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. **Unhide, show, all columns, and**
3. **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**

![Canvas interface](image)

5. The notifications page is displayed

![Canvas interface](image)

- a. It may take a few minutes for the page to load, please be patient
- b. 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
- c. You are asked if your gradebook accurately reflects the grades to be submitted to Banner
  - i. Click **Yes** to continue with the submission
  - ii. If you choose **No**, the following message that the grade you submit and the grade students see in Canvas are different

![Message](image)

- d. If you have hidden any grade columns in the gradebook, the assignments will be listed
i. If you want to show, unhide, grades, you will need to follow the directions

![Hidden Grades!]

You MUST use the linked instruction to unhide grades. Choosing this option will NOT automatically unhide the grades!

ii. Otherwise, you can specify to keep the grades hidden

![canvas]

Course: 201960-Fall 2019-AMST-5020-003-Seminar in American Studies

Assignments with Hidden Grades

This course has assignments with hidden grades. They are listed below:

- Preparatory Quiz
- Syllabus Quiz

You must choose one of the options below:

- **Option 1:** Post all grades for the assignments above using these instructions.
  You must see the linked instructions to unhide grades. Choosing this option will NOT automatically unhide them.

- **Option 2:** Keep grades hidden.
  Confirm that I’m aware that I have assignments with hidden grades and would like to keep them hidden.

Continue

6. The grade submission page is displayed. You will see the student’s Name, NinerNET user name, Course Total, Status, Previously Submitted Grade, and Grade to Submit columns

![Canvas Grade Submission Page]

NOTE

In the above graphic the student names and email addresses are blocked to comply with FERPA regulations
7. By default, only the first 10 students are displayed. To change that number, click the Show entries drop-down to choose more students.

![Canvas interface](image)

*Any grade changes made on this form.

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

<table>
<thead>
<tr>
<th>Course Total</th>
<th>Status</th>
<th>Previously Submitted Grade</th>
<th>Grade to Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>- (-)</td>
<td>No grade submitted</td>
<td>-</td>
<td>A</td>
</tr>
<tr>
<td>95.38 (-)</td>
<td>No grade submitted</td>
<td>-</td>
<td>A</td>
</tr>
<tr>
<td>94.11 (-)</td>
<td>No grade submitted</td>
<td>-</td>
<td>A</td>
</tr>
<tr>
<td>95 (-)</td>
<td>No grade submitted</td>
<td>-</td>
<td>A</td>
</tr>
</tbody>
</table>
9. If you want to change a grade, in the Grade to Submit column select the letter grade from the drop-down list.

10. 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.

11. To select all check boxes, click the Check all (this page only) button.

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

13. If you have any students receiving a grade of F, the Last Date of Attendance for Failing Students page is displayed. You need to determine the last date of attendance for each student by using the guidelines.
b. Select the **Never Attended** check box if the student did not attend your class. The **Last Date Attended** text box will display the date prior to the first day of the semester.

c. If the student completed a Canvas activity at any time during the semester, the last date of activity determined by Canvas is displayed.

d. Note the **As Of** date. If it is correct, enter that date into the **Last Activity Date** text box. If you suspect there was student activity after the **As Of** date, you need to determine the last date of attendance and enter the new date in the **Last Attend Date** text box. You can choose a date from the calendar pop-up.

e. Click **Acknowledge** to continue submitting grades.

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.
16. Click Confirm

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.

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.

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

Related FAQs
- How do I add participants to a past Canvas course?
- How do faculty enable Mahara access for students in Canvas?
- How can instructors check a student paper for suspected plagiarism?
- Where can instructors find accessibility statements for approved campus technology?
- How do I create a Canvas Assignment that is automatically graded?