Blackboard Learn
Grade Integration
with Banner

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General Information about the Integration of Grades in Blackboard with the Banner Grade Entry Page

- External Midterm Grade and External Final Grade columns used for Banner Integration are created in the Blackboard Grade Center by default.
- The Blackboard course must have the "Set Availability" section set to "Yes."
- The column in the Blackboard Grade Center used to integrate with Banner must be marked as the External Grade which is indicated by a green check mark to the left of the column title.
- There can be only one column marked as the External Grade at a time. The default External Grade is the External Midterm Grade column.
- If both Midterm and Final grades are to be integrated with Banner, after the Midterm Grades are entered in Banner, the External Grade status must be switched to the External Final Grade column.
- Once the letter grades are entered into the integrated column in Blackboard, they will appear on the corresponding Grades page in Banner.
Access the Blackboard Grade Center

1. Enter the Blackboard course.
   - The entry page for the course will appear. This page is often named "Home Page" or "Course Content."
2. Go to the Control Panel on the lower left hand side of the page and click the Grade Center Link. (Figure 1)
   • The Grade Center menu will appear.

3. Click the "Full Grade Center" link. (Figure 2)
   • The Grade Center will appear on the right hand side of the screen
The Default Layout of the Blackboard Grade Center

- The default Grade Center contains ten columns. The External Midterm Grade and External Final Grade columns are to the very far right of the Grade Center. (Figure 3)
- The External Midterm Grade and Final Grade are made unavailable/invisible to students. This can be changed to available/visible at the instructor’s discretion.
- The External Midterm Grade column has a green checkmark to the left of the title. This indicates that it is the External Grade. (Figure 4)
**Enter Grades into the External Midterm Grade Column**

1. Click in the cell of the first student. (Figure 8)
   - A box will appear in the cell

2. Enter a letter grade into the box.
   - **DO NOT ENTER A NUMBER INTO THE CELL!** An incorrect letter grade will replace the number.

3. Click the Enter key on your keyboard.
   - The grade box will advance to the next student. (Figure 9)
   - Repeat procedure until all grades have been entered.
Blackboard Grade Integration with Banner
Complete the Grade Integration Process

Check to See that the Course is Available
1. Go to the Control Panel on the lower left side of the page and click the Customization link.
   • A drop down box will appear.
2. Click on the Properties link.
   • The Properties page will appear on the right side of the screen.
3. Go to the Set Availability section.
   • The Yes button should be selected.
4. If the Yes button is not selected, click the button next to Yes.
5. Click the Submit button on the upper or lower right side of the screen.

Complete the Grade Integration Process

For instructions on how to import the External Grade (Integrated) column grades into Banner, go to the Office of the University Registrar's Grading Procedures website at https://sites.google.com/a/slu.edu/registrar_resources/grades/entering

How to Make the External Final Grade Column the External Column

• If you wish to integrate the grades in the External Final Grade column with Banner, you will need to make the column the "External Grade" column.
  • When you make a column the "External Grade" column, a green checkmark will appear to the left of the title of the column. (Figure 4)
1. Hover over the title of the External Final Grade column.
2. Click the gray circle with the down arrow in it, which appears to the right of the title of the column.
   • A drop down box will appear.
3. Click the "Set as External Grade" link.
   • The green check mark will now appear to the left of the title of the External Final Grade column.
   • You can now enter the grades you wish to integrate with Banner.