner Grade Submission** link.

2. Click **Open in New Tab**

3. A list of the courses you are teaching is displayed.
4. For the course you want to upload grades, click **View grades**

5. The notifications page is displayed

   1. The first notification listed is the **Treat ungraded as 0** option in the grade book. By default, ungraded assignments are NOT included in any assignment total calculations. This means that when assignments are left as “ungraded” (shown with a '-' dash), they are treated as if they never happened. The Treat ungraded as 0 option shows the instructor ONLY how things would look if all ungraded assignments were zeros, it does not “slick” when you leave the gradebook, or affect what is seen by students. It’s therefore important to actually enter a zero grade when a student doesn’t complete an assignment, rather than to leave it ungraded.

   2. The grading scheme used to calculate letter grades is displayed. If you have not created a custom scheme, then the default UNC Charlotte scheme is used. Depending on the course level, either the Undergraduate or Graduate grading scheme is used. However, if you created your own scheme and applied it to the course, your scheme is displayed. You can add and enable a
scheme using the scheme links on the page. However, if you want to add one of the UNC Charlotte schemes to your grade book, follow these directions.

3. Finally, you are asked if the grades in the Total column in the grade book are the grades you want to upload to Banner.

1. If the grades are correct, click Yes and continue to Step 6
2. If the grades are not correct, click No

   1. Messages are displayed warning you that any change made on grade submission form will not be reflected in your Canvas gradebook.
2. If you decide to continue to the grade submission form, verify that you understand that students will not see the changes in the Canvas gradebook by clicking Yes. Continue to Step 6

6. You are notified if you have muted grade columns in your gradebook. The total score you see in the gradebook includes the muted assignment. However, the total score students see does NOT include the muted assignment.

1. Select Option #1 Un-mute all assignments above if you want to unmute all the assignments listed in your Canvas gradebook. A new page is displayed notifying you that all muted assignments have been un-muted. Click Continue to grade form.

2. Select Option #2: Do not un-mute assignments above if you want to keep your grades as is in your Canvas gradebook.
3. Click **Continue**. The grades page is displayed

![Canvas interface](image)

Course: 201710-Spring 2017-AMST-3020-003-Seminar in American Studies

This course has muted assignments. They are listed below:

*Note: If you’re treating ungraded assignments as zeros, muted assignments will result in miscalculated grades for Banner submission.*

- Hollywood Horror Movies

You must choose one of the options below:

- **Option #1: Un-mute all assignments above.**
  (You will have the option to treat ungraded assignments as zeros or not.)

- **Option #2: Do not un-mute assignments above.**
  (You cannot treat ungraded assignments as zeros.)
  I confirm that I am aware that I have muted assignments and would like to keep them muted.

![Grades page](image)  

7. You will see the student’s Name, NinerNET user name, Section of the course enrolled, Course Total, Status, Previously Submitted Grade, and Grade to Submit columns

![Grades page](image)

**NOTE**

In the above graphic the student names and email addresses are blocked to comply with FERPA regulations

8. If you have empty grades, you can force the form to assign a 0 grade by selecting the **Treat ungraded as 0** checkbox

**WARNING**

This change will **NOT** be reflected in your Canvas gradebook; students will **NOT** see this change!
9. By default, only the first 10 students are displayed. To change that number, click the **Show entries** drop-down to choose more students.

The **Course Total** column will display the **Grade to Submit** as a letter grade.

**WARNING**

If you have a large class, some grades may NOT be displayed in the Course Total column. To display the grades, click the **Refresh page** link.

10. The **Grade to Submit** column will display the **Course Total** as a letter grade.
11. If you want to change a grade, in the **Grade to Submit** column select the letter grade from the drop-down list.

12. Once you have verified and chosen the letter grades, you must then select the check box in the **Confirm** column, located on the far left of the page, for all the student grades.

13. Click **Submit this page**. The button is located at the bottom of the page. The acknowledgment page is displayed.

14. The number of grades you are going to submit is displayed.

15. Select the **I understand that any grade changes made on this form are not reflected in the Canvas gradebook** check box.
    I will need to communicate to my students how the grades submitted were calculated.
16. Click **Confirm**

![Canvas grade submission](image)

17. The page refreshes and indicates the number of grades upload to Banner. To check that the grades were uploaded successfully, log into **My UNC Charlotte** and check and/or print your submitted grades from the **Faculty & Advisors** page. You can either go back to the grade form to upload more grades or view your course list to choose another course.

![Canvas grade confirmation](image)

18. When your grades are received to Banner, you will receive an confirmation email. The email will let you know if there are any issues with the grade submission.

![Email confirmation](image)

19. The **Status** message will change on the Canvas form. The possible Status messages are:

1. Success: Grade in Banner
2. Error: Student not registered for course
3. Error: Grade not valid for section
4. Error: Grade not updated. Contact Registrar
5. Pending: Check email for details
6. No grade submitted
7. Error: Instructor not assigned to section

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**Related FAQs**

1. How do I students log into Canvas and access their courses?
2. How do I create a Development, Project, Quality Matters, or Training course?
3. How do I link library resources in my Canvas course?
4. How do students install Respondus LockDown Browser on a Mac device?
5. How can students install Respondus LockDown Browser on Windows devices?